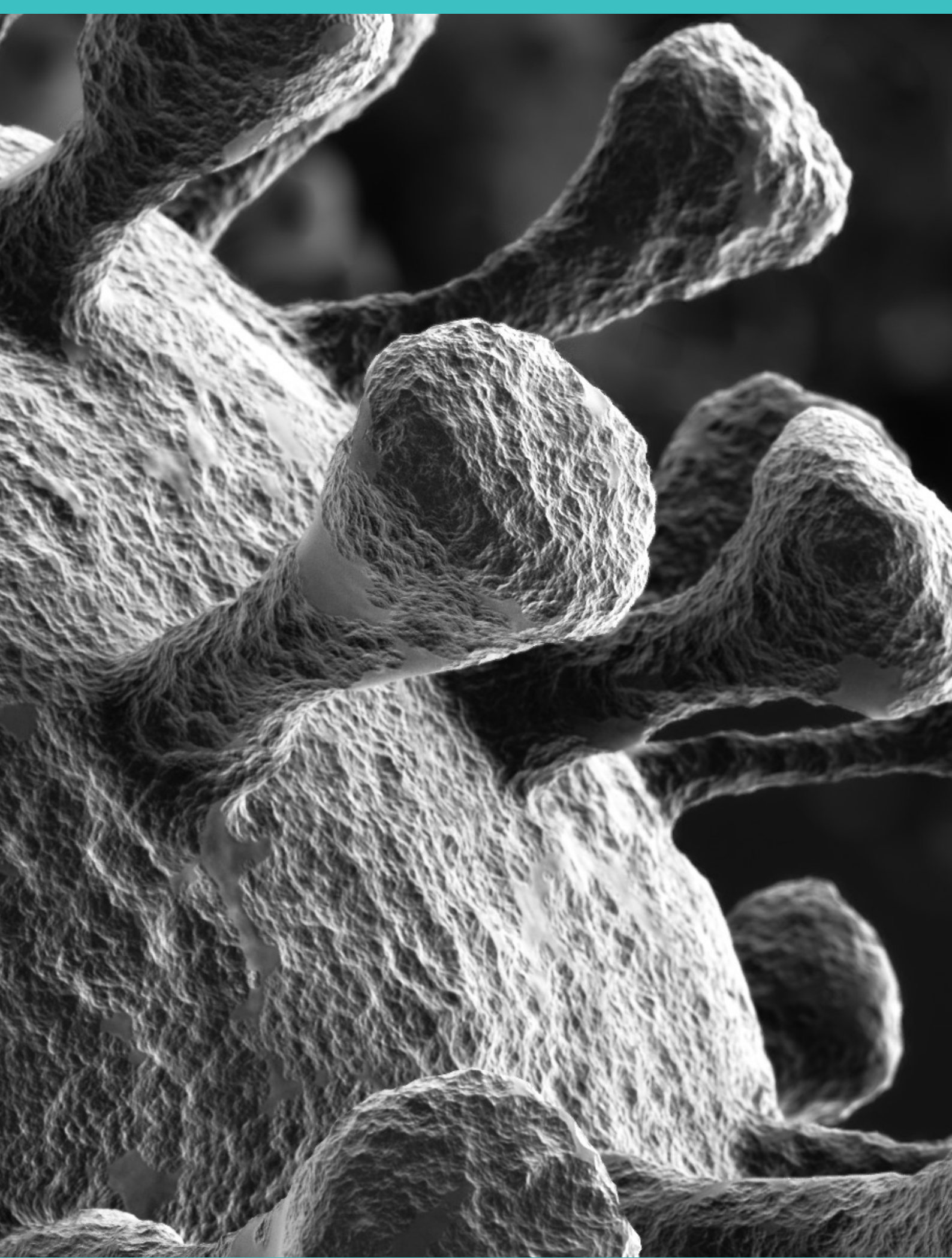


COVID-19 RISK ASSESSMENT & OPERATIONAL CONTROLS

V2



Introduction:

This Risk Assessment aims to outline the hazards associated with working on site during the current COVID-19 pandemic and should be considered as an additional control measure to current health and safety risk assessments and procedures/controls that are already in place.

The hazards and risks identified within the assessment relate only to COVID-19 and will be reviewed as the on-site conditions and/or government advice changes.

Consultation with employees forms part of the ongoing review of this assessment and communication with employees and other interested parties attending the site forms an essential part of ensuring that all hazards, risks and controls are understood and adhered to.

Sources of advice:

- ★ For advice on symptoms and good hygiene practices please refer to the NHS website: www.nhs.uk/conditions/coronavirus-covid-19
- ★ For the latest Govt guidance on managing & protecting your work place from COVID-19: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- ★ HSE Specific COVID-19 support for employees www.hse.gov.uk or call 0300 790 6787 (Monday to Friday, 8:30am to 10pm)
- ★ Latest Govt guidance on managing COVID in an Office setting <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Legal Requirements for assessing workplace risks

Regulation 3 of the Management of Health and Safety at Work Regulations 1999, requires employers to make suitable and sufficient assessment of the risks to the health and safety of their workers, or any other person who may be affected by their undertakings and to record the significant findings of the assessments. The recorded assessment should be an effective statement of hazards and risks which then leads management to take the relevant action to ensure health and safety issues have been addressed. This assessment then requires communicating to form part of the employer's overall approach to health and safety.

The 5 Step approach to Risk Assessment:

1. All relevant hazards and risks should be considered & addressed.
2. Consider what normally happens in the workplace or during work activity.
3. Consider who in the workplace might be affected.
4. Consider existing precautionary measures already in place.
5. Identify what further control measures are to be put in place to reduce the risk of harm to employees and others.

A HAZARD –

is defined as “something which has the potential to cause harm”

A RISK –

is defined as “the level of likelihood that the harm will occur and how much harm it is likely to cause”

Date of Assessment/Review:	29th May 2020 - Version 2. Amended to include risks associated with "Track & Trace" system. See page 7.
Name of person completing/reviewing this Risk Assessment:	John Simmons CMIOSH (H&S Consultant) / Amanda Mortimer (Onecom Head of Facilities)
Identify those who could be affected by COVID-19 in this workplace:	Employees/Site visitors/Contractors
Assessment review due:	Ongoing review guided by workplace changes and Govt updates

COVID-19 related hazards to be mitigated:

- ★ Contact with infected people on way to / from work
- ★ Contact with infected employees whilst at work
- ★ Contact with infected surfaces / equipment in the workplace
- ★ Spreading virus to others if you are a carrier

General operational controls in place to help reduce the spread of COVID-19:

- ★ Where possible, employees will be permitted to work from home. Start & finish times may be adjusted to make journeys to and from work safer/easier.
- ★ We will ensure that the current safe working processes maintain employee segregation of a minimum of 2mtrs. This will include a review of work practices, desk layout and use of equipment.
- ★ Employees are to be advised not to car share and to walk/cycle to work if possible
- ★ Employees are reminded that social distancing (minimum of 2mtrs) to be observed at all times when accessing, egressing and moving around the site.
- ★ We will introduce staggered break times to allow for social distancing rules (minimum of 2mtr) to be observed in kitchen areas/restrooms.
- ★ We will ensure that employees have access to sufficient hand washing facilities and hand sanitiser.
- ★ Antiseptic wipes will be provided around the workplace for disinfecting of shared equipment so that it can be cleaned between uses.
- ★ None of the above additional controls shall interfere with the safe escape procedures in an emergency
- ★ Links to the NHS/Govt/HSE advice on hygiene and general COVID-19 information will be provided to employees through this assessment.

Where the social distancing guidelines cannot be followed in full in the workplace, we will assess and 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 our employees.

5x5 Risk Matrix – to determine the level of overall risk for each COVID related hazard						
CONSEQUENCE if COVID-19 is contracted	LIKELIHOOD - of contracting/passing on COVID-19					
	1 Extremely Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Certain	
	1 Insignificant	1	2	3	4	5
	2 Minor	2	4	6	8	10
	3 Moderate	3	6	9	12	15
	4 Major	4	8	12	16	20
	5 Catastrophic	5	10	15	20	25

Consequence		Likelihood	
1	Insignificant - (Quickly identified and dealt with. No further consequence to individual or business)	1	Extremely Unlikely
2	Minor - (some disruption possible, minor injury or ill health sustained)	2	Unlikely
3	Moderate - (Impact on time/resources, injury or ill health resulting in LTI)	3	Moderate
4	Major - (Operations severely impacted, serious injury or ill health resulting in RIDDOR)	4	Likely
5	Catastrophic - (Business at risk, Major injury or ill health leading to fatality)	5	Almost certain or certain

Risk rating	Descriptor	Risk Acceptable?	Actions
15 - 25	PROHIBITED	Stop work and take action	All work should be ceased and provision for employees to be furloughed or to work from home made. The workplace should not be re-opened until controls are implemented to reduce the level of risk down to "HIGH" as a minimum.
9 - 12	HIGH	Unacceptable	Ongoing improvement and controls MUST be implemented as the returning workforce adopt to the change in workspace. Every effort is to be made to continually improve segregation & social distancing to make the workplace more COVID-19 secure and employees more COVID-19 alert. Additional consideration and adjustments should be made for those employees who are in the vulnerable cohort or shielding others. Work at home should be prioritized.
5 - 8	MEDIUM	Tolerable	Medium level risks are likely to be acceptable but additional controls must be continually included to improve segregation & social distancing to make the workplace more COVID-19 secure and employees more COVID-19 alert. Govt updates and alerts to be considered.
1 - 4	LOW	Acceptable	Low risks are acceptable unless there are additional low-cost solutions which can still be incorporated to make the workplace more COVID-19 secure and employees more COVID-19 alert. Govt updates and alerts to be considered.

COVID-19 RISK ASSESSMENT

Hazard/Activity (related to being in contact with others or risk of spreading)	Controls Implemented	RR (L)	RR (C)	RR (L x C)	Additional controls required/	RR (L)	RR (C)	Resid Risk
Management of employees across the site undertaking desk work	<p>Desk layout reviewed to ensure minimum 2mtr distancing of workstations is maintained.</p> <p>All non-essential movement across the site is discouraged.</p> <p>Use of telephones/ emails to communicate is encouraged.</p> <p>Access between different areas/ buildings across the site (where applicable) is discouraged.</p> <p>Passenger lifts only to be used when necessary and for single occupancy at all times.</p> <p>All employees to remain alert to the rule of 2mtr social distancing.</p> <p>Posters & signs posted across the site with information reminding employees about social distancing.</p> <p>Regular disinfecting (use of wipes) encouraged at all desks/workstations.</p> <p>Additional cleaning routines in communal areas.</p>	2	5	10	<p>Business functionality is commensurate to allowing working from home. All office-based employees who are classed in the vulnerable cohort, where practical, will be given the opportunity to continue to work from home</p> <p>Floor tape/paint/ additional signage used to identify traffic routes and display 2mtr distances.</p> <p>Use of hot desks is not permitted.</p> <p>Occupancy levels (employee numbers) continually monitored to maintain distancing guidelines.</p>	1	5	5

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Hazard/Activity (related to being in contact with others or risk of spreading)	Controls Implemented	RR (L)	RR (C)	RR (L x C)	Additional controls required/	RR (L)	RR (C)	Resid Risk
FDC SITE - Management of employees across the site (Office and Warehouse areas)	<p>Controls, in addition to those listed above:</p> <p>When carrying out warehouse activities, back-to-back or side-to-side working (rather than face-to-face) is encouraged whenever possible.</p> <p>Designated areas/ workstations assigned for each employee to work from.</p> <p>Where possible and safe, have single workers load or unload vehicles.</p> <p>Encourage delivery drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice.</p> <p>Continue to enable drivers to access welfare facilities when required, consistent with other guidance. Ensure they comply to the COVID control measures implemented across the site.</p>	2	5	10	Maintain one employee per job/ activity where possible in the warehouse to reduce the risk of cross contamination.	1	5	5
Management of more vulnerable groups (elderly/ clinically vulnerable/ pregnant)	Provide the opportunity to continue to work from home. Where this is not possible then additional isolation measures will be taken to ensure that 2mtr social distancing is maintained at all times	2	5	10	Ongoing review of employees in vulnerable cohort. Only permit back to workspace if they are no longer classed as vulnerable (additional shielding/segregation measures are no longer required).	2	5	10

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Hazard/Activity (related to being in contact with others or risk of spreading)	Controls Implemented	RR (L)	RR (C)	RR (L x C)	Additional controls required/	RR (L)	RR (C)	Resid Risk
Managing the use of communal areas	<p>All employees encouraged to provide themselves with lunch/snacks which does not involve using the communal kitchen areas.</p> <p>Reduced seating and increased segregation in the rest room/kitchen areas.</p> <p>Improved management of break time allocation to reduce employee close interaction time.</p> <p>Introduce a “one in – one out” system - signage in place to remind employees</p> <p>Wipes and cleaning product provided in communal areas – encourage employees to wipe down touch points (handles and surfaces).</p> <p>Outside areas to be used for break times – if safe and appropriate.</p>	2	5	10	<p>Rest and eating areas to be maintained to achieve compliance to workplace safety regulations.</p> <p>Regular checks by site management to advise and encourage employees in the safe use of communal areas.</p>	1	5	5
Management of meetings	<p>Remote e-tools in place for meetings (Skype/ MS Teams) to be used primarily.</p> <p>Only necessary participants should attend on-site meetings and maintain 2m separation throughout.</p> <p>Any contact/transmission during meetings, for example sharing pens and other objects, to be avoided.</p> <p>On site meetings to be held outdoors where possible or in well ventilated rooms.</p>	1	5	5		1	5	5

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Hazard/Activity (related to being in contact with others or risk of spreading)	Controls Implemented	RR (L)	RR (C)	RR (L x C)	Additional controls required/	RR (L)	RR (C)	Resid Risk
Use of transport/travel arrangements to and from home	<p>Employees using public transport for commute to/ from work are encouraged to maintain social distancing</p> <p>Staggering work start and finish times to be considered to support employees with travel plans outside of busy hours.</p> <p>Employees encouraged to wash hands thoroughly when arriving at work before settling into workstation.</p> <p>Use of bikes/walk to work is encouraged.</p>	1	5	5	<p>Continue to monitor and support employees who have work or site travel/ access problems.</p> <p>Any issues with personal transport arrangements are to be highlighted to management where a further review will be undertaken</p>	1	5	5
Maintaining a clean site	<p>Ongoing daily cleaning routines on site focusing on maintaining common "touch areas" across all communal areas (door handles/worktops etc).</p> <p>Cleaning routines increased.</p> <p>Signage in communal areas to remind employees about safe hand washing routines.</p> <p>Hand sanitiser provided in key areas.</p> <p>Wipes provided in key areas.</p>	2	5	10	<p>Ensure cleaning staff have access to plenty of cleaning product.</p> <p>Ensure employees have access to hand sanitiser and/or antiseptic wipe products.</p>	1	5	5



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