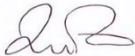



Part 1: Risk assessment for coronavirus (COVID-19)

Description	COVID19 Risk Assessment						
Prepared by (print)	Andy Batty	Prepared by (sign)		Position	QHSE Manager	Date	22/05/20
Authorised by (print)	Dave Haxton	Authorised by (sign)		Position	Managing Director	Date	22/05/20

Risk No.	Hazard	Who might be affected and how?	Enter either, or/and 1 - Details of recommended NHS / UK Government / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 - What we are currently doing	Evaluate current control measures. Do we need to implement additional controls?			Enter either, or/and 1 - New control measures recommended 2 - Why the recommended control measures are not implemented 3 - General comments	By who	By when
				YES	NO	N/A			

1 - SAFE PLACE

R1	Coronavirus (COVID-19) (CV19) Someone entering the workplace with CV19	Employees The workplace remains open despite Government instruction, and someone enters the workplace with CV19 and passes the virus on to employees, who in turn pass CV19 onto family members and those they come into contact with.	1 – On 23 March 2020 the government stepped up measures to prevent the spread of coronavirus and save lives. All non-essential premises must now close. https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance 2 – We are following Government advice applicable to our workplace. GOV.UK: “Certain jobs require people to travel to their place of work – for instance if they operate machinery, work in construction or manufacturing, or are delivering front line services.” https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others	No	No	1 – Internal brief communicated 18/03/20 and updated communication issued 25/03/20 2 - Information to links to Government advice communicated and posted across company		
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			<p>COVID19 Briefs for all staff Initial internal brief – 18/03/20 Updated brief – 25/03/20</p> <p>3 – Employees will only be allowed to work if they are well and neither they nor any of their household are self-isolating.</p>		No		3 - Brief details methods of communication between employer and employee as well as pay for absence	
R2	<p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the workplace with CV19</p>	<p>Employees</p> <p>A visitor enters the workplace with CV19 and passes the virus on to employees.</p>	<p>1 – A request has been sent to companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding CV19. We will not work alongside companies who will not provide us this information.</p> <p>2 – As a company we have spoken to the parts of our supply chain which could influence the spread of CV19 to discuss arrangements and control measures.</p> <p>3 - An information poster/email is sent to regular visitors which highlights the risks of CV19 and states that symptomatic individuals will not be allowed entry or will be requested to leave.</p> <p>4 - An information poster highlighting the symptoms of CV19 is placed on the entry/sign in point. The poster will state that symptomatic individuals will not be allowed entry.</p> <p>5 - Hygiene requirements (handwashing etc.) and symptoms of CV19 will be included within Induction.</p> <p>6 - CV19 Information posters are placed in designated locations within the workplace (toilets, notice boards etc.)</p>		No		<p>1 - Notifications have not been sent as we are a SME and are in constant communication with our suppliers / contractors and visitors who regularly attend our site</p> <p>Contractors are currently beginning their journey with Safe contractor scheme who will cover all aspects of evaluation / approval including RAMS and Policies. Any contractors who attend Beldam must have approved RAMS and associated documentation</p> <p>2 – Delivery drivers at Goods In / Out will not be allowed entry into the building unless under exceptional circumstances and then they must be escorted by a supervisor and maintain all current in-house COVID 19 hygiene and social distancing requirements</p> <p>3 - See point 1</p> <p>4 - Posters are affixed to all entrances including goods inwards</p>	

			7 - This information has been passed onto employees.		No		5 - Posters are in position where at hand washing stations. COVID 19 needs to be added to induction 6 - Posters in positions at various locations around the company to increase awareness 7 – OK		
R3	Coronavirus (COVID-19) (CV19) Someone becomes ill within the workplace	Employees, visitors Contracted CV19 by any means.	1 - Person will be removed to a designated area which is at least 2 metres away from other people. 2 - We have identified a designated room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, we will do so for ventilation. 3 - The individual will be sent home and advised to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted. 4 - The workplace will be decontaminated following Governmental guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 5 - This information has been passed onto employees.	Yes Yes Yes	No		1 - Area needs designating, needs to be a room not frequented by lots of people - Ground floor meeting room nominated 2 – As per point 1 3 - As per internal brief communicated 25/03/20 4 – Access the website, print off and communicate to all 5 – As per point 4	AB / PM Andy Batty	20/04/20 20/04/20
R4	Coronavirus (COVID-19) (CV19) Contaminated workplace	Employees, visitors A person catches CV19 due to	1 - An increased formal cleaning regime is underway. Employees are cleaning equipment more often (keyboards, work surfaces, door handles etc.).		No No		1-5 – All points have been implemented and communicated accordingly		

		contaminated surfaces.	2 - Hand sanitisers have been placed in the workplace. 3 - Extra hygiene requirements (handwashing etc.) are enforced. 4 - Multi-use handtowels are not used to dry hands. 5 - This information has been passed onto employees.		No					
R5	Coronavirus (COVID-19) (CV19) Proximity, workplace gatherings	Employees A person catches CV19 due to working closely with an infected person.	1 - A <i>Social Distancing</i> policy has been implemented. All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, 2m rule, deferring large meetings etc.) https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing 2 - This information has been passed onto employees.		No		1-2 – A review of in-house processes was undertaken and a decision to move people to work from home enabled the people who were to stay could ensure 2m rule was observed The rule has been communicated to all workshop staff and is constantly monitored on all tasks with regard to the location and movement of people. People who deliberately choose to ignore the rules in place relating to COVID 19 spread prevention and distancing will be subject to the companies disciplinary procedures			
Risk No.	Hazard	Who might be affected and how?	Enter either, or/and 1 – <i>Details of recommended NHS / UK Government / FCO / WHO / etc. / General health and safety risk management controls (zoonosis)</i> 2 – <i>What we are currently doing</i>	Evaluate current control measures. Do we need to implement additional controls?	YES	NO	N/A	Enter either, or/and 1 – <i>New control measures recommended</i> 2 – <i>Why the recommended control measures are not implemented</i> 3 – <i>General comments</i>	By who	By when
2 – SAFE PERSON										
R6	Coronavirus (COVID-19) (CV19) General	Employees (including those considered at increased risk)	1 – NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts):		No		1 - Links to government websites and the latest information have been provided and remain on all notice boards / HSE boards throughout the company			

		Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.	https://www.nhs.uk/conditions/coronavirus-covid-19/ 2 – The WHO (World Health Organisation) provides information and a free 5-minute video on which has been provided to our employees CV19: https://openwho.org/courses/introduction-to-ncov 3 – Government guidance on hand washing is provided in line with the 20 second rule: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 4 – Additional consideration will be given to those employees who may be deemed to be at increased risk. 5 – Advice on risks, symptoms and control measures has been passed onto employees. A formal training program has been implemented which considers Safe Place, Safe Person, Sound Information.		No		2 - World Health Information was shared with all workshop staff at the end of Feb 2020 Updates are also shared throughout the company regarding the latest information and how to access it 3 – Posters are in place at all wash stations regarding the 20 second rule 4 – High risk employees have now been identified by the NHS by sending out notifications 5 – This advice has been provided verbally, by mail, posters and other government information has been shared throughout the company and is constantly updated with the latest information		
R7	Coronavirus (COVID-19) (CV19) Self-isolation	Employees Employees are not aware of the need to self-isolate or how to self-isolate.	1 – NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist: https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/ 2 – The need to provide an isolation certificate has been passed to employees. 3 – Advice on how to self-isolate has been passed onto employees.		No		1,2&3 - This information has been shared with all staff and staff have also been directed to also check the latest available from the government		
R8	Coronavirus (COVID-19) (CV19)	Employees Travelling abroad for work to any area.	1 – FCO provides advice for travellers: https://www.gov.uk/foreign-travel-advice		No		1 - All travel abroad has been cancelled until further notice due to the COVID outbreak.		

	Travel (Travelling abroad)		<p>All travel has been suspended.</p> <p>2 – UK Government has issued a COVID-19 Exceptional Travel Advisory Notice.</p> <p>All staff are strongly advised to return to the UK while there are still commercial routes available. Many airlines are suspending flights and many airports are closing, preventing flights from leaving advises against all non-essential travel.</p> <p>3 – Practical alternatives to travel including postponing trips and holding meetings via video conferencing are implemented.</p> <p>4 – Advice and guidance on travelling has been passed onto employees.</p>		No		2 - UK travel has also been restricted as per government guidelines		
					No		3 - Increased of webinar and conference calls ensuring all attendees observe the 2m rule		
					No		4 – All advice has been passed on to employees		
R9	<p>Coronavirus (COVID-19) (CV19)</p> <p>Travel (Returning from travelling abroad)</p>	<p>Employees</p> <p>Returning to the UK after travelling abroad for work (or otherwise) to an area with a higher risk of CV19.</p>	<p>1 – CIPD provides advice for travellers returning to work from affected areas: https://www.hr-inform.co.uk/news-article/advice-on-managing-the-coronavirus-outbreak</p> <p>2 – This advice or how to access it is passed onto employees.</p>		No		1 & 2- This information has been made available to all employees through information boards		
R10	<p>Coronavirus (COVID-19) (CV19)</p> <p>Booked annual leave</p>	<p>Employees</p> <p>Employee(s) may become affected due to travelling to an affected area as part of booked annual leave.</p>	<p>1 – Employee(s) are granted permission to cancel at short notice any pre-booked annual leave to an affected area. <i>(a failure to allow short notice cancellation could pressure employees to travel to affected destinations).</i></p>		No		This flexibility has been granted to all employees subject to management approval		
R11	<p>Coronavirus (COVID-19) (CV19)</p> <p>Symptomatic or exposed employee(s)</p> <p>Presenteeism</p>	<p>Employees, general public, family members</p> <p>Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19.</p>	<p>1 – Employee(s) is/are advised to follow NHS online guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>2 – If NHS 111 or a GP determines the employee is symptomatic and unfit for work, they will be treated as off sick as per normal policy.</p>		No		1 – Employees area aware of the location to get the latest NHS advice relating to COVID 19		
					No		2 – This is understood by all		

		A person catches CV19 due to another employee continuing to work despite being unwell.	<p>3 – Symptomatic employees will be sent home.</p> <p>4 – If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p> <p>5 – Working from home has been considered. A specific homeworking risk assessment will be conducted if needed.</p> <p>6 – As a last resort, if we decide to suspend an employee as a precaution this will be on full pay unless the employees' specific contract provides us a right to suspend without full pay for this reason. Such a suspension will not be considered a 'medical suspension'.</p> <p>7 – This advice or how to access it is passed onto employees.</p>		No	<p>3 – We have already acted on this on several occasions</p> <p>4 – This has been communicated to all</p> <p>5 - The policy for employees to work from home if at all has been in force since mid-March in line with government advice</p> <p>6 - This has been communicated in the staff brief provided 18th March 2020</p> <p>Information</p>		
R12	<p>Coronavirus (COVID-19) (CV19)</p> <p>Employee(s) who have contracted CV19</p>	<p>Employees, general public, family members</p> <p>Contracted CV19 by any means.</p>	<p>1 – If NHS 111/online or a GP determines an employee has contracted CV19 they will be treated as off sick as per normal policy.</p> <p>2 – If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p>		No	<p>1 - This has been communicated in the staff brief provided 18th March 2020</p> <p>2 – This will be communicated through this Risk Assessment accordingly</p> <p>3 – As per the link in this RA</p>		

			<p>3 – The workplace will be decontaminated following Governmental guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>4 – Personal Protective Equipment has been provided relative to activities.</p> <p>5 – This information has been passed onto employees.</p>		No No	<p>4 – As per guidelines</p> <p>5 - Communicated through company noticeboards and Team Leader briefs</p>						
R14	<p>Coronavirus (COVID-19) (CV19)</p> <p>First Aid Training / CPR Manikin</p>	<p>Employees</p> <p>Employees are exposed to risks from CV19 due to providing First Aid in the workplace, or, from the use of CPR Training on Manikins.</p>	<p>1 – Advice on CPR and resuscitation in the workplace is taken from UK Gov & the Resuscitation Council: https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p>2 – Advice on Manikin Hygiene is sought from reputable providers. https://www.qualsafe.com/PDFs/QA%20COVID-19%20Info.pdf</p>	Yes	No	<p>1 - Review detail from link provided and implement any necessary action Send link to every First Aider on site</p> <p>2 – We do not use Manikins</p>	AB	21/04/20				
Risk No.	Hazard	Who might be affected and how?	Enter either, or/and 1 - Details of recommended NHS / UK Government / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 - What we are currently doing	Evaluate current control measures. Do we need to implement additional controls? <table border="1"> <tr> <td>YES</td> <td>NO</td> <td>N/A</td> </tr> </table>			YES	NO	N/A	Enter either, or/and 1 - New control measures recommended 2 - Why the recommended control measures are not implemented	By who	By when
YES	NO	N/A										

3 - SOUND INFORMATION

R15	Coronavirus (COVID-19) (CV19) Lack of accurate information / a failure to disseminate information	Employees (including those considered at increased risk) Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.	1 - Monitoring. We have designated a CV19 Appointed Person. Responsibilities include: a) Signing up to the UK Gov CP immediate updates: https://www.gov.uk/email-signup?link=/government/topical-events/coronavirus-covid-19-uk-government-response	Yes	1 - Appointed person to sign up to receive UK Gov updates and monitor relevant websites and news outlets – AB has signed up to UK Gov for immediate updates and will monitor websites and news outlets	AB / DH / PM / CP	20/04/20
			b) Monitoring relevant Websites and News outlets. 2 - Reporting. An internal and external risk communication plan has been developed to ensure timely updating/ sharing of information with all stakeholders (meetings, circulars, emails etc.).	No	2 – Communication is kept up to date through web meetings team leader briefings and company (Observing 2m social distancing rule) briefs sent around to all staff		

Revision History

Issue	Details of Change	Reviewed By	Date	Approved By	Date
01	Initial issue of document	Andy Batty	20/04/20	Dave Haxton	20/04/20
02	Text amended to added to section R2 relating to control of contractors and delivery drivers	Andy Batty	22/05/20	Dave Haxton	22/05/20