

Assessmen	t Date:	13 <sup>th</sup> May 2020	Re	view I	Date:		Review mo	onthly	Ref. No:	COVID-19
Site(s)/Dep	artment									
All sites and	d all Departm	ents								
Task Descri	ption/Activit	:y/Area								
- U	t of the risks pdated Augu pdated Septe		19 in our work	places	s, and as	ssocia	ated control	measures.		
Risk Assess	ment Team -	*Lead Assessor								
*Graham H	obson		Michel	le Bar	nes			N	1elanie Rigby	
Kevin Fletc	ner									
Equipment	Involved:	Various		•		•		•		
Further Ass	sessments Re	quired? Place X i	n box to indic	ate						
COSHH	Manua	l Handling	HAVS		DSE		DSEAR		•	

		Severity			<b>→</b>	
		Minor Injury	Lost time/III health	Major 7 Day	Perm Disability	Fatality/ Multiple
Likelihood	Very Unlikely	1	2	3	4	5
Like	Unlikely	2	4	6	8	10
	Likely	3	6	9	12	15
<b>\</b>	Very Likely	4	8	12	16	20
	Certain	5	10	15	20	25

				Se	elihoo verity ting	od x = Risk					esid sk	ual
Hazards identified	Who is at	Current C	ontrols - What are we already doing?	L	S	Risk	Additional Controls required –	By Whom	Date?	L	S	Risk
and consequences	risk?					Rating	What do we need to do?					Rating
The spread of Covid-19	Staff	Keeping em	ployees informed	4	3	12	<ul> <li>Continue practice of regular briefings,</li> </ul>	SMT	Ongoing	2	3	6
Coronavirus.	Visitors	<ul><li>Company</li></ul>	briefings, letters and updates circulated at				letters and updates.					
	Cleaners	regular in	tervals: -				<ul> <li>Publish updates to the risk assessment</li> </ul>	Mike Essue	Following			
	Contractors	09.03.20	Coronavirus Toolbox Talk to all employees				on website/EQMS		updates			
	Drivers		Advice for Managers document									
	Vulnerable		Handwashing Poster									
	groups –		Catch-It, Bin-It, Kill-It poster									
	Elderly or	17.03.20	Company Update notice (no1)									
	Pregnant	23.03.20	Company Update notice (no2)									
	workers, &	25.03.20	Communication – further instructions for									
	those with		staff (site specific) – 1 document per site									
	existing	06.04.20	COVID posters – distancing and general									
	underlying		guidance									
	health	14.04.20	Company Information letter (no 1)									
	conditions	29.04.20	Company information letter (no 2)									
			Coronavirus Update notice (no3)									
			Reiteration of site-specific comms issued									
			on 25.03.20									

Issue: 01 Apr 16

2008-003(A) Risk Assessment Template

Page 1 of 11



abov Emp asse repr Copy post COV Workii Asse who prov appl redu to be Line worl rest Wee	smell Employee home working survey/DSE sent 6.20 COVID-19 risk assessment circulated to all employees COVID secure poster placed in site folders 6.20 Company update (no 5) – briefing for returning employees 8.20 Company update (no 6) – reminder on control measures Instruction for managers/supervisors 8.20 Company update following revised Gov guidance ils, phone calls and verbal comms in addition to the ve – for teams and on a 1-on-1 basis. loyees engaged in the production of this risk ssment - consultation with managers, H&S committee esentatives and other employees. v of COVID-19 risk assessment and Stay Secure poster ed on company website ID-19 information folder produced for each site ing from Home/Determining who should go to work ssment made through consultation with employees are possible to effectively work from home, and rision made to facilitate home working where icable. Inced office time where possible, for workers who need the in the office managers tasked with monitoring wellbeing of people king from home & helping them stay connected to the of the workforce. Iskly contact by phone by HR & Compliance Manager all employees working from home/not in work.	4		12	<ul> <li>Ongoing review by Directors and SMT of home working vs return to work on a department by department basis to facilitate phased return to normal staffing levels and presence on each site.</li> <li>Ensuring additional steps taken as required before any employee is brought back into work – to continue to operate safely and efficiently</li> <li>Employees to be reminded on a</li> </ul>	Directors  Directors	Ongoing (prior to return)  Ongoing (prior to return)	2	3	6
<ul><li>Hand</li><li>Hand</li><li>mon</li><li>Dryin</li><li>prefi</li><li>The</li></ul>	Washing & Hygiene d washing facilities with soap and water in place. dwashing guidance issued (see above) with ongoing itoring by managers. In gof hands with disposable paper towels in erence to hand dryers where possible. In go to increase handwashing frequency municated to employees (see above).	4	3	12	<ul> <li>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>Employees to be reminded to catch coughs and sneezes in tissues, follow the - Catch it, Bin it, Kill it instruction</li> </ul>	Line Mgr	Daily	2	3	0



<ul> <li>Employees instructed to avoid touching their face, to cough or sneeze into a tissue which is binned safely or into their arm if a tissue is not available (see above).</li> <li>Hand Sanitisers and wipes placed in multiple locations in addition to washrooms.</li> <li>Employees encouraged to report any problems, or low stocks of supplies.</li> <li>Number and availability of gel sanitisers and anti-bac wipes increased – additional stocks purchased &amp; positioned.</li> <li>Option to introduce fobs for clock machine to prevent need to touch machine costed by HR &amp; Compliance Manager (quote currently held on file).</li> <li>Additional signage placed at the clock machines re non-alcoholic hand sanitiser and use only AFTER clocking in/out.</li> </ul>			<ul> <li>and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>Ongoing use of signs and posters to build awareness of good handwashing &amp; hygiene techniques.</li> <li>Daily checks of stock and supplies to be undertaken by managers/supervisors.</li> <li>Managers/Supervisors to update Purchasing Department weekly regarding stocks of cleaning products to enable timely replenishment.</li> </ul>	Site Mgr Line Mgr Line Mgr	Weekly  Daily  Weekly			
Cleaning  Cleaning arrangements in place for regular cleaning and disinfection of objects and using appropriate cleaning products and methods.  Supplementary PPE made available for use during deep cleaning activities (e.g. disposable gloves, white disposable suites, masks, aprons ect to be utilised to protect the individual undertaking cleaning where suspected cases have been notified).  Cleaning rotas implemented for all areas, be they toilets, offices, canteens, including daily sign off by supervisors.  Clear use and cleaning guidance to be produced for showers, lockers and changing rooms and ensure they are kept clear and clean of personal items, maintain social distancing.  Increased cleaning regimes introduced incorporating minimum daily clean of frequently touched surfaces – e.g. hand rails, two-way radios, door handles, light switches, control panels, printers etc, and detail of cleaning routine (toilets, floors, walls etc) instructed to site cleaning personnel accordingly.  Guidance produced for each role in regard to cleaning of their work area (what to clean, when)  Employees using computer equipment (e.g. keyboard,	4 3	12	<ul> <li>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</li> <li>Undertake assessment of all areas on sites before increasing number of employees returning to work – carry out deep clean of areas where required.</li> <li>Ensure workspaces are cleared and waste and belongings are removed at the end of a shift.</li> </ul>	Cine Mgr/ Group Mgr/ Site Mgr  Employees	Daily  Ongoing (prior to return)  Daily	2	3	6



phones) instructed regarding cleaning areas at									
commencement of shift.	<u> </u>						_	_	
Social Distancing – General	4	3	12	<ul> <li>Rigorous checks carried out by line</li> </ul>	Line Mgr	Daily	2	3	6
<ul> <li>Posters and instructions sent out to notify all of</li> </ul>				managers to ensure that the necessary					
requirements for social distancing (see above).				procedures are being followed.					
Steps taken to review and implement work schedules/shift				<ul> <li>Staff to be reminded daily of the</li> </ul>					
patterns, working from home etc. to reduce number of				importance of social distancing both in	Line Mgr	Daily			
workers on site at any one time.				the workplace and outside of it.					
<ul> <li>Conference calls via Microsoft Teams utilised instead of</li> </ul>				<ul> <li>Work processes to be reviewed and</li> </ul>					
face to face meetings, wherever possible. See 'Meetings'				redesigned as required to ensure	Department	Ongoing			
section below.				social distancing can be maintained,	Mgr	(prior to			
Staggered breaks to reduce number of people using a				before staff numbers are returned to		return)			
communal area at any given time.				normal levels.					
<ul> <li>Unrequired chairs, tables and furniture removed from</li> </ul>				<ul> <li>Review possibility of staggering arrival</li> </ul>					
communal areas as applicable to prevent employees from				and departure times to reduce	Group Mgr	Ongoing			
disobeying 2mtr separation distances.				crowding into and out of the		(as req)			
<ul> <li>Areas marked with 2mtr distancing tape and additional</li> </ul>				workplace.					
signage put up in areas where limited number of people				<ul> <li>Dynamic risk assessments to be</li> </ul>					
are allowed in the area (e.g. smoking areas, canteens,				carried out on those activities where	Group Mgr	Ongoing			
kitchens). Hazard tape placed on the floor at main entry				social distancing cannot be maintained		(as req)			
to site points (e.g clocking machine) to show "what 2mtrs				(e.g. two person activity) to decide					
looks like"				whether the activity is necessary to be					
<ul> <li>Controls implemented within toilets and washrooms to</li> </ul>				done that way or if there is an					
assist with social distancing (cordon off				alternative method to enable					
showers/toilets/wash basins/urinals so that for example				distancing. Consider additional					
only end 2 cubicles used. Limit number of persons utilising				measures of					
facilities at any one time and issue relevant instructions.				<ul> <li>Further increasing frequency of</li> </ul>					
<ul> <li>Work areas are closed to visitors across all sites unless by</li> </ul>				handwashing					
prior arrangement. Ad-hoc visitors only accepted within				<ul> <li>Keeping activity time involved as</li> </ul>					
vestibule areas. Social distancing guidelines to be				short as possible					
maintained & site rules followed.				<ul> <li>Using screens or barriers to</li> </ul>					
<ul> <li>Controlled/restricted access to reception areas and office</li> </ul>				protect people from each other					
areas.				<ul> <li>Using back to back or side to side</li> </ul>					
<b>Boston</b> – only 1 person in the driver paperwork area.				working (rather than face to face)					
Drivers & non-office staff are not to leave the mat area				whenever possible					
when entering the office. Maintenance office for use of				- Reducing the number of people					
Maintenance Engineering Manager only. Only 1 person at				each person has contact with by					
a time to enter maintenance stores area. Small parcel				using 'fixed teams or partnering'					
deliveries must come to the main office entrance & be left				(so each person works with only a					
in the reception area.				few others)					
Elkesley – Bottom yard production paperwork to be left in				- Reduce job/equipment rotation					
the bottom yard pump house, from where it will be				2222,24,242,202					



collected. Weighbridge office accessible to weighbridge		<ul><li>One-way flow/markings to be</li></ul>	SMT	As req	
operators and authorised personnel only. Drivers and		considered if steps highlighted above		·	
other staff must not enter the weighbridge office. Report		for high traffic areas are unsuccessful.			
to the hatch for assistance and stand back from the hatch		Where it is not possible to maintain			
when it is opened. Do not enter the entrance vestibule at		2mtr rule at all times, the rule of 1			
the weighbridge if someone else is already in there. Top		metre plus must be applied. This			
office access restricted to office-based staff & pre-		means 1 metre plus another			
arranged visitors only. Deliveries to the top office to be		precaution to mitigate the risk (i.e.			
left outside the door and will be collected from there.		wearing face coverings, being			
Purchasing office restricted to purchasing personnel only,		outdoors, or good ventilation if			
unless by express invitation. Garage office restricted to		indoors)			
garage personnel only – 1 person in the office at a time.					
Garage and maintenance stores restricted to garage &					
maintenance personnel only – 1 person in the stores at a					
time. Maintenance office restricted to maintenance					
personnel only – 1 person in the office at a time.					
Maintenance workshop area restricted to maintenance					
personnel only.					
Hazlehead – No access to the transport office except for					
transport management personnel. Only one person in the					
driver paperwork area at any time. The front & side doors					
will remain locked to restrict access to the offices – office					
personnel to be contacted by phone, radio or email.					
Maintenance Supervisors office for the use of the					
Maintenance Supervisor only. Bruks office – for the use of					
maintenance personnel only, maximum of 1 person in the					
office at a time. Bruks control office – maximum of 1					
person in this office at a time. All deliveries to come to					
main entrance and be left in the reception area.					
<b>Mossley</b> – The front doors will remain locked, the hatched					
door (at the back of reception) will be accessible for					
deliveries and staff only. Instruction to stand back when					
the hatch is opened and do not enter the area if someone					
else is present in it. The door will remain locked, but the					
hatch can be opened for access. Production, maintenance,					
garage staff and drivers must not enter the offices unless					
by express invitation. Office staff must knock and wait for					
permission to enter at the door from the kitchen to the					
reception room – reception should be contacted by phone					
or email. No access to the transport office except for					
transport management personnel. Only one person in the					
transport reception area at any time, report to the hatch					



for assistance and stand back from the hatch when it is opened. Do not enter the area if someone else is present. Garage office restricted to garage personnel only, only 1 person at a time permitted. Maintenance office restricted to maintenance personnel only, only 1 person at a time permitted. Garage and maintenance workshop areas restricted to designated personnel only. Production office for use of Site Manager/Supervisor only, only 1 person at a time permitted.

Site specific instructions issued to each site to limit and control numbers of people in communal areas.

control numbers of people in communal areas. **Boston** – Maximum of 2 persons in the canteen area at any one time, maintaining 2mtr distance – 1 person at each bench. Only one person to use the smoking shelter at a time. Maximum of 1 person in the office kitchen at a time.

**Elkesley** – Maximum of 3 people in the works canteen at any time, maintaining 2mtr distance. There are 3 tables set out in the canteen for 1 person to sit at each table. Only 1 person to use the bottom yard break room at a time. Only 1 person to enter the bottom yard pump house at any time. Only 1 person at a time to enter the office kitchen. Only 1 person at a time to use the baling office. Only one person to use the smoking shelter at a time. **Hazlehead** - Maximum of 2 people in the works canteen at any time, maintaining 2mtr distance. There are 2 tables set out in the canteen for 1 person to sit at each table. Drivers rest area is being used by the production team as another works canteen to segregate staff - maximum of 1 person in this area at any time, maintaining 2mtr distance. There is 1 table set out in this area for 1 person to sit at. Office kitchen - maximum of 1 person in this area at any time. Only one person to use the smoking shelter at a time.

Mossley - Maximum of 3 people in the works canteen at any time, maintaining 2mtr distance. There are 3 tables set out in the canteen for 1 person to sit at each table. Garage rest area for the use of garage personnel only – maximum of one person in this area at any time, maintaining 2mtr distance. Office kitchen - maximum of 1 person in this area at any time. Only one person to use the smoking shelter at a time.



All areas – Maintain social distancing in all work areas, ensure through traffic of people is minimised									
Social Distancing & Hygiene – Meetings/Briefings  Remote working tools (e.g. Microsoft Teams) used where possible to avoid in-person meetings.  Where in-person meetings/briefings must take place, 2mtr separation maintained between people. Rooms kept well ventilated, or an outdoor area utilised where possible. Number of attendees kept to a minimum.  Hand sanitiser/wipes placed in meeting rooms.  Sharing of pens and equipment avoided	4	3	12	<ul> <li>Hold meetings outdoors or in well ventilated rooms whenever possible.</li> <li>For areas where regular meetings take place, use of floor signage to be considered to assist in social distancing.</li> </ul>	Site Mgr Site Mgr	Ongoing Ongoing (as req)	2	з	6
<ul> <li>Social Distancing &amp; Hygiene – Office Environment</li> <li>Where it is possible, office workers to work from home.         Occupancy levels in offices managed to enable social distancing.</li> <li>Windows and doors to be opened frequently to encourage ventilation where possible.</li> <li>Invoices and delivery notes generated by the company will be sent electronically wherever possible. Similarly, incoming paperwork will be treated in the same manner.</li> <li>Hand washing/sanitising procedures to be undertaken more frequently in instances where paperwork, goods and merchandise is handled.</li> <li>DSE Workplace assessment via standard company self-assessment document sent out to all employees continuing to work from home. Feedback reviewed and actioned where applicable.</li> <li>Where it is necessary to come into the workplace, start/finish times staggered wherever possible to reduce the number of people working together</li> <li>Office/workplace layouts assessed. One person per office/workstation wherever possible. Where not possible desk formation changed in office areas (2mtrs apart, back to back or side to side rather than facing or inclusion of screens if 2mtr cannot be achieved)</li> </ul>	4	3	12	<ul> <li>Avoid hot desks, clean workstations between people.</li> <li>Floor tape or paint to mark out 2mtr to be considered</li> <li>Visits to colleague's offices to be restricted – do not visit unless a 2mtr distance can be maintained.</li> </ul>	Department Mgr Department Mgr Dept Mgr/ Employee	Ongoing Ongoing Daily	2	3	6
Social Distancing & Hygiene – Mobile Plant  Mobile plant to be cleaned down frequently, focussing on areas that are frequently touched. Cleaning to take place both prior to and after use using appropriate cleaning products and methods.  Mobile plant internal cleaning guidance produced and issued to operators	4	3	12	<ul> <li>Daily checks to be undertaken by managers/supervisors, including checks of supplies of cleaning equipment.</li> <li>Operator to flag up low stocks on daily pre-use check sheet</li> </ul>	Line Mgr Employee	Daily Daily	2	3	6



Social Distancing & Hygiene – Fixed Plant  Areas (e.g touch screens) that are regularly touched on plant and equipment should be regularly cleaned using suitable cleaning products.	4	3	12	<ul> <li>Review layouts, line set up or processes to allow people to work further apart from each other – for example in picking stations/on the yard. Introduce revised instruction for these areas as applicable.</li> <li>Floor tape or paint to mark out 2mtr</li> </ul>	Department Mgr Dept Mgr	Ongoing  As req	2	3	6
<ul> <li>Social Distancing &amp; Hygiene – Drivers</li> <li>Procedures in place for Drivers to ensure adequate welfare facilities available during their work. Drivers instructed to report issues encountered with welfare facilities via the debrief process.</li> <li>Where possible, drivers will be kept to the same vehicle. Where this is not possible, the vehicle will be cleaned between different users.</li> <li>Vehicle scheduling will limit the exposure of driver to rush hours/crowded places, and to reduce number of drivers at sites at a given time.</li> <li>Drivers encouraged to stay in vehicles and minimise unnecessary contact at gatehouses or on yards. Driver to social distance in those circumstances where physical interaction is required.</li> <li>Drivers informed of the site rules for the sites they visit (both internal and customer/supplier).</li> <li>Use of electronic paperwork where possible. Where not possible, drivers should wash/sanitise their hands thoroughly after contact.</li> <li>Regular cleaning of vehicles. Vehicle internal cleaning guide produced and issued to drivers.</li> <li>One person only in vehicles.</li> <li>Updated site rules issued for visitors/ contractors/ subcontractors coming to site.</li> </ul>	4	3	12	<ul> <li>Internal cleanliness of vehicles to be inspected weekly by managers/ supervisors, including checks of supplies of cleaning equipment.</li> <li>Drivers to flag up low stocks on timesheets or via cab phone email.</li> </ul>	Transport Co- Ordinator Employee	Weekly	2	3	6
<ul> <li>PPE and Face coverings</li> <li>PPE requirements identified within non-COVID19 risk assessments and SSOW's to protect employees against health and safety risks at work will be used as routine.</li> <li>Where RPE is a requirement for risks associated with the work undertaken a face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</li> </ul>	4	3	12	<ul> <li>Staff to be reminded that face coverings are an optional and personal preference only.</li> <li>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</li> <li>To minimise the risk of transmission of COVID-19 during face-fit testing the</li> </ul>	Line Mgr Line Mgr Compliance Dept	Daily Daily As req	2	3	6



<ul> <li>Additional PPE beyond what employee's usually wear is not beneficial (as per Government guidance documents) – COVID19 is a different type of risk which will be managed through social distancing, hygiene and fixed teams or partnering.</li> <li>Face coverings available for employees to wear in circumstances where they prefer to do so.</li> <li>Precautionary use of extra PPE to protect against COVID19 is not encouraged as the role of PPE in providing additional protection in these circumstances is extremely limited.</li> <li>Face coverings may be worn in enclosed spaces where social distancing is not possible. Wearing a face covering is optional and is not required by law, including in the workplace (except for on public transport or within retail premises). NOTE – RPE designated as required through routine risk assessment is mandatory.</li> <li>Face coverings must be worn on a two-man job.</li> <li>Where risk assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</li> <li>Guidance issued about face covering donning/doffing</li> </ul>				following additional measures should be carried out — Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)  Additional face fit testing (where required) to be completed by the end of the year.	Compliance Dept	31.12.20			
Mental Health  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.  Internal communication.  Internal communication.  Regularly to reassure and support employees in a fast-changing situation.  Regular communication of mental who are affected by Coronavirus or has a family member affected.  Regular communication of mental health information and open-door policy for those who need additional support.  Wellbeing survey sent out to employees working from home.	4	3	12	Where people are struggling to work from home, phase in office days or "day in" schemes.	HR & Comp Mgr	As req	2	3	6



		<ul> <li>Wellbeing of workers who have remained in the workplace during the pandemic monitored on a regular basis</li> <li>Protecting clinically vulnerable employees         <ul> <li>Individual circumstances to be reviewed. Where the employee cannot work from home, review the role and risk assess to enable them to stay 2mtr from others.</li> </ul> </li> </ul>									
Introducing COVID19 into the workplace from external sources	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly or Pregnant workers, & those with existing underlying health conditions	<ul> <li>Symptoms of Covid-19</li> <li>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, or experiences loss of taste or smell they will immediately be sent home and advised to follow the stay at home guidance. They will also be instructed to take a COVID-19 test.</li> <li>Line managers will maintain regular contact with staff members during this time.</li> <li>If advised that a member of staff or public has developed COVID19 and were recently on our premises (including where a member of staff has visited other workplace premises), the management team will contact the Public Health Authority 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.</li> <li>Ensure that people who are advised to stay at home under existing government guidance do not physically come to work – enabling workers to work from home while self-isolating, if appropriate, SSP, furlough etc</li> </ul>	2	3	6				2	3	6
		Contractors and Visitors  Work areas are closed to visitors across all sites unless by prior arrangement. Ad-hoc visitors only accepted within vestibule areas. Social distancing guidelines to be maintained & site rules followed.  Number of contractors and visitors to site limited.  Business activity conducted via phone/conference calls where possible.	4	3	12	<ul> <li>Ensure contractors and visitors receive company COVID19 instructions prior to arrival to site, detailing additional company rules in place to protect them from risk of spreading or exposure to COVID 19.</li> <li>Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people (eg carry out at night, weekends, outside normal operating hours)</li> </ul>	Department Mgr Department Mgr	Ongoing	2	3	6



Travel	2	3	6	Where communal car sharing takes	Department	As req.	2	3	6
<ul> <li>Non-essential trips between sites suspended unless vital.</li> </ul>				place for travel into work, employees	Mgr				
<ul> <li>Remote contact options to be utilised in preference to</li> </ul>				to be advised to avoid where possible.					
face-to-face meetings.				Where not possible instruct					
No communal car sharing to take place for business				employees, two people maximum per					
purposes.				vehicle with fixed pairing (i.e. same 2					
Shared vehicles (e.g. vans) to be cleaned between shifts or				people each trip). Passenger must sit in					
on handover.				the offside rear of the vehicle. Increase					
				ventilation by opening windows.					

Sign Off & Approval (to be signed by the risk assessment team who completed this form & approved by the responsible manager).		
Graham Hobson	Date:	06.08.20
Michelle Barnes	Date:	06.08.20
Melanie Rigby	Date:	06.08.20
Kevin Fletcher	Date:	25/09/20
	Date:	
	Date:	
Approved by all Group Managers & Directors	Date:	25/09/20
	Michelle Barnes  Melanie Rigby  Kevin Fletcher	Graham Hobson Date:  Michelle Barnes Date:  Melanie Rigby Date:  Kevin Fletcher Date:  Date: