

Risk Assessment COVID-19 (Coronavirus)

Description	COVID-19 (Coronavirus) Risk Assessment for all Bond Group premises.			Assessed by	Daniel Griffiths, Health & Safety Manager
Assess Date	10/07/2020	Version No.	3	Authorised by	Nev Harpum, Director

No	Hazard	Who might be affected and how?	Details of recommended NHS / UK Government / FCO / WHO / etc. General health and safety risk management controls. What are we currently doing	Evaluate current control measures. Do we need to implement additional controls?			a. New control measures recommended b. Why the recommended control measures are not implemented c. General comments d. Further measures	By Who	By When
				Yes	No	N/A			
1	COVID-19 Managing Risk	(Staff, others – failure to identify hazards & mitigate risk)	1. Undertake a COVID-19 risk assessment in adherence to Government and HSE guidance. 2. Increase frequency of handwashing 3. Make every reasonable effort to enable working from home as a first option. Where working from home is not possible, make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible) 4. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, we will consider whether that activity needs to continue for the company to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.		X		The risk assessment and its control measures are under regular review to ensure we comply with government guidance.	Health & Safety Dept Managers	Ongoing

			5. We will share the results our risk assessment with our workforce, and publish the results on our website						
2	COVID-19 staff attendance	(Staff, others – failure to consider working from home when it's possible; failure to protect vulnerable staff)	<ol style="list-style-type: none"> 1. The company will consider who is needed on site 2. The company will plan for the minimum number of people needed to be on site to operate safely and effectively 3. The Health and Safety depot and HR dept will Monitor the wellbeing of people who are working from home 4. Suitable work equipment will be provided for people to work from home safely and effectively, for example, remote access to work systems. 5. Clinically extremely vulnerable individuals have been strongly advised not to work outside the home. 6. 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. 7. Enable workers to work from home while self-isolating if possible. 		X			Dept Managers	Ongoing
3	COVID-19 Lack of social distancing at work	(Staff, others – failure to implement robust social distancing)	<ol style="list-style-type: none"> 1. Staggering arrival and departure times will be considered at work to reduce crowding into and out of the workplace. 2. Limiting passengers in work vehicles where possible. 3. Where appropriate the use of floor marking and one-way flow at entry and exit points 4. Providing handwashing facilities, or hand sanitiser where possible, at prominent, entry and exit points. 		X		Action plans have been developed by Dept managers with implementation of control measures taking place. Control measures are under regular review in line with government guidance.	Dept Managers All Staff	Ongoing

			<ol style="list-style-type: none"> 5. Reducing movement by discouraging non-essential trips within buildings or work areas 6. Reducing job rotation and equipment rotation. 7. Where possible, separating sites into working zones to keep different groups of workers physically separated as much as practical. 8. Changing layouts to allow people to work further apart from each other 9. 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 10. Using a consistent pairing system if people have to work in close proximity, 11. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout or 1m with risk mitigation 12. Using remote working tools to avoid in-person meetings where possible 13. Staggering break times to reduce pressure on break rooms or places to eat. 14. In an emergency, for example, an accident, fire, break-in or trespass, people do not have to stay 2m apart if it would be unsafe. 						
4	COVID-19 Managing customers, visitors and contractors	(Staff, others – failure to prevent unnecessary visits to the workplace)	<ol style="list-style-type: none"> 1. Where site visits are required, site guidance on social distancing and hygiene shall be explained to visitors on or before arrival 2. Encouraging visits via remote connection/working where this is an option. 3. Limiting the number of visitors at any one time 4. Maintain a record of all visitors 5. Providing signage at entrances to the site to remind the others and workers to maintain social distancing. 		X		Ongoing review of control measures.	Dept Managers	Ongoing

			6. Where possible ensuring that visitors have a point of contact and contact details to call on arrival and wait in their vehicle.						
5	COVID-19 Cleaning and sanitising workplaces	(Staff, others – failure to prevent transmission by inadequate cleaning and hygiene)	<ol style="list-style-type: none"> 1. maintain air circulation systems in line with manufacturers' recommendations 2. Nominating specific individuals to take responsibility of ensuring cleaning equipment is accessible to staff in their area. 3. Frequent cleaning of work areas and equipment between uses. 4. Clearing workspaces and removing waste and belongings from the work area at the end of shift. 5. If you are cleaning after a known or suspected case of COVID-19 then refer to the specific guidance 6. Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available 7. Providing hand sanitisers in multiple locations in addition to washrooms 8. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible 9. Provide adequate waste facilities and more frequent rubbish collection 10. Regular cleaning of vehicles that workers may take home. 		X		Action plans have been developed by dept managers with implementation of control measures taking place. Control measures are under regular review in line with government guidance.	Dept Managers All Staff	Ongoing
6	COVID-19 Personal protective equipment (PPE) and face coverings	(Staff, others – failure to provide adequate PPE)	<ol style="list-style-type: none"> 1. We have considered the use of PPE relevant to the risks posed within our workplace. Where necessary we have undertaken task specific risk assessments. 2. We have considered the use of Face coverings relevant to the risks posed within our 		X			Dept Managers All Staff	Ongoing

			workplace and support staff who choose to wear face coverings						
7	COVID-19 Inbound and outbound goods	(Staff, others – failure to control shift patterns, travel, or provide adequate information, instruction and training)	<ol style="list-style-type: none"> 1. Methods are considered to reduce frequency of deliveries, for example by ordering larger quantities less often. 2. Where possible and safe, having single workers load or unload vehicles 3. Where possible, using the same pairs of people for loads where more than one is needed 4. Enabling drivers to access welfare facilities when required, consistent with other guidance 5. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice 		X			Dept Managers	Ongoing