Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here

✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance

✓ We have taken all reasonable steps to **help people work from home**

✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace

✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Kernock Park Plants Ltd   Date 14 May 2020

Who to contact: Bruce Harnett

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

COVID-19

In addition to standard practices, the following specific risk evaluations and controls measures must be adhered to.

Description / Hazard	Objective	Requirements	Specific Risks Identified — Note: these are on top of overall risk of spreading virus to workforce and families	Risk rating			Control Measures	Residual risk rating		
				Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)		Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)
Phase1 - Full Lockdown	Stay at Home Protect the NHS Save Lives	Stay at home - no unnecessary journeys or social contact Only leave home for essential shopping, medical needs and one form of exercise per day You can travel to and from work if absolutely necessary Public gatherings of more than two people are banned - excluding people you live with Don't visit other people's house or socialise outside your home Police can fine you if you don't follow the rules	South West has minimal cases of COVID. Staff self isolating with minimal outside contact. Few outside visitors to the area.	3	5	15	Summary of measures put in place: Social distancing Canteen closures Separating workstations Office movements Weekly information and guidance broadcasts Daily cleaning of workstations and hot spot areas such as door handles, sinks etc. Work movements to allow for less people per department.	2	3	6
Phase2	Stay Alert Control the Virus Save Lives		Increased mobility of staff. Increased visitors to the area.	4	5	20	Continuing initial phase 1 measures and adding additional areas as per gov guidance where applicable.	3	3	9
2. Who should go to work	Considering who is essential to be on site; for example, office staff should work from home if at all possible.	Considering who is essential to be on site; for example, office staff should work from home if at all possible. Consider who is needed to be on-site; for example: ▪ Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely. ▪ Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment.	Business and jobs at risk if critical administrative roles can't be fulfilled. Staff may feel increased pressure to work onsite if they feel they are unable to fulfil their roles at home due to lack of personal computing equipment. Staff may fear coming to work unless they feel the working environment is safe.	3	4	12	Assessments carried out do determine any staff who can work from home. All software required for home working made available through remote connection to ensure continued security. Staff who can work from home effectively provided with hardware to do so where not already present (where possible). See also: Section 3. Social distancing at work	2	3	6
		Planning for the minimum number of people needed on site to operate safely and effectively, for example, workers deemed necessary to carry out physical works, supervise work, or conduct work in order to operate safely.	Lack of control of agency staff due to difficulties in communication could lead to lack of social distancing. Planned work may not be achievable whilst enabling social distancing risking increased loss to the business.	4	4	16	Non essential staff (agency) reduced. Work in progress adapted to reduce number of people required in a department at any one time.	2	2	4
		Monitoring the well-being of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.	Staff at risk of feeling isolated from the business, leading to issues surrounding mental well-being through fear of job loss.	3	3	9	Staff working off site or furloughed contacted via phone at least monthly to verify their mental well-being and talk through any issues they may be facing.	2	2	4
		Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.	Staff at risk of feeling isolated from the business, leading to issues surrounding mental well-being through fear of job loss.	3	3	9	All staff provided regular updates via email on business progress, innovations and new/revisions to existing procedures. All staff provided with regular updates on changes to government guidance.	2	2	4

Description / Hazard	Objective	Requirements	Specific Risks Identified Note: these are on top of overall risk of spreading virus to workforce and families	Risk rating			Control Measures	Residual risk rating		
				Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)		Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)
2.1 Protecting people who are at higher risk	To protect clinically vulnerable and clinically extremely vulnerable individuals. ▪ Clinically extremely vulnerable individuals (see definition in Appendix) have been strongly advised not to work outside the home. *Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP. Guidance on who is in this group can be found here: https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19*	Providing support for workers around mental health and wellbeing. This could include advice or telephone support.	Limited options to "shield" clinically extremely vulnerable staff on site due to nature of the work. Clinically vulnerable staff at increased risk if exposed to virus. Staff at risk of feeling isolated from the business, leading to issues surrounding mental well-being through fear of job loss. Staff at risk of loss of income due to having to shield leading to increased risk of mental well-being issues.	4	5	20	Clinically extremely vulnerable who have been advised not to work outside of their home and clinically vulnerable staff who have been advised to take extra care furloughed to provide financial stability where home working is not applicable i.e. for site workers. All staff provided regular updates via email on business progress, innovations and new/revisions to existing procedures. All staff provided with regular updates on changes to government guidance. Staff working off site or furloughed contacted via phone at least monthly to verify their mental well-being and talk through any issues they may be facing. Staff not advised to shield but still vulnerable moved to working environments which provide the safest available on-site roles, i.e. those not typically involving a production line to increase social distancing beyond the minimum 2m standards as far as practicable. On return, all vulnerable staff to continue working in environments which provide the safest available on-site roles, i.e. those not typically involving a production line to increase social distancing beyond the minimum 2m standards as far as practicable until such time as virus risk has reduced to acceptable levels (as defined by government guideliens).	2	5	10
	▪ Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role. *Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here: https://www.gov.uk/government/publications/full-guidance-on-staying-athome-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others*									
	▪ If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.									

Description / Hazard	Objective	Requirements	Specific Risks Identified Note: these are on top of overall risk of spreading virus to workforce and families	Risk rating			Control Measures	Residual risk rating		
				Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)		Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)
2.2 People who need to self-isolate	To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.	Enabling workers to work from home while self-isolating if appropriate.	Risk of staff isolating feeling they must come work due to financial stability. Risk of staff isolating feeling isolated in their homes due to lack of social contact (risks to mental well-being). Risk to the business if large number of staff forced to self isolate due to perishable nature of product. Increased risk of spread if individuals with suspected infection attend the workplace.	4	5	20	All staff advised to follow government guidance regarding COVID symptoms and provided with guidelines in email communication to avoid need to self investigate. Administrative staff provided the facility to work from home where possible/appropriate for them to do so. All staff provided with the following options during self-isolation / hospitalisation to offer financial protection and provide options for business to recover: 1) Paid Time Off in Lieu to help provide financial stability throughout the first period of absence for up to 2 weeks. 2) Statutory Sick Pay (SSP) All staff provided regular updates via email on business progress, innovations and new/revisions to existing procedures. All staff provided with regular updates on changes to government guidance. Staff working off site or furloughed contacted via phone at least monthly to verify their mental well-being and talk through any issues they may be facing.	2	2	4
2.3 Equality in the workplace	To treat everyone in your workplace equally. In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals. It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability. Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.	Understanding and taking into account the particular circumstances of those with different protected characteristics. Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them. Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation. Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers. Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.	Risk to staff financial stability if forced to be absent from work due to caring for children due to school closures. Risk to staff financial stability if forced to be absent to shield other members of their family due clinical vulnerabilities. Risk of staff feeling isolated in their homes due to lack of social contact (risks to mental well-being).	4	3	12	All staff provided with the following options: 1) Options to work an alternative shift / flexible hours. 2) Using annual leave to cover periods of absence. 3) Taking unpaid leave. Furlough requirements considered based on individual needs. Staff with clinically vulnerable family members offered options as per Section 2.1 Protecting people who are at higher risk. All staff provided regular updates via email on business progress, innovations and new/revisions to existing procedures. All staff provided with regular updates on changes to government guidance. Staff working off site or furloughed contacted via phone at least monthly to verify their mental well-being and talk through any issues they may be facing.	2	2	4

01/12/2020

Description / Hazard	Objective	Requirements	Specific Risks Identified Note: these are on top of overall risk of spreading virus to workforce and families	Risk rating			Control Measures	Residual risk rating		
				Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)		Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)
3. Social distancing at work	To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.	You must maintain social distancing in the workplace wherever possible. Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms and canteens and similar settings. These are often the most challenging areas to maintain social distancing.	Summary: Staff at risk due to: Production area layouts Office layouts Car park entry/exit points Canteen areas Business at risk of closure due to lack of control. Overall Risk Rating:	5	4	20	Summary: All staff issued guidance to: Wash hands thoroughly following guidance of 20 seconds with soap and warm water at least 4 times a day (at minimum on arrival and exit from the site and before eating/drinking). Staff advised to remain 2m apart at all times. Staff activities separated where practical to do so. Where not practical to do so for HSE requirements, additional PPE provided. Production area layouts revised to provide social distancing. Seasonal (uncontrolled workers) reduced where	2	3	6
3.1 Coming to work and leaving work	To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.	Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.	N/A control measures already in place.	2	3	6	Seasonal workers typically start/stop at staggered intervals. On site residents approach and enter from different point to main entry from car park. Agency workforce reduced where possible.	2	3	6
		Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.	N/A control measures already in place.	2	3	6	Carpark suitable sized to provide distancing at peak season operator capacity	2	3	6
		Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.	Staff at risk when sharing corporate vehicles.	4	3	12	Corporate vehicles reduced to single occupancy only.	2	3	6
		Reducing congestion, for example, by having more entry points to the workplace.	N/A control measures already in place.	2	2	4	Car park central to site with staff using multiple exits to access work areas. Main staff transit corridors cleared to maximise space between staff when entering/leaving production area.	2	2	4
		Providing more storage for workers for clothes and bags.	N/A control measures already in place.	2	2	4	Staff advised to store personal belongings in their own vehicles and not bring valuables to work.	2	2	4
		Using markings and introducing one-way flow at entry and exit points.	N/A control measures already in place.	2	2	4	Staff able to use multiple entry/exit points from work areas.	2	2	4
		Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.	Staff at risk of causing cross infection if handwashing facilities not readily available near place of work.	4	3	12	Handwashing facilities provided across site at multiple amenity points. Additional hand sanitiser stations setup for use where washing facilities not available i.e. within vehicles.	2	3	6
		Providing alternatives to touch-based security devices such as keypads.	Staff at risk of cross infection from touch based alarm and gate entry points.	4	3	12	Main entrance gate setup with automatic timer for open/close during working hours to avoid need for manual pin entry. Alarm control panel points cleaned twice daily. Clocking in/out for shifts done by RF fob.	2	3	6

Description / Hazard	Objective	Requirements	Specific Risks Identified Note: these are on top of overall risk of spreading virus to workforce and families	Risk rating			Control Measures	Residual risk rating		
				Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)		Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)
3.2 Moving around buildings and worksites	To maintain social distancing wherever possible, while people travel through the workplace.	Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.		3	3	9	All staff advised to use telephones as preference to moving between areas. Office areas restricted to access by necessity only.	2	3	6
		Reducing job rotation and equipment rotation, for example, single tasks for the day.	N/A control measures already in place.	2	2	4	All jobs allocated on an area per day basis. Staff maintained in the same area for consecutive days as far as practicable.	2	2	4
		Restricting access between different areas of a building or site. Introducing more one-way flow through buildings for example on walkways around the workplace. Using signage such as ground markings or being creative with other objects to mark out 2m to allow controlled flows of people moving throughout the site.		4	3	12	Guidance provided to staff to access areas only when absolutely necessary. Managers distributing work rather than staff collecting from central points to limit congestion. Visual signage/barriers in place where applicable to maintain social distancing.	2	3	6
		Separating sites into working zones to keep different groups of workers physically separated as much as practical.	N/A control measures already in place.	2	2	4	Production areas separated by task with limited moved between departments.	2	2	4
		Planning site access and 'area of safety' points to enable social distancing.	N/A control measures already in place.	2	3	6	Fire assembly point in open area which allows sufficient distancing.	2	3	6
		Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing.	Staff at risk during safety inductions.	3	3	9	Inductions held outside where practical to do so. Information distributed to staff and external contractors by email prior to induction / arrival on site.	2	3	6
		Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses and when needed, social distancing measures should be followed within the vehicles.	Site vehicles often used by multiple personnel sat side by side.	4	3	12	Site vehicles restricted to single personnel only with cleaning between use.	2	3	6
		Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.	Office corridors limit ability to pass with a 2m gap.	4	3	12	Staff advised to avoid corridor meetings and provide sufficient space for others to pass safely.	3	3	9
		Building doors closed during winter for heat.	Touch surfaces increased.	4	3	12	Hand sanitiser stations placed at high traffic points (main entrances to glaass houses)	2	2	4

01/12/2020

Description / Hazard	Objective	Requirements	Specific Risks Identified Note: these are on top of overall risk of spreading virus to workforce and families	Risk rating			Control Measures	Residual risk rating		
				Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)		Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)
3.3 Workplaces and workstations	To maintain social distancing between individuals when they are at their workstations. For people who work in one place, workstations should allow them to maintain social distancing wherever possible. Workstations should be assigned to an individual as much as possible. If they need to be shared they should be shared by the smallest possible number of people. If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk. If it is not possible to keep workstations 2m apart then businesses should consider whether that activity needs to continue for the business to operate and if so take all mitigating actions possible to reduce the risk of transmission. It is recognised that in outdoor workplaces it might be rare to have a fixed or static place of work. However, there may be some situations where this is the case.	Reviewing layouts, line set-ups or processes to allow people to work further apart from each other. Using floor tape or paint to mark areas to help workers keep to a 2m distance. Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. Only where it is not possible to move workstations further apart, installing screens to separate people from one another. Managing occupancy levels to enable social distancing. Using a consistent pairing system if people have to work in close proximity, for example, during two person working, lifting or maintenance activities that cannot be redesigned. Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning workstations between different occupants including shared equipment.	Office layout designed to provide best communication practices with some desks withing 2m distancing. Staff at risk of cross contamination from hot-desks. Production areas laid out to provide maximum density and throughput for peek season requirements. ▪ Some benches within 2m distancing. ▪ Some areas require working in pairs face to face. ▪ Shared vehicles on site Not practical to use floor tape due to environmental constraints but limited risk due to low level of external persons accessing site areas. Business output and critical admin tasks at risk of non-completion through potential rapid spread due to close contact environments.	5	4	20	Office layouts changed and staff spread to other offices to ensure at least 2m distancing between users at all times. Work re-allocated to limit need for hot desks. Where hot desks are required, processes and signage put in place to require cleaning of touch devices such as keyboard, mice and printers before and after use. Production area modified to allow for side by side working. Shift patterns adjusted to allow workers to be stationed at least 2m apart at all times.	2	3	6
3.4 Meetings	To reduce transmission due to face-to-face meetings and maintain social distancing in meetings	Using remote working tools to avoid in-person meetings. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout. Avoiding transmission during meetings, for example, from sharing pens and other objects. Providing hand sanitiser in meeting rooms. Holding meetings outdoors or in well-ventilated rooms whenever possible. For areas where regular meetings take place, using floor signage to help people maintain social distancing.	Weekly management meetings typically involve approx. 12 persons in a room. Meetings typically involve full management team resulting in high risk to business if widescale infection across managers.	5	4	20	Reduce management meetings to necessity only and use email communication. Where large attendance required, conduct meetings in outside areas with 2m distancing between attendees. Meeting tools installed on client devices to allow remote meetings instead of face to face (including where staff working from home).	2	3	6

Description / Hazard	Objective	Requirements	Specific Risks Identified Note: these are on top of overall risk of spreading virus to workforce and families	Risk rating			Control Measures	Residual risk rating		
				Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)		Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)
3.5 Common areas	To maintain social distancing while using common areas.	Staggering break times to reduce pressure on break rooms or places to eat. Using safe outside areas for breaks. Creating additional space by using other parts of the worksite or building that have been freed up by remote working. Using protective screening for staff in receptions or similar areas. Encouraging workers to bring their own food. Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. Encouraging staff to remain on-site during working hours and, when not possible, maintaining social distancing while off-site. Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage. Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form. Encouraging storage of personal items and clothing in	Break timings resulting in congestion for handwashing facilities. Rest areas would result in staff being in close contact (within 2m guidelines). High risk of cross contamination through shared facilities such as cutlery, fridges, microwaves, urns and kettles etc. Risk of cross contamination where personal belongings left in rest areas.	4	4	16	Break times in main production areas staggered with 15 minute gap between start/stop times to allow time for handwashing and return to work areas whilst avoiding congestion at washing facilities. Rest areas closed where 2m distancing is not possible and staff advised to take breaks in personal vehicles or outside areas. Larger rest areas, table/chair layouts changed to force 2m distancing and policies put in place: • Clean tables and chairs after every use • Windows and doors to remain open at all times • Do not move (or add to) tables and chairs Do not place bags or coats on tables/chairs All shared facilities removed from use. • Staff advised to bring food that does not require cooling or cooking. • Staff advised to bring hot drinks in thermos flasks. • Staff advised to leave food/drink and personal belongings in personal vehicles and not bring valuables to work.	2	3	6
3.6 Accidents, security and other incidents	To prioritise safety during incidents	In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.	Staff at risk of cross infection during emergency assembly. First responders at risk of infection when dealing with first aid (close contact unavoidable).	3	4	12	Fire assembly point in open area which allows sufficient distancing. First responders provided with PPE (face mask and gloves) to prevent infection.	2	3	6

01/12/2020

Description / Hazard	Objective	Requirements	Specific Risks Identified Note: these are on top of overall risk of spreading virus to workforce and families	Risk rating			Control Measures	Residual risk rating		
				Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)		Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)
4. Managing customers, visitors and contractors **4.1 Manage contacts**	To minimise the number of unnecessary visits to factories, plants and warehouses.	Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Encouraging visits via remote connection or remote working for visitors where this is an option. Limiting the number of visitors at any one time. Limiting visitor times to a specific time window and restricting access to required visitors only. Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. Maintaining a record of all visitors, if this is practical. Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.		3	4	12	Essential maintenance / inspection schedules revised to only those required for HSE purposes or for purposes due to government legislation. Site visitors advised of hand hygiene and distancing requirements before entering site. Visitors limited to only absolutely necessary. Customer collections limited to specific time windows and avoided where possible. Record of all visitors kept on site. Visitor sign in not required to avoid cross contamination.	2	3	6
4.2 Providing and explaining available guidance	To make sure people understand what they need to do to maintain safety. ▪ Including ensuring public notices are visible and help inform workers, customers, visitors, contractors and the public to maintain social distancing whilst near the workplace. ▪ There is also a high likelihood in some areas that working outdoors will draw the attention of the public. Visible signage may be used to inform the public of the type of work that is being performed.	Providing clear guidance on social distancing and hygiene to people, for example, inbound delivery drivers or safety critical visitors, on arrival, for example, signage, visual aids, and before arrival, for example, by phone, on the website, by email. Reviewing entry and exit routes for visitors and contractors to minimise contact with other people. Coordinating and cooperating with other occupiers for those working in facilities shared with other businesses including with landlords and other tenants. Providing signage to inform the public on what work you are doing. Providing signage at entrances to the worksite to remind the public and workers to maintain social distancing. Providing signage on rights of way that cross your workplace to remind the public to maintain social distancing. Establishing host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors.	Risk of infection due to walk ins. Risk of infection from members of the public or external contractors with right of way passage on site.	3	3	9	All visitors required to report and wait in reception areas. Reception area equipped with automatic sounder on entry to notify office users. Where work involves obstructing right of way, signage erected to ensure clear to public to maintain social distancing rules including alternative routes for access where applicable.	2	3	6

01/12/2020

Description / Hazard	Objective	Requirements	Specific Risks Identified Note: these are on top of overall risk of spreading virus to workforce and families	Risk rating			Control Measures	Residual risk rating		
				Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)		Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)
5. Cleaning the workplace **5.1 Before reopening**	To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including: • Conducting a risk assessment for all sites, or part of sites, that have been closed, before restarting work. • Carrying out cleaning procedures and providing hand sanitiser, before restarting work.	Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers. Positive pressure systems can operate as normal.	N/A all sites remained open.				N/A			
5.2 Keeping the workplace clean	To keep the workplace clean and prevent transmission by touching contaminated surfaces.	Frequent cleaning of work areas and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, pump handles, keyboard, mice and printers, and making sure there are adequate disposal arrangements. Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. Clearing workspaces and removing waste and belongings from the work area at the end of a shift. Sanitisation of all hand tools, controls, machinery and equipment after use. If you are cleaning after a known or suspected case of COVID-19 then you refer to the specific guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings.	Risk of infection from high touch surfaces. Risk of cross contamination due to rubbish build up. Risk of infection from sharing tools and machinery.	3	3	9	Process and guidelines put in place for: Hot spot areas to be cleaned at the start of each day. All shared tools and machinery to be cleaned before and after use. Workstations to be cleaned before and after use. Phones limited to single person use only.	2	3	6

01/12/2020

Description / Hazard	Objective	Requirements	Specific Risks Identified Note: these are on top of overall risk of spreading virus to workforce and families	Risk rating			Control Measures	Residual risk rating		
				Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)		Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)
5.3 Hygiene – handwashing, sanitation facilities and toilets	To help everyone keep good hygiene through the working day.	Providing additional handwashing facilities, for example, pop-ups, particularly on a large site or where there are significant numbers of personnel on site. Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Providing regular reminders and signage to maintain hygiene standards. Providing hand sanitiser in multiple locations in addition to washrooms. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. Enhancing cleaning for busy areas. Special care should be taken for cleaning of portable toilets. Providing more waste facilities and more frequent rubbish collection. Where possible, providing paper towels as an		3	3	9	All staff receive regular updates by email including the government used advisory images for hand washing and social distancing. Signage in key areas of guidelines on personal hygiene.	2	3	6
5.4 Changing rooms and showers	To minimise the risk of transmission in changing rooms and showers.	Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	N/A				N/A			

Description / Hazard	Objective	Requirements	Specific Risks Identified Note: these are on top of overall risk of spreading virus to workforce and families	Risk rating			Control Measures	Residual risk rating		
				Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)		Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)
5.5 Handling goods, merchandise and other materials, and onsite vehicles	To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.	Cleaning procedures for goods and merchandise entering the site. Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks. Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical. Regular cleaning of vehicles that workers may take home. Regular cleaning of reusable delivery boxes. Restricting non-business deliveries, for example, personal deliveries to workers.	Risk of infection from high touch surfaces. Risk of cross contamination due to rubbish build up. Risk of infection from sharing tools and machinery.	3	3	9	Goods in restricted to key areas to limit infection of surfaces. Process and guidelines put in place for all shared tools and machinery to be cleaned before and after use. Workstations to be cleaned before and after use. Shared vehicle use restricted and vehicles cleaned if used for other purposes. Deliveries restricted to business use only to reduce volume of parcels entering from different sources.	2	3	6
6. Personal Protective Equipment (PPE) and face coverings	PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks. Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.	Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly .					Staff advised on government guidance surrounding effectiveness of additional PPE Additional PPE advised only for specific roles where HSE requirements override the need to be at least 2m apart such as some working at height.	2	2	4

Description / Hazard	Objective	Requirements	Specific Risks Identified Note: these are on top of overall risk of spreading virus to workforce and families	Risk rating			Control Measures	Residual risk rating		
				Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)		Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)
6.1 Face coverings	There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.	Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. Employers should support their workers in using face coverings safely if they choose to wear one. You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.	It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.				Guidance for using personal face coverings: Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. Change your face covering if it becomes damp or if you've touched it. Continue to wash your hands regularly. Change and wash your face covering daily. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. Practise social distancing wherever possible.			
7. Workforce management **7.1 Shift patterns and working groups**	To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.	As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. Identifying areas where people have to directly pass things to each other, for example, job information, spare parts, samples, raw materials, and find ways to remove direct contact, such as through the use of drop-off points or transfer zones. For those workers who are required to travel and stay away from home in onsite accommodation, creating fixed groups of workers so that where contact is unavoidable, this happens between the same people. Minimising worker congregation at bottlenecks such as timeclocks, entrances and exits and maintaining social distancing during shift handovers.	Staff at risk if work area density is too high to allow social distancing. Business at risk if work cannot be organised to allow operations to be completed in time to meet customer demands. Vulnerable staff typically working in high density areas	4	5	20	Work organised to allow for social distancing at maximum density in any given work area. Staggered rest breaks to reduce congestions at wash facilities. Advisory notices regarding maintaining a safe distance (2m) when waiting to clock in/out at the start/end of each shift. Consider alternative shift patterns during periods of high production in some areas if necessary to reduce staff density to comply with social distancing. Staff requried to wear face coverings (excluding where medical exemptions exits) in high density areas where social distancing of at least 2m cannot be maintained or where ventiliation is reduced for work area comfort. Staff temperatures taken daily in high density areas in high density areas where social distancing of at least 2m cannot be maintained or where ventiliation is reduced for work area comfort.	2	5	10

Description / Hazard	Objective	Requirements	Specific Risks Identified Note: these are on top of overall risk of spreading virus to workforce and families	Risk rating			Control Measures	Residual risk rating		
				Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)		Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)
7.2 Work-related travel **7.2.1 Cars, accommodation and visits**	To avoid unnecessary work travel and keep people safe when they do need to travel between locations.	Minimising non-essential travel – consider remote options first. Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. Cleaning shared vehicles between shifts or on handover. Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing	Staff at risk of infection if conducting non-essential journeys outside work.	3	3	9	Staff encouraged to follow all government guidelines regarding non-essential travel outside work. Homeworking encouraged where practicable.	2	3	6
7.2 Work-related travel **7.2.2 Deliveries to Other Sites**	To help workers delivering to other sites such as factories, logistics sites or customers' premises to maintain social distancing and hygiene practices.	Putting in place procedures to minimise person-to-person contact during deliveries to other sites. Maintaining consistent pairing where two-person deliveries are required. Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and	Staff at risk of infection/causing if entering other sites.	2	3	6	Staff delivering to other sites to: 1) Organise time before arrival. 2) Proceed to specified delivery point only. 3) Phone site office once on site. 4) Sanitise hands before unloading. 5) Unload at delivery point and maintain social distancing. 6) Self sign delivery paperwork to acknowledge delivery. 7) Sanitise hands before re-entering vehicle.	2	3	6
7.3 Communications and Training **7.3.1 Returning to Work**	To make sure all workers understand COVID-19 related safety procedures	Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.	Staff at risk of infection/causing infection due to unfamiliarity of new process during periods of absence from the work place.	3	3	9	All staff provided regular updates via email on business progress, innovations and new/revisions to existing procedures. All staff provided with regular updates on changes to government guidance. Staff who have been absent from the workplace for sustained period of time receive additional induction email to ensure they are up to date with current processes.	2	3	6
7.3 Communications and Training **7.3.2 Ongoing communications and signage**	To make sure all workers are kept up to date with how safety measures are being implemented or updated.	Ongoing engagement with workers, including through trades unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments. Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to Signage to promote share experience.	During this time, staff may be bored, frustrated or lonely. Staff may feel low, worried, anxious, or be concerned about health or that of those close to them. Everyone reacts differently to events and changes in the way that they think, feel and behave vary between different people and over time.	3	4	12	All staff provided regular updates via email on business progress, innovations and new/revisions to existing procedures. All staff provided with regular updates on changes to government guidance. Government advice on mental health and well-being issues as part of ongoing regular updates. Simple and clear messages are used to explain guidelines and processes using images and clear language.	2	3	6

Description / Hazard	Objective	Requirements	Specific Risks Identified Note: these are on top of overall risk of spreading virus to workforce and families	Risk rating			Control Measures	Residual risk rating		
				Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)		Likelihood (1 - 5)	Consequence (1 - 5)	Risk Score (1 - 25)
8. Inbound and outbound goods	To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.	Revising pick-up and drop-off collection points, procedures, signage and markings. Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking. Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. Where possible and safe, having single workers load or unload vehicles. Where possible, using the same pairs of people for loads where more than one is needed. Enabling drivers to access welfare facilities when required, consistent with other guidance. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-always.	Staff at risk from un-controlled delivery drivers.	5	3	15	All goods entering site and collections from site limited to 3 key areas and key individuals. Day to day items (small parcels) delivered to reception area before being sorted and distributed. Orders placed in bulk wherever possible to limit delivery frequency. Regular hauliers advised not to enter work places to limit staff contact. Trolleys cleaned on arrival before entering site or remain outside for a minimum period of 72 hours before use. Staff advised to wash hands immediately after handling incoming goods.	3	3	9

01/12/2020