

## Managing COVID-19 in the Workplace

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Hazard	Activity / task presenting risk	Who could be harmed.	Existing control measures in place	Severity	Likelihood	Risk Rating	Residual Risk High Medium Low	Further Action Inc. Daily Site Inspection / Walk Around by Managers to check control measures are in place / taking place.
Spread of NCV in the Workplace	Anyone with symptoms of COVID-19	Staff, customers & contractors.	<p>Anyone with symptoms of COVID-19 or deemed a close contact of a positive case must follow the government the self-isolation procedure.</p> <p>Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) should be particularly stringent about following social distancing measures.</p> <p>Persons defined on medical grounds as being at increased risk: Pregnant Women, Serious Heart Conditions, Lung condition such as Asthma, COPD, Emphysema or Bronchitis. Diabetes, Kidney Disease, Liver Disease.</p> <p>Pregnant women required to maintain strict 2 metre social distancing, with additional sanitising.</p> <p>If a member of staff develops a high temperature, persistent cough or begins to feel unwell while at work, they should inform their line manager or supervisor and go home immediately.</p>	5	1	5	Low	<p><a href="https://www.nhs.uk">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></p> <p>Additional Risk Assessment required for ECV staff when shielding guidance is withdrawn. Pregnant women required to maintain strict 2 metre social distancing and time</p> <p>All our staff excluding exemptions for medical or religious reasons will be expected to have taken a Covid vaccination if offered to them. An immunisation and test policy will be provided to all staff.</p> <p>All staff working at our premises must continue to provide a negative LFT either daily or twice weekly dependent on their role.</p> <p>Line manager carries out daily checks with pregnant member of staff, to ensure sanitiser, cleaning products readily available and social distancing can be maintained throughout all required tasks.</p> <p>Refer to COVID19 Emergency Action Plan (Located in the COVID19 Folder within Bamboo.)</p> <p>Antiviral Disinfectant Aerosol Foggers to be used firstly.</p> <p>PPE to be utilised cleaning areas with suspected contamination of COVID 19: Gloves, Glasses &amp; Disposable Apron, Face masks &amp; glasses to avoid splashes &amp; protect eyes, nose &amp; mouth.</p>
	Hand Washing/ Sanitising	Staff, customers & contractors	<p>Sanitising of hands: on arrival &amp; when leaving our premises, after cleaning &amp; or disposing of waste, after using welfare facilities, before handling &amp; eating food.</p> <p>All staff are encouraged to take regular breaks to their wash hands for a minimum of 20 seconds.</p> <p>Where handwashing facilities are unavailable Hand Sanitiser will be provided.</p> <p>Wash Hands (Minimum of 20 seconds as per PHE guidance) &amp; dry well with paper towels before putting on &amp; removing a face covering.</p> <p>Sanitise hands immediately before and after leaving customer premises.</p>	5	1	5	Low	<p>Hand sanitisers available at: points of access &amp; egress / desks &amp; workstations / company vehicles / welfare areas.</p>
	Cleaning	Staff, customers & contractors	<p>Regular cleaning across all sites using the appropriate disinfectant, particularly in communal areas &amp; touch points.</p> <p>Work Surfaces: Including tops of primary &amp; secondary storage clear of nonessential equipment to facilitate effective cleaning.</p> <p>If hot desking, please sanitise the workstation between each user.</p> <p>Regular cleansing of workstations (phones, printers, keyboards, mice etc.) machinery touch points, garment frames, hand tools, alongside normal cleaning regime.</p> <p>GCV touch points are cleansed regularly.</p> <p>Warehouse and production equipment cleaned regularly.</p> <p>PDA devices to be cleansed.</p>	5	1	5	Low	<p>Bacoban long term anti-viral spray used across all sites which will remain active up to 10 days.</p> <p>Cleaning products provided &amp; accessible to all staff in offices, production area, warehouse, drivers, communal &amp; welfare areas.</p> <p>Cleaning products provided &amp; accessible to all staff in offices, production area, warehouse, drivers, communal &amp; welfare areas.</p> <p>Cleaning products provided &amp; accessible to all staff in offices, production area, warehouse, drivers, communal &amp; welfare areas.</p> <p>Cleaning products provided &amp; accessible to all staff in offices, production area, warehouse, drivers, communal &amp; welfare areas.</p>
	Use of Face coverings	Staff, customers & contractors	<p>Heatons Face Covering provided.</p> <p>Face coverings are to be worn when/ in:</p> <p>staff training if 1 metre plus distance required.</p> <p>production area.</p> <p>delivery drivers are inside customer premises and in a shared vehicle.</p> <p>sales staff are accessing / egressing customer premises, in customers communal / welfare areas.</p> <p>furniture fitters are accessing / egressing customer premises, in customers communal / welfare areas.</p>	5	1	5	Low	

	Reduce worker contacts	Staff	<p>It is not possible to undertake a work activity whilst maintaining workplace distancing, then only with risk mitigation including a face covering and increased hygiene.</p> <p>Avoid touching your face or face covering. Change face covering if it becomes damp or if you have touched it.</p> <p>If staff choose to wear their own face covering, they should avoid touching their face or face covering. They should change face covering if it becomes damp or if you have touched it.</p> <p>Good hand hygiene: Wash Hands (Minimum of 20 seconds as per PHE guidance) &amp; dry well with paper towels before putting on &amp; removing a face covering.</p> <p><b>Office Workers</b></p> <p>Recommendation is for two metres to be maintained between any two persons. Where maintaining 2 metres is not possible, then 1 metre plus with additional control measures.</p> <p>Reduced occupancy of premises accommodates workplace distancing.</p> <p>Staff to remain in designated work areas within their fixed teams to minimise the risk of spread.</p> <p>Discouraging nonessential trips within the building.</p> <p>No sharing of:</p> <p>stationery items, desk top equipment and all personal items stowed away in lockers.</p>	5	1	5	Low	<p>Avoid face to face set up, work side by side or back-to-back Where possible this will be restricted 15 minutes or a short as duration as possible.</p>
		Staff & Customers	<p><b>Multi Drop Delivery Drivers &amp; Fitters</b></p> <p>Drivers keep to regular vehicles, trolleys, &amp; equipment as much as possible.</p> <p>When entering a building, maintain 2 metre distance and keep to a minimum time spent inside &amp; physical contact with individuals &amp; objects (e.g., door handles, handrails etc.) avoid using lifts &amp; congested areas.</p> <p>Drivers to record customers details only on PDA device to avoid close interaction with customers &amp; maintain 2m social distancing.</p>	5	1	5	Low	Side to side working, good hand hygiene and use of face coverings.
	Ventilation	Staff & Customers	<p><b>Sales Force</b></p> <p>If the meeting cannot be held outside, request if possible that the meeting can take place in a well-ventilated area.</p> <p>Prepare well to minimise duration of meeting time.</p> <p>Agree safest arrival time to ensure minimal exposure when entering &amp; leaving premises.</p> <p>Use own pen if you must sign in.</p> <p>Only take into the building what is required, leave personal items locked away in your vehicle.</p> <p>Keep to a minimum physical contact with individuals &amp; objects (e.g., door handles) hover hand just above stair rails &amp; avoid using lifts unless cleaned &amp; ventilated beforehand.</p> <p>Maintain 2 metre social distance &amp; preferably sit side to side, limit the meeting to the shortest duration possible.</p>	5	1	5	Low	
		Staff, suppliers, and contractors	<p><b>Contractors &amp; Visitors</b></p> <p>There will be no non-essential visitors to our premises</p> <p>Contractors and visitors will follow guidance document and agree to a LFT before entering our sites in line with Contractor / Visitor guidance document</p>	5	1	5	Low	
		Staff &	<p>Ventilation system in production area to be switched on before production staff arrive and to remain on until end of production shift.</p> <p>Windows in toilets to remain ajar.</p> <p>Loading of vans by open warehouse shutters.</p> <p>Open plan offices to have windows ajar.</p>	5	1	5	Low	<p>Added to start of day procedure for early shift.</p> <p>Added to start of day procedure for early shift</p> <p>Line managers to monitor.</p> <p>Line managers to monitor.</p>

First Aid	Staff & customers	<p>The primary responsibility is to preserve life, &amp; first aid should be administered if required &amp; until the emergency services attend.</p> <p>Those holding EFAW certificates please follow the links below to familiarise yourself with COVID19 measures before providing First Aid.</p> <p><a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></p> <p><a href="https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/">https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/</a></p>	5	1	5	Low	<p>Face shields and disposable gloves added to all First Aid kits.</p> <p>To be used as per post Covid 19 refresher courses provided and CPR advice from St Johns ambulance</p>
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**Risk matrix**

Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
	4	4	8	12	16	20	
	3	3	6	9	12	15	
	2	2	4	6	8	10	
	1	1	2	3	4	5	
	Severity (S)			2	3	4	
<b>High risk: 15-25</b>		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.					
<b>Medium risk: 8-12</b>		Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.					
<b>Low risk: 1-6</b>		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.					

Sign Off Sheet – Managing Coronavirus Disease (COVID-19) in the Workplace

I have read and understood the contents of this Risk Assessment. Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Risk Assessment and understand that any instructions are provided for my safety and the safety of others.