

AUGUST 21, 2020



RISK ASSESSMENT – COVID-19

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DUAL SEAL GLASS LTD

HUDDERSFIELD

RISK ASSESSMENT – COVID-19

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

REVIEW OF THE RISK ASSESSMENT

The assessment must be reviewed if

- There is evidence that the original assessment is no longer valid, for example if experience has shown that the precautions are failing to prevent accidents.
- Remedial actions have been carried out to improve precautions that were previously found to be inadequate.
- There has been a significant change in circumstance. A significant change in circumstance is one that might have an effect on the risk or the adequacy of the measures put in place to control that risk and might include:
 - The introduction of new work processes, equipment or materials.
 - Changes in work rates or output.
 - New layout of premises.
 - New laws or codes of practice

Although the above situations may not occur, some changes may occur without being noticed. As such the assessment will be reviewed at least every year.

This assessment is shared with all employees and published on our website.

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1. Introduction

This guidance has been collated using information available in the public domain from the following bodies and organisations:

- The United Kingdom National Health Service (UK NHS)
- Public Health England (PHE)
- The World Health Organisation (WHO)
- The Chartered Institute of Personnel and Development (CIPD)
- The United Kingdom Foreign and Commonwealth Office (UK FCO)
- GOV.UK
- Institute of Occupation Safety and Health (IOSH)

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (COVID-19) was identified in 2019 in Wuhan, China. This is a new coronavirus that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans.

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

2. R NUMBER IN THE UK

0.9-1.1

Region	R	Growth rate % per day
North East and Yorkshire	0.8-1.0	-4 to -0

3. COVID-19 Risk

As of 19th June 2020 the UK Chief Medical Officers have lowered the COVID-19 Alert Level to Level 3.

Based on studies of infection and mortality rates globally by WHO Researchers it is believed the current mortality rate for the virus is 3.4% as of 05 March 2020.

UK Health Secretary Matt Hancock has advised that the UK government's "very best assessment" was that the UK mortality rate would be approximately "2% or, likely, lower". But it is dependent on a range of contributory factors including age, sex, general health, and health system.

4. COVID-19 Symptoms

Anyone who meets one of the following criteria should not come to work and should self-isolate for the government advised amount of days:

- Has a high temperature. A high temperature is feeling hot to the touch on your chest or back. You may feel warm, cold or shivery.
- A new persistent cough - follow the guidance on self-isolation. A new continuous cough is where you:
 - Have a new cough that's lasted for an hour
 - Have had 3 or more episodes of coughing in 24 hours
 - Are coughing more than usual
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation.

5. How is the Virus Spread?

The new coronavirus is a respiratory virus which spreads primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. To protect yourself, clean your hands frequently with an alcohol-based hand rub or wash them with soap and water. Also, avoid close contact with anyone who is coughing and sneezing.

6. Staying Alert and Safe Guidance

We can all help control the virus if we all stay alert. This means you must:

- stay at home as much as possible
- work from home if you can
- limit contact with other people
- keep your distance from people not in your household (2 metres apart where possible)
- wash your hands regularly
- do not leave home if you or anyone in your household has symptoms.

You should only leave the house for very limited purposes:

- You can spend time outdoors, including private gardens and other outdoor spaces, in groups of up to six people from different households, following social distancing guidelines
- You should go to work if you cannot work from home and your business has not been required to close by law
- More shops are beginning to reopen, with a plan for more to do so later in the month

- Children in early years (age 0-5), reception, year 1 and year 6 can return to childcare or school in line with the arrangements made by their school
- You can be tested as part of the test and trace programme, which will enable us to return to normal life as soon as possible, by helping to control transmission risks.
- Form a 'support bubble' with one other household if you live alone or are a single parent with dependent children - in other words, you are in a household where there is only one adult
- Attend a place of worship for individual prayer
- You will be able to visit more shops and additional outdoor attractions - drive-in cinemas and animal attractions like zoos, farms and safari parks
- Year 10 and 12 pupils in secondary schools and further education colleges will begin to receive some face to face support.
- You will have to wear a face covering on public transport

If, after lifting restrictions, the government sees a concerning rise in the infection rate, then it may have to re-impose some restrictions in as targeted a way as possible.

That is why you should stay alert and follow social distancing guidelines. You must not:

- Gather outdoors in groups of more than six people with people you do not live with (except for limited circumstances) or, from 13 June, people that are not in your support bubble (if applicable)
- visit friends or family inside their home or any other indoor place, except for the limited set of circumstances set out in law or from 13 June if they are in your support bubble
- stay away from your home or your support bubble household overnight - including holidays - except for in a limited set of circumstances, such as for work purposes

These reasons are exceptions - even when doing these activities, it is important to be aware that the risk of infection increases the closer you are to another person with the virus, and the amount of time you spend in close contact with them. Therefore, you are unlikely to be infected if you walk past another person in the street. Public Health England recommends you keep two metres away from people.

When you do need to go out, you should follow the guidelines on staying safe outside your home. Most importantly, this includes the key advice that you should stay two metres apart from anyone outside of your household. Face coverings can help us protect each other and reduce the spread of the disease if you are in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas, for example on public transport or in some shops.

In line with scientific advice that the risk of transmitting the virus is much lower outside, the Government is permitting more social activity outside. You can spend time outdoors with members of your own household and, from Monday 1 June, you can meet in a gathering of up to six people you do not live with. This can be in a public outdoor space, or in a private garden or uncovered yard or terrace. The more people you have interactions with, the more chances we give the virus to spread. When seeing friends and family outdoors:

- It would be sensible to keep the total number of people you see limited - especially over short periods of time

- You should access private gardens without entering someone's home, wherever possible
- You should not go indoors unless you need the toilet urgently, or are passing through to access the garden or go home
- Avoid touching surfaces and if you use the toilet wash your hands thoroughly, wipe down surfaces, use separate or paper towels and wash or dispose of them safely after use
- You cannot use garages, sheds or cabins with non-household members – these are all indoor areas where the risk of transmission is higher
- You should not share garden or sports equipment with people outside of your household
- You can have a barbeque or a picnic, but should, where possible, try to avoid sharing food and drink. You should not pass each other food or drink unless you live together. You should not use plates or utensils that someone from another house has touched - either bring your own or ensure you have thoroughly cleaned them before using. Wash your hands frequently and thoroughly for at least 20 seconds and use disposable towels if possible.

By following this guidance, you are helping to protect yourself, your family, the NHS and your community.

7. How to Avoid Catching and Spreading Germs

There are steps that we can all take to help stop viruses like coronavirus spreading.

DO

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately.
- Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
- Try to avoid close contact with people who are unwell.
- Keep your distance from people outside your household.
- Work from home if you can
- Avoid being face to face with people if they are outside your household
- Reduce the number of people you spend time with in a work setting
- Avoid crowds
- Consider your travel routes
- Wash your clothes regularly
- Keep indoor places well ventilated

DO NOT

- Do not touch your eyes, nose or mouth if your hands are not clean.
- Visit friends and family inside their homes or spend time indoors with anyone you do not live with subject to limited exceptions, for example, for work, providing emergency assistance or caring for the vulnerable
- Spend time outdoors, including for exercise, in groups greater than six people - subject to limited exceptions. You should continue to practice social distancing with anyone from outside your household, including while playing sport

- Stay overnight away from home - subject to limited exceptions, including for work, funerals or avoiding harm
- Incite others to commit one of the above offences, for example by inviting people to a party
- Threaten others with infection by coronavirus, for example by coughing or spitting in their direction

8. If You Think You Need Medical Advice

Seek medical support such as the NHS 111 Online or telephone service to assist with a general diagnosis and further guidance on COVID-19 support services.

You should use medical services if:

- You have symptoms which lead you to believe you might have COVID-19.
- In the last 14 days you've been to a country or area with a high risk of the virus (see NHS coronavirus advice for travelers).
- You have been in close contact with someone with the virus.

IMPORTANT: Do not go to a GP surgery, pharmacy or hospital.

9. What Does Self-Isolating Mean?

DO

- Stay at home.
- Separate yourself from other people – for example, try not to be in the same room as other people at the same time.
- Only allow people who live with you to stay.
- Stay in a well-ventilated room with a window that can be opened.
- Ask friends, family members or delivery services to carry out errands for you, such as getting groceries, medicines, or other shopping.
- Make sure you tell delivery drivers to leave items outside for collection if you order online
- Clean toilets and bathrooms regularly.
- Think about a bathroom rota if a separate bathroom is not available, with the isolated person using the facilities last, before thoroughly cleaning the bathroom themselves.
- Use separate towels from anyone else in the household.
- Wash crockery and utensils thoroughly with soap and water; dishwashers may be used to clean crockery and cutlery.
- Stay away from your pets – if unavoidable, wash your hands before and after contact.

DO NOT

- Do not invite visitors to your home or allow visitors to enter.
- Do not go to work, school, or public areas.
- Do not use public transport like buses, trains, tubes, or taxis.
- Do not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items with other people in your home.

10. Travel Advice

The Foreign & Commonwealth Office currently advises British nationals against all but essential international travel. The Foreign & Commonwealth Office have listed to countries that are exempted from this advice.

Exemptions to the global advice against non-essential travel

Travel advice has changed, with exemptions for travelling to certain countries and territories that no longer pose a high risk for British travellers. They continue to advise against non-essential international travel, except to countries and territories listed. They also currently advise against cruise ship travel.

The Government are monitoring the international situation very closely and keeping this advice under constant review so that it reflects their latest assessment of risks to British people. They take a range of factors into account. For coronavirus, this includes the incidence rate and the resilience of healthcare provision in each country.

Plan for your travel: checklist

Developments in the coronavirus pandemic remain uncertain around the world. No travel is risk-free. If you are planning travel abroad in the weeks and months ahead, even if you are returning to a place you've visited before, follow this checklist:

Before you travel

- follow the current guidance in the place where you live. See the guidance for England, Scotland, Wales, and Northern Ireland
- keep up-to-date with the latest developments for your destination before your trip. Sign up for travel advice email alerts and check the TravelHealthPro website for travel health guidance
- find out about any entry restrictions, screening or quarantine requirements on arrival that might affect you. Check travel advice and contact the UK-based embassy of the country you're travelling to if you need more information
- read the safer air travel guidance on sensible precautions and steps to take during travel. Consider your own circumstances and health, and remember you will need to wear a face covering on flights in England and Scotland. See also the NaTHNaC guidance
- check with your accommodation provider for information about availability and the safety measures they have put in place
- read the advice of local authorities and follow all local health measures in place during your journey and in your destination. Local measures and travel restrictions may change before you arrive or during your stay. Check the travel advice page for your destination and check with your transport provider for more information
- get travel insurance, and make sure you are content with the level of cover it provides. If you already have travel insurance check it is valid and provides appropriate cover
- check your cancellation rights. Speak to your tour operator, transport and accommodation providers if you have any questions

When you're abroad

- be prepared to comply with measures at your destination to manage a localised outbreak. If you test positive for coronavirus you are likely to need to get treatment

locally and stay there until you have recovered. If you are required to quarantine or self-isolate by local authorities, you should expect to do so in the country. You may need to stay longer. Plan ahead for any delays to your return home and the financial implications or practical arrangements you may need to make

- continue to follow any updates to our travel advice for your destination

When you return

- You will need to follow the rules for entering the UK. You must provide your journey and contact details up to 48 hours before you're due to arrive in the UK
- you may have to self-isolate for the first 14 days you're in the UK. See the guidance on self-isolation for England, Scotland, Wales and Northern Ireland. You may not have to self-isolate when you arrive from some countries and territories. See the travel corridors list for England, and the guidance for Scotland, Wales, and Northern Ireland
- see the list of people who are exempt from the English border rules

If your travel is essential, <https://www.gov.uk/guidance/travel-advice-novel-coronavirus> Please use this link for the correct guidance.

11. COVID-19 Treatment

- There is currently no specific treatment for the virus.
- Antibiotics do not help, as they do not work against viruses.
- Treatment aims to relieve the symptoms while your body fights the illness.
- Those with the virus need to stay in isolation away from other people until fully recovered.

Treating coronavirus symptoms at home

To help yourself stay well while you're at home:

- Rest and sleep.
- Drink plenty of water to avoid dehydration – drink enough so your pee is light yellow and clear.
- Take paracetamol or ibuprofen if you feel uncomfortable

12. Dual Seal Glass Ltd Emergency Action Plan

Dual Seal Glass have created an Emergency Action Plan and will put this in place if a suspect/confirmed case occurs within the workplace. The company will then implement this plan to minimise the risk posed to employees and interested parties, and to prevent an outbreak occurring within the business.

13. NHS Test & Trace

The health, safety and wellbeing of all those who work for us, as well as the general public and our supply chain, is always our number one priority. We are fully supporting the NHS Test and Trace service that forms a key part of the Government's COVID-19 recovery strategy. As an employer we are keen to help more of our employees return to normal working life as soon as it is deemed safe to do so. It is vital that we play our part in promoting the use of the NHS Test and Trace service and encouraging

our employees to comply with any notifications via the service to self-isolate. We are also committed to continuing to support our employees if and when they may be required to self-isolate.

14. Clinically Vulnerable People

The government has advised that you do not need to shield at the moment. This is because the rates of transmission of coronavirus (COVID-19) in the community have fallen significantly. This guidance will be monitored, and any change will be communicated accordingly.

15. Going to work

You should travel to work, including to provide voluntary or charitable services, where you cannot work from home and your workplace is open.

With the exception of the organisations covered by the Government on closing certain businesses and venues, the government has not required any other businesses to close to the public – it is important for business to carry on.

All workers who cannot work from home should travel to work if their workplace is open. Sectors of the economy that are allowed to be open should be open – such as food production, construction, manufacturing, logistics, distribution and scientific research. As soon as practicable, workplaces should be set up to meet the new COVID-19 secure guidelines. These will keep you as safe as possible, whilst allowing as many people as possible to resume their livelihoods. In particular, workplaces should, where possible, ensure employees can maintain a two-metre distance from others, and wash their hands regularly.

At all times, workers should follow the guidance on self-isolation if they or anyone in their household shows coronavirus symptoms. You should not go into work if you are showing symptoms, or if you or any of your household are self-isolating. This is consistent with advice from the Chief Medical Officer.

There is specific guidance in relation to work carried out in people's homes – for example by tradespeople carrying out repairs and maintenance, cleaners, or those providing paid-for childcare in a child's home.

16. Local Restrictions

An outbreak of coronavirus (COVID-19) has been identified in parts of Greater Manchester, East Lancashire, Preston, and West Yorkshire. The government and relevant local authorities are acting together to control the spread of the virus.

If you live in these parts of Greater Manchester, East Lancashire, Preston and West Yorkshire, you should follow these rules when meeting people who you do not live with. There is separate guidance to cover Blackburn with Darwen, Oldham and Penndel.

- Greater Manchester:
 - o City of Manchester
 - o Trafford
 - o Stockport

- o Oldham (separate guidance)
- o Bury
- o Wigan – to align with the rest of the country on 26 August 2020
- o Bolton
- o Tameside
- o Rochdale
- o Salford
- Lancashire:
 - o Blackburn with Darwen (separate guidance)
 - o Burnley
 - o Hyndburn
 - o Pendle (see separate guidance)
 - o Preston
 - o Rossendale – to align with the rest of the country on 26 August 2020
- West Yorkshire:
 - o Bradford
 - o Calderdale
 - o Kirklees

We **MUST** all ensure that we follow these latest restrictions to help reduce the spread of the virus.

APPENDIX A Prevention Awareness



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with **disposable tissues**



Throw away used tissues (then wash hands)



If you don't have a tissue **use your sleeve**



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell

APPENDIX B

RISK ASSESSMENT RECORD

Premises			
Dual Seal Glass 403 Leeds Rd Huddersfield			
Assessment Ref:		Date	
RA_COVID-19 – RA_151		21/08/20	
Description of the main activities carried out on the premises			
<p>The Manufacture of Insulating Glass Units and their subsequent distribution. A skeleton shift has been formed of key workers over a variety of shifts to minimise interaction during the COVID-19 Pandemic.</p> <p>These shifts consist of:</p> <p>6:00am to 14:00pm. Monday to Friday.</p> <p>08:00am to 17:00pm. Monday to Friday.</p> <p>14:00pm – 22:00pm. Monday to Friday.</p> <p>6:00am to 16.00pm. Monday to Thursday.</p> <p>6:00am – 18:00pm Friday to Sunday.</p> <p>22:00pm – 6:00am Sunday to Friday.</p>			
Identify the persons at risk:	Employees	<input checked="" type="checkbox"/>	Contractors
			<input checked="" type="checkbox"/>
			Public
			<input checked="" type="checkbox"/>
<p>Extremely Vulnerable Group (NHS) Shielding Category.</p> <p>Clinically Vulnerable People</p> <p>Contractors carrying out essential work only.</p> <p>General Public.</p> <p>Suppliers</p> <p>Customers</p>			

1 Hazard / Risk and Control Measures				
Hazard / Risk	Current Controls	Risk Level	Additional Controls Required	Timescale for Additional Controls
<p>Coronavirus (COVID-19) (CV19)</p> <p>General - Employees (including those considered at increased risk) Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.</p>	<p>Vulnerable persons risk assessment to be completed for all returning staff. Additional measures put in place if required.</p> <p>Employees to have daily temperature check when arriving on site and self-certification as fit for work (below 37.8c temperature and no persistent cough).</p> <p>Temperature testing done in accordance with 2m distancing rule.</p> <p>During work, ensure as little contact as possible with other members of staff – 2 meters. Self-distancing enforced. – and contact with materials, tools, door furniture, handrails, etc. are kept to a minimum. Side to side contact only and for no more than 15 minutes. Teams segregated and into the same teams.</p> <p>Shifts separated and isolated to ensure no cross contact. Fixed teams. Staff maintained to same shift patterns.</p> <p>Increased entrance/exit points within the workplace to minimise congestion. Each unit has temperature testing station and entrance/exit point.</p>	Medium	No additional controls are required, however monitoring is required to ensure current control measures are maintained.	<p>Health and Safety Department to Issue Permit to Work where social distancing cannot continue.</p> <p>Management to record daily temperatures and H&S Department to document.</p> <p>H&S to send details off for employer referral scheme, to allow employee to be tested.</p> <p>Regular memos to be sent to staff from H&S and HR Department.</p>

	<p>Fob system installed for clocking in. Non-contact process to clock in/out of the building.</p> <p>First Aiders provided with the correct PPE and aware and understand amended practices in regards to attending a casualty during COVID-19 (such as revised CPR methodology)</p> <p>Workstations isolated into zones. Restricted access for individuals. SWP in place, with operatives signed off before starting work.</p> <p>No compulsory requirement for face coverings within the workplace. Where staff choose to wear face coverings, they will be encouraged to regularly wash their hands before putting them on / taking them off and to wash the face covering regularly. Unless permit to work deems this a requirement.</p> <p>Information provided to employees regarding the use of face coverings on public transport and enclosed public places.</p> <p>Permit to work to be issued if 2m distancing rule cannot be achieved with additional measures.</p> <p>No skin to skin work to be carried out.</p> <p>Wash / sanitise hands regularly, touch face as little as possible. Good hygiene practices communicated with employees.</p> <p>Staying COVID-19 Secure in 2020 poster displayed at the main entrance and other key parts of the workplace.</p>			
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	<p>Additional hygiene measures in place. Additional hand sanitising dispensers and cleaning products issued throughout the workplace.</p> <p>Social Distancing signs around the workplace. Including walkways to minimise congestion.</p> <p>Communal areas restricted to a number of people. Social distancing measures enforced within communal areas.</p> <p>Site meetings cancelled unless absolute necessary and if so, social distancing measures in place.</p> <p>Staff to travel to site visit via car, if not possible social distancing measures to be adhered to when travelling on public transport. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Staff to work from home where possible.</p> <p>All vehicles stocked with hand sanitiser.</p> <p>Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.</p> <p>COVID-19 Policy in place and all employees made aware of this policy and their responsibilities within this policy.</p> <p>Where eligible, employees are strongly recommended to take part in the government's</p>			
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	<p>testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and the plan will be put in place.</p> <p>Emergency Action Plan in place if a suspect case occurs within the business. Employees encouraged to download NHS COVID-19 app on phones and follow instructions received.</p> <p>Employer referral scheme to be used if employee occurs related symptoms. Employee to be tested and internal track and trace system to be used to highlight close contact colleagues.</p> <p>Local restriction guidance issued to all staff to ensure guidance understood regarding outside of work.</p>			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Self-isolation - Employees are not aware of the need to self-isolate or how-to self-isolate may result in a spread of the virus.</p>	<p>NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist: https://111.nhs.uk/covid19</p> <p>Advice on how to self-isolate has been passed onto all employees.</p>	Low	No additional controls are required, however monitoring is required to ensure current control measures are maintained.	
<p>Coronavirus (COVID-19) (CV19)</p> <p>Travel (Domestic)</p> <p>Employees Travelling for work to an area with a higher risk of CV19 or on transport with a higher risk.</p>	<p>Government advice issued to employees.</p> <p>Personnel are to use alternative business meeting options such as Teams/Skype. Advice and guidance on travel regularly communicated to employees through Safe Working Procedure.</p> <p>All non-essential travel is now prohibited, and future meetings now cancelled until further notice. Staff to travel to site visit if absolute</p>	Low	No additional controls are required, however monitoring is required to ensure current control measures are maintained.	

	<p>necessary via car, if not possible social distancing measures to be adhered to when travelling on public transport. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>PPE provided to employees to ensure safe travel.</p> <p>Training provided to employees regarding safe travel for work.</p> <p>Safe Working Procedure issued including travelling to work.</p>			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Travelling Abroad – Employees travelling abroad for work to an area with a higher risk of COVID-19</p>	<p>The Foreign & Commonwealth Office currently advises British nationals against all but essential international travel, except to the countries and territories listed by the FCO as countries and territories exempt from advice against ‘all but essential’ international travel.</p> <p>UK Government guidance followed and employees informed.</p> <p>CIPD provides advice for travellers returning to work from affected areas.</p> <p>We do not insist on employees travelling to work to an area with a higher risk of COVID-19.</p> <p>Employees are granted permission to cancel at short notice any pre-booked annual leave to an affected area i.e. no pressure to travel to affected destinations.</p>	Low	No additional controls are required, however monitoring is required to ensure current control measures are maintained.	
<p>Coronavirus (COVID-19) (CV19)</p>	<p>Cleaning procedures for goods and merchandise entering the site.</p> <p>Additional cleaning measures in place.</p>	Low	No additional controls are required, however monitoring is required to ensure current	

<p>Risk of transmission through objects that come into the workplace.</p>	<p>Greater handwashing and handwashing facilities for workers handling goods and provide hand sanitiser where this is not practical.</p> <p>Restricting non-business deliveries, for example personal deliveries to workers.</p>		<p>control measures are maintained.</p>	
<p>Coronavirus (COVID-19) (CV19)</p> <p>Disposal of waste that may be contaminated by someone with suspected case of coronavirus.</p>	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p>	<p>Low</p>	<p>No additional controls are required, however monitoring is required to ensure current control measures are maintained.</p>	
<p>Coronavirus (COVID-19) (CV19)</p> <p>Access / egress to site could result in spread of the virus.</p>	<p>Stopped all non-essential visitors.</p> <p>All workers and essential visitors to wash or clean their hands before entering or leaving the site.</p> <p>Essential visitors to provide risk assessment/safe working procedures regarding COVID-19. Issues induction pack regarding visiting premises and self-declaration form to be completed prior to entry to site.</p> <p>Social distancing measures in place throughout the site. This included a queue system. 2m demarcation spots installed.</p> <p>Management to clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks.</p>	<p>Low</p>	<p>No additional controls are required, however monitoring is required to ensure current control measures are maintained.</p>	<p>Management to clean areas frequently throughout each working day.</p> <p>Health & Safety/Transport Department to issue Induction pack to visiting contractors regarding requirements.</p>

	<p>Prohibited to have group meetings. Only COVID-19 Group meetings permitted and 2m rule enforced.</p> <p>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</p>			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Driver related. Access / egress to customers/suppliers' sites.</p>	<p>All drivers received training regarding COVID-19.</p> <p>All drivers to be issued the relevant PPE.</p> <p>Drivers issued with hand sanitiser to use before and after entry into sites.</p> <p>Vehicles to be thoroughly cleaned after each use and/or when a changeover of vehicle occurs.</p> <p>No sharing of vehicles is permitted unless signed off by senior management.</p> <p>Advice passed onto employees regarding hygiene measures.</p> <p>2m social distancing rule to be enforced.</p> <p>Site specific risk assessments to be followed when on customers/suppliers' sites.</p> <p>External Driver Covid-19 Manual issued to external suppliers.</p> <p>Welfare facilities provided.</p> <p>Safe working procedure regarding COVID-19, all transport employees signed off on this procedure before starting work.</p>	Medium	No additional controls are required, however monitoring is required to ensure current control measures are maintained.	
<p>Coronavirus (COVID-19) (CV19)</p>	<p>Social distancing measures to be followed at all times.</p>	Medium	No additional controls are required, however monitoring is required to ensure current	

<p>Driver related. Contracting and spreading of infection</p>	<p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</p> <p>Put used tissues in the bin straight away.</p> <p>Wash your hands with soap and hot water often – use hand sanitiser gel if soap and hot water are not available.</p> <p>Try to avoid close contact with people who are unwell.</p> <p>Clean and disinfect frequently touched objects and surfaces (including steering wheel, cab, mobile phone or other devices).</p> <p>Do not touch your eyes, nose, or mouth if your hands are not clean.</p> <p>No sharing of vehicles permitted unless authorised by senior management.</p> <p>If handing over vehicle to another driver at end of shift, cab area is to be cleaned thoroughly. This should include all door handles and associated equipment (all areas that driver may come in contact with) using suitable sanitising materials. All waste is to be disposed of in suitable bins and not left at laybys.</p> <p>Pop-up handwashing stations (where possible).</p> <p>If possible, avoid going into transport office for documentation. If absolute necessary ensure 2m social distancing rule is adhered to.</p> <p>Hand sanitiser provided at all key areas.</p> <p>Avoid using clients’ rest rooms where possible. If not possible social distancing measures to be followed and relevant hygiene practices. Ensuring relevant area rules are adhered to.</p>		<p>control measures are maintained.</p>	
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	<p>Ensure the cab is clean prior to starting your shift.</p> <p>Thoroughly wash hands when using toilet facilities.</p> <p>Strongly recommend bringing pre-prepared meals. If eating at truck stop, get a takeaway and eat in cab or outside to avoid any close contact. Use the truck stop for a short period of time only, ensuring minimal contact with other persons.</p> <p>Safe working procedure regarding COVID-19, all transport employees signed off on this procedure before starting work.</p> <p>Information provided to employees regarding the use of face coverings on public transport and enclosed public places.</p>			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Symptomatic or exposed employee. Employees, general public, family members. Employee(s) exposed is/are symptomatic of COVID19 or has been in close contact with someone with COVID19.</p>	<p>Employee is/are advised to contact and follow NHS 111 Guidance.</p> <p>Self-isolation guidance issued.</p> <p>Safe working procedure on Self Isolation.</p> <p>Employees not permitted to work if they have any of the three symptoms, high temperature, new continuous cough, loss or change to your sense of smell or taste</p> <p>Temperature testing being conducted daily on each employee and Safe to Work form completed each day.</p> <p>Employees encouraged to download NHS COVID-19 app on phones and follow instructions received.</p>	<p>Low</p>	<p>No additional controls are required, however monitoring is required to ensure current control measures are maintained.</p>	

	Dual Seal Glass Emergency Action Plan to be implemented if a suspected/confirmed case.			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Employee(s) who have contracted COVID-19, risk passing onto others through contaminated areas.</p>	<p>If NHS 111 or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal policy.</p> <p>Employees contracted with COVID-19 will be told to self-isolate for the relevant amount of days.</p> <p>Areas to be cleaned thoroughly with the correct cleaning materials. Daily Cleaning checklist to be completed in high congested areas.</p> <p>Shared equipment to be cleaned before and after each use.</p> <p>Employee(s) who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS 111 for guidance.</p>	Low	No additional controls are required, however monitoring is required to ensure current control measures are maintained.	
<p>Coronavirus (COVID-19) (CV19)</p> <p>Use of Changing facilities, clocking in machines, communal areas.</p>	<p>All areas limited access, to ensure social distancing measures are followed.</p> <p>Clocking in machine not to be used until further notice. Employee portal now used, employee scans from personal phone to clock in/out to avoid touching clocking in system.</p> <p>All communal areas to be cleaned after every use by employees and every hour by management. Daily thorough clean by the cleaning department to be conducted.</p> <p>Safe work procedure in place.</p> <p>Staggered breaks implemented.</p> <p>Restricted access with a restricted number of people allowed into areas at any one time.</p>	Low	No additional controls are required, however monitoring is required to ensure current control measures are maintained.	<p>Management to clean areas frequently throughout each working day.</p> <p>Cleaner to thoroughly clean premises each working day.</p>

<p>Coronavirus (COVID-19) (CV19)</p> <p>Canteen - exposure from large numbers of persons</p>	<p>Employees strongly advised to bring pre-prepared food.</p> <p>Limited to 3 people to use the canteen at any one time. Tables set up for 1 person use at a time.</p> <p>All areas to be cleaned after each use.</p> <p>Staggering of breaks.</p> <p>Hand cleaning facilities and hand sanitiser provided and must be done prior entry and upon exiting the canteen.</p>	<p>Low</p>	<p>No additional controls are required, however monitoring is required to ensure current control measures are maintained.</p>	<p>Management to clean areas frequently throughout each working day.</p> <p>Cleaner to thoroughly clean premises each working day.</p>
<p>Coronavirus (COVID-19) (CV19)</p> <p>Mental Health issues whilst following stay at home guidance.</p>	<p>All employees issued regular communication regarding mental health, advice and guidance provided on how to ensure good mental health.</p> <p>All relevant guidance and advice attached within memo's for employees to seek help.</p> <p>Contact details provided within company for employees to contact to speak up.</p> <p>Guidance and advice are available via the Government websites and are accessed daily.</p> <p>Existing business continuity plans have been reviewed and activated.</p> <p>Health and wellbeing (including mental health) support available for employees.</p> <p>Regular communications and status reports being shared with staff.</p> <p>All staff contact details are recorded and accessible.</p> <p>Ensure communications remain updated with means of accessing HSW advice and guidance.</p>	<p>Low</p>	<p>No additional controls are required, however monitoring is required to ensure current control measures are maintained.</p>	

<p>Coronavirus (COVID-19) (CV19)</p> <p>Manual handling, i.e. glass & material carrying, not allowing 2mtr. self distancing. Catch infections from mechanical aids.</p>	<p>Correct use of PPE.</p> <p>Wash / sanitise hands during & after using machines / touching equipment. Touch face as little as possible.</p> <p>Safe Working Procedure on social distancing.</p> <p>Machines to be cleaned once use is completed.</p> <p>During work, 2 meters Self-distancing enforced. Side to side contact only and for no more than 15 minutes. Teams segregated and into the same teams/shifts.</p> <p>Where social distancing cannot be achieved a Permit to Work to be issued by the H&S Department where additional measures will be put in place.</p>	<p>Low</p>	<p>No additional controls are required, however monitoring is required to ensure current control measures are maintained.</p>	<p>Health & Safety Department to issue a permit to work where social distancing can't be adhered to.</p>
<p>Other Details:</p> <p>Ongoing review as and when government advice is updated.</p>				
<p>Monitor and Review Controls</p>	<p>Yes</p>	<p>No</p>		
<p>Are the planned control measure sufficient and effective in minimizing the risk?</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>		
<p>Have there been any changes to the planned control measure?</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>		
<p>Are further control measures required</p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>		
<p>Details:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/</p> <p>https://www.gov.uk/government/publications/coronavirus-action-plan</p>				

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to the H&S Department.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 7/14 days cannot return to work until self-isolation has been completed. This must be done through the HR/H&S Department.

Assessments to be reviewed every day due to government providing advice daily. Amendments to be made where significant change has occurred.

If in England call NHS on 111, if in Scotland call your GP or NHS 24, If in Wales call 0845 46 47 or 111 or if in Northern Ireland contact 0300 200 7885 where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.

Overall Assessment:	Low <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	High <input type="checkbox"/>	Extreme <input type="checkbox"/>
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Assessment completed by:

Signed:

Title: Health, Safety & Technical Manager

Name: Oliver Ashford

Date: 21/08/2020

Annex B Assessing the Level of Risk

Consider the hazards identified in the risk assessment and use the matrix below as a guide to assess the risk level

Likelihood	Consequence				
	Insignificant	minor	Moderate	Major	Critical
Almost Certain	Low	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of Consequence
Insignificant	No treatment required
Minor	Minor injury requiring First Aid (e.g. minor cuts, bruises, bumps)
Moderate	Injury requiring medical treatment or lost time
Major	Serious injuries requiring specialist medical treatment or hospitalization
Critical	Loss of life, permanent disability or multiple serious injuries

Likelihood	Description of Likelihood
Rare	Will only occur in exceptional circumstances
Unlikely	Not likely to occur within the foreseeable future
Possible	May occur within the foreseeable future
Likely	Likely to occur within the foreseeable future
Almost Certain	Almost certain to occur within the foreseeable future

Assessed Risk Level	Description of Risk Level	Actions
Low	If an incident was to occur, there would be little likelihood that an injury would result	Undertake the activity with the existing controls in place
Medium	If an incident was to occur, there would be some chance that an injury requiring First Aid would result	Additional controls may be required
High	If an incident was to occur, it would be likely that an injury requiring medical treatment would result	Controls will need to be in place before the activity is undertaken
Extreme	If an incident was to occur, it would be likely that a permanent, debilitating injury would occur	Consider alternatives to doing the activity Significant control measures will need to be implemented to ensure safety

Appendix C

Additional Information

The below list of contact details and links is not exhaustive; however, it has been included to provide a route to gathering more information on

COVID-19 including any changes in Government policy.

- NHS 111 Online Service - <https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-111/>
- NHS Telephone Service – 111 or 18001 111 on a textphone
- NHS Coronavirus Guidance - <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- CIPD HR Inform - <https://www.hr-inform.co.uk/news-article/advice-on-managing-the-coronavirus-outbreak>
- WHO - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
- UK Government - <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- Institution of Occupational Safety & Health - <https://www.iosh.com/more/news-listing/coronavirus-guidance-from-iosh-and-the-world-healthorganization/>
- HSE - <https://www.hse.gov.uk/coronavirus/index.htm>