

<b>SITE:</b>		BCA Main site & Unit 2	<b>PROCESS / TASK:</b>	COVID-19	<b>DATE of ISSUE:</b>	26 <sup>th</sup> May 2020
<b>LOCATION</b>		All Areas (See below)	<b>ASSESSMENT NO;</b>	RA-001	<b>REVISION NO:</b>	002
Item No	Hazard	Who is at risk & how	Current Controls	Risk Rating (Freq + Cons)	Preventive / corrective actions	New Risk Rating
1.	Spread of Covid-19 Coronavirus	All Staff Visitors to your premises Cleaners All Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in to contact with you in relation to your business. Maintaining 2 metre separation & Hygiene (direct contact with droplets from an infected person or touching a person, surface or object, which has the virus present)	<b>Hand Washing</b> Hand washing facilities with soap and water in place Stringent handwashing taking place See hand-washing guidance: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a> Drying of hands with disposable paper towels: <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a> Staff encouraged to protect the skin by applying emollient cream regularly: <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a> Gel sanitisers in any area where washing facilities not readily available	3+4=7	Employees to be reminded, on a regular basis, to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.  Also reminded to catch coughs and sneezes in tissues – Follow “Catch-it, Bin-it, Kill-it” and to avoid touching face, eyes, nose or mouth with unclean hands.  Tissues will be made available throughout the workplace.	1+4=5

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1a.	Contraction of Covid-19 via persons or, Contact with objects	All Staff Visitors to your premises Cleaners All Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in to contact with you in relation to your business Maintaining 2 metre separation & Hygiene (direct contact with droplets from an infected person or touching a person, surface or object, which has the virus present)	<b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	3+2=5	Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme: <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a>	1+2=3

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1b.	Contraction of Covid-19 via persons or, Contact with objects	<p>All Staff</p> <p>Visitors to your premises</p> <p>Cleaners</p> <p>All Contractors</p> <p>Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in to contact with you in relation to your business</p> <p>Maintaining 2 metre separation &amp;</p> <p>Hygiene (direct contact with droplets from an infected person or touching a person, surface or object, which has the virus present)</p>	<p><b>Social Distancing</b></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the World Health Organisation (WHO):  <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public</a>  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks</p> <p>Redesigning processes to ensure social distancing in place</p> <p>Conference calls (Teams/Zoom)) to be used instead of face-to-face meetings</p> <p>Ensuring enough rest breaks for staff</p> <p>Social distancing also to be adhered to in canteen areas and smoking areas</p>	3+4=7	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the World Health Organisation (WHO):  <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public</a></p> <p>Posters, leaflets and other materials are available for display.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it</p> <p>Management checks to ensure this is adhered to</p> <p>Managers shall ensure that the necessary procedures are being followed will carry out rigorous checks</p>	1+4=5

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1c.	Contraction of Covid-19 via persons or, Contact with objects	<p>All Staff</p> <p>Visitors to your premises</p> <p>Cleaners</p> <p>All Contractors</p> <p>Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in to contact with you in relation to your business</p> <p>Maintaining 2 metre separation &amp;</p> <p>Hygiene (direct contact with droplets from an infected person or touching a person, surface or object, which has the virus present)</p>	<p><b>Wearing of Gloves</b></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p> <p>Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely</p>	3+4=7	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing</p> <p>Reusable gloves to be washed down with alcohol-based gel / fluid before and after use</p>	1+3=4

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1d.	Contraction of Covid-19 via persons or, Contact with objects	<p>All Staff</p> <p>Visitors to your premises</p> <p>Cleaners</p> <p>All Contractors</p> <p>Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in to contact with you in relation to your business</p> <p>Maintaining 2 metre separation &amp;</p> <p>Hygiene (direct contact with droplets from an infected person or touching a person, surface or object, which has the virus present)</p>	<p><b>PPE</b></p> <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p>	3+4=7	<p>Ensure PPE is worn throughout tasks, and that PPE selected is appropriate for the task undertaken.</p> <p>Single-Use PPE will need disposing in the appropriate bins provided.</p> <p>Reusable PPE must be washed regularly using in-house cleaning service. If PPE is taken home, it must be washed at a temperature in excess of 60°C.</p>	1+3=4

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1e.	Contraction of Covid-19 via persons or, Contact with objects	<p>All Staff</p> <p>Visitors to your premises</p> <p>Cleaners</p> <p>All Contractors</p> <p>Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in to contact with you in relation to your business</p> <p>Maintaining 2 metre separation &amp;</p> <p>Hygiene (direct contact with droplets from an infected person or touching a person, surface or object, which has the virus present)</p>	<p><b>Symptoms of Covid-19</b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>Dept. managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff, or the public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other workplace premises) such as:</p> <ul style="list-style-type: none"> <li>- domestic premises/customer site(s), the management team of the workplace will contact NHS 111 to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></li> </ul>	3+4=7	<p>Procedures in place if a worker or visitor has been identified as possibly infected. First Aid Room has been made available.</p> <p>First Aiders need to be identified, trained and issued with the correct PPE to deal with any identified possible cases.</p> <p>Heightened levels of communication between all staff, visitors to site / off-site to ensure robust containment measures are in place.</p> <p>Regular deep cleans of all offices, equipment and plant to be carried out.</p>	1+4=5

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2	Contraction of Covid-19 via persons or, Contact with objects	<p>All Staff</p> <p>Visitors to your premises</p> <p>Cleaners</p> <p>All Contractors</p> <p>Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in to contact with you in relation to your business</p> <p>Maintaining 2 metre separation &amp;</p> <p>Hygiene (direct contact with droplets from an infected person or touching a person, surface or object, which has the virus present)</p>	<b>Shared Workplaces</b>	3+5=8	<ol style="list-style-type: none"> <li>Where possible carry out duties giving separation distance of at least 2 meters.</li> <li>Where possible reduce face-to-face working and where necessary and politely do not directly face persons when in conversation.</li> <li>Where possible minimise personal contact time during work activities.</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between employees.</li> <li>Always maintain good personal; hygiene.</li> <li>Where possible wipe down and clean areas of high contact areas such as Hand tools &amp; equipment, phones, Computers and work surfaces</li> </ol>	3+2=5

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2a			<b>Shared Workplaces continued</b>		<p>etc.</p> <ol style="list-style-type: none"> <li>7. Persons not to share phones, pens, etc.</li> <li>8. Implement / increase regular cleaning of office equipment.</li> <li>9. Please use your own crockery and utensils.</li> <li>10. The workforce should also be required to stay on site once they have entered it and not use local shops.</li> <li>11. The workforce has been requested to bring pre-prepared meals and refillable drinking bottles from home.</li> <li>12. Non-essential physical work that requires close contact between employees should not be carried out.</li> <li>13. Drinking water is provided in all work areas.</li> </ol>	
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2b	Contraction of Covid-19 via persons or, Contact with objects	<p>All Staff</p> <p>Visitors to your premises</p> <p>Cleaners</p> <p>All Contractors</p> <p>Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in to contact with you in relation to your business</p> <p>Maintaining 2 metre separation &amp;</p> <p>Hygiene (direct contact with droplets from an infected person or touching a person, surface or object, which has the virus present)</p>	<p><b>Use of Stairways, Entrances &amp; Exits</b></p> <p>One-way route system has been introduced to assist with social distancing rules.</p> <p>Exits and Entrances are always to be kept clear.</p>	3+3=6	<p>All employees are to be reminded of the one-way walk-way system around the production areas.</p> <p>All staff should allow enough time to avoid passing colleagues within 2 metres on all stairways, entrances and exits.</p> <p>Where possible, all external doors and opening windows should be left open to increase air circulation.</p>	1+3=4

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3	Contraction of Covid-19 via persons or, Contact with objects	<p>Drivers &amp; Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in to contact with you in relation to your business</p> <p>Maintaining 2 metre separation &amp;</p> <p>Hygiene (direct contact with droplets from an infected person or touching a person, surface or object, which has the virus present)</p>	<p><b>Use of Company Vehicles</b></p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved</p> <p>Driving Kits are in place for Drivers to ensure adequate welfare facilities available during their work.</p>	3+5=8	<p>Eliminate the use of two or more people in a vehicle as much as practicable.</p> <p>Use gloves when refuelling</p> <p>Attempt to shorten the distance and time of all travel routes within shared vehicles.</p> <p>Keep windows open to let in fresh air, don't use the AC, and face away from each other may help to reduce the risk of transmission.</p> <p>Do not eat or drink whilst travelling in a shared vehicle</p> <p>Use additional PPE (FFP2/3 Face Mask and disposable gloves) whilst travelling.</p> <p>Frequently clean and disinfect objects and surfaces that are touched regularly, using anti-bacterial cleaning products and wearing gloves.</p>	2+3=5

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					<p>(steering wheel, door handles and controls).  Reduce the number of users of the same vehicle to as low as possible.  Employees should wash hands, for 20 seconds with soap and hot water, or use hand sanitiser where soap and water isn't available before and after they have been in a shared vehicle.  Catch coughs and sneezes in tissues.  Maintain a sealed bag for all waste and used PPE and dispose of correctly.  Waste should be double-bagged.</p> <p>If someone becomes unwell whilst on their journey to and from work with a new, continuous cough or a high temperature and a loss of taste and smell, they should be sent home and all occupants must self-isolate for 14 days.</p>

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3a			<p><b>External Drivers – Incoming Deliveries</b></p> <p>Where possible external drivers should stay in their vehicle.</p>	3+5=8	<p><b>Goods Inward:</b> Where possible, a ‘Goods-in’ booking system is in operation.</p> <p>Communicate with external suppliers to confirm welfare controls are in place and to advise that all facilities will be available where applicable to drivers attending our sites</p> <p>Ensure regular on-site verbal briefings are carried out</p> <p>Where possible, electronic copies of delivery/advice notes should be sent via suppliers in advance of deliveries.</p> <p>All non-essential business travel is to cease. Any essential business travel should be limited to avoid travel at peak times.</p> <p>Wherever possible, employees should travel to all alone using their own transport. Attempt to shorten distance and time of all travel routes whilst using public transport.</p>	2+3=5
3b			<p><b>General Travel:</b></p>			

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3c			<b>Fork – Lift Trucks</b>		<p>Use gloves when refuelling. Employees should wash hands, for 20 seconds with soap and hot water, or use hand sanitiser where soap and water isn't available before and after they have been on public transport. Do not eat or drink whilst travelling on public transport or when sharing a vehicle.</p> <p>Frequently clean and disinfect objects and surfaces that are touched regularly, using anti-bacterial cleaning products and wear gloves, Also, reduce the number of users of the same vehicle to as low as possible.</p>	

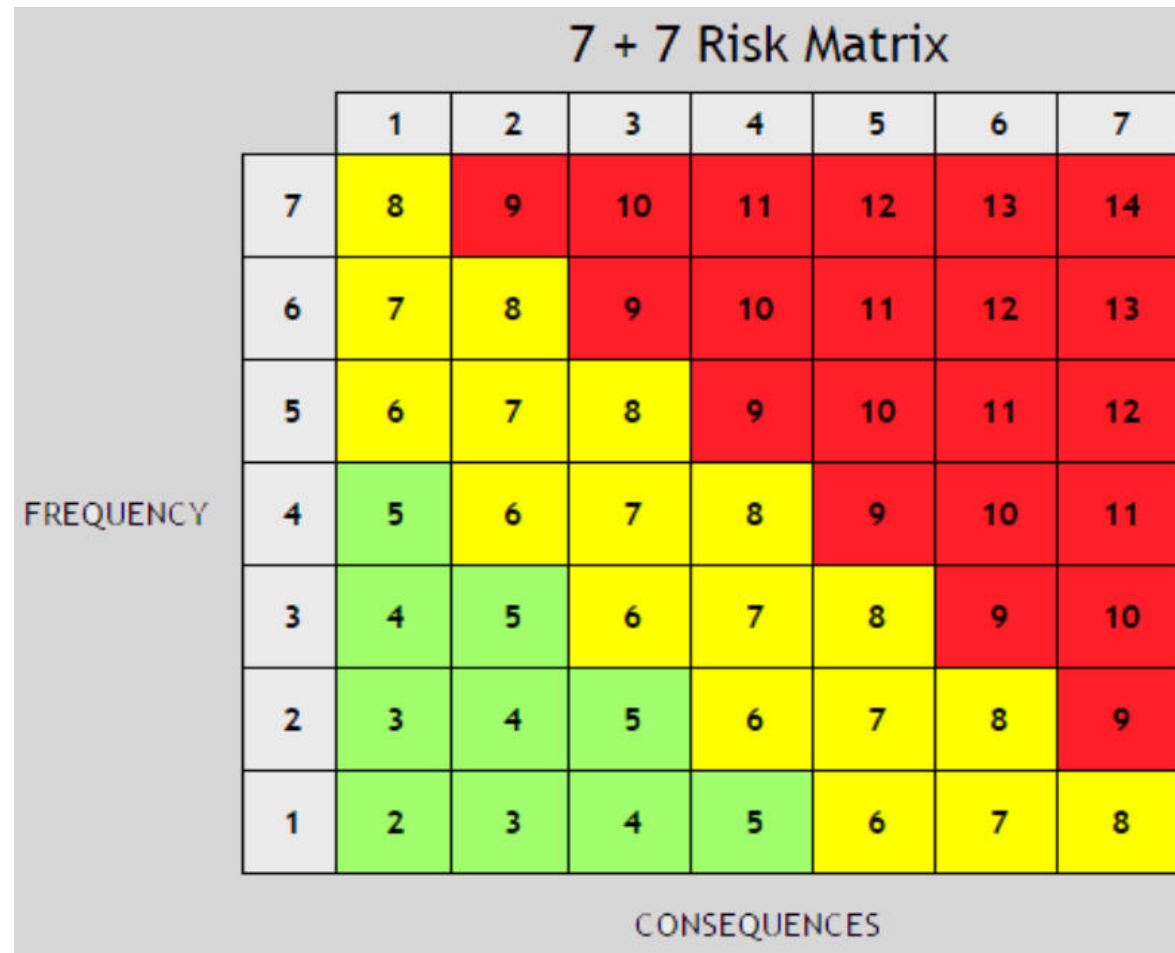
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4.	Contraction of Covid-19 via persons or, Contact with objects	<p>All Staff</p> <p>Visitors to your premises</p> <p>Cleaners</p> <p>All Contractors</p> <p>Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in to contact with you in relation to your business</p> <p>Maintaining 2 metre separation &amp;</p> <p>Hygiene (direct contact with droplets from an infected person or touching a person, surface or object, which has the virus present)</p>	<p><b>Mental Health</b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Setting up a triage assessment that signposts workers to support (if possible)</p> <p>Reference: <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p>	3+4=7	<p>Internal communication channels and cascading of messages through managers will be carried out regularly to reassure and support employees in a fast-changing situation</p> <p>Managers will offer support to staff who are affected by Coronavirus or has a family member affected</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>	1+4=5

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4a	Contraction of Covid-19 via persons or, Contact with objects	<p>All Staff</p> <p>Visitors to your premises</p> <p>Cleaners</p> <p>All Contractors</p> <p>Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in to contact with you in relation to your business</p> <p>Maintaining 2 metre separation &amp;</p> <p>Hygiene (direct contact with droplets from an infected person or touching a person, surface or object, which has the virus present)</p>	<p><b>Use of welfare facilities</b></p> <p>Hand washing facilities with soap and water in place</p> <p>Stringent handwashing taking place</p> <p>See hand-washing guidance:  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Drying of hands with disposable paper towels:  <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>Staff encouraged to protect the skin by applying emollient cream regularly:  <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p> <p>Gel sanitisers in any area where washing facilities not readily available.</p>	3+4=7	<ol style="list-style-type: none"> <li>1. Employees to be reminded, on a regular basis, to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</li> <li>2. Also reminded to catch coughs and sneezes in tissues – Follow “Catch-it, Bin-it, kill-it” and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>3. Tissues and Sanitisers are available throughout the workplace.</li> </ol>	1+4=5

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**Matrix Factor (Frequency + Consequence)**



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<b>Frequency (Freq)</b>		<b>Consequence (Cons)</b>	
Inevitable	7	Fatal	7
Certain	6	Total Disability	6
Uncertain	5	Partial Disability	5
Likely	4	Temporary Disability	4
Possible	3	Certified (Lost Time)	3
Unlikely	2	Self-Certified (Lost Time)	2
Improbable	1	Minor	1

**FREQUENCY + CONSEQUENCE = RISK**

**1 to 5 = LOW RISK – reduce if practicable**

**6 to 8 = MEDIUM RISK – implement actions and try to eliminate/reduce risk**

**9 to 14 = HIGH RISK – URGENT ACTION REQUIRED**