

<b>Assessment Date:</b>	13 <sup>th</sup> May 2020	<b>Review Date:</b>	Review monthly	<b>Ref. No:</b>	COVID-19
<b>Site(s)/Department</b>					
All sites and all Departments					
<b>Task Description/Activity/Area</b>					
Assessment of the risks posed by COVID-19 in our workplaces, and associated control measures.					
<ul style="list-style-type: none"> <li>- Updated August 2020</li> <li>- Updated September 2020</li> </ul>					
<b>Risk Assessment Team - *Lead Assessor</b>					
*Graham Hobson		Michelle Barnes		Melanie Rigby	
Kevin Fletcher					
<b>Equipment Involved:</b>	Various				
<b>Further Assessments Required? Place X in box to indicate</b>					
COSHH		Manual Handling		HAVS	
				DSE	
				DSEAR	

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

Hazards identified and consequences	Who is at risk?	Current Controls - What are we already doing?	Likelihood x Severity = Risk Rating			Additional Controls required – What do we need to do?	By Whom	Date?	Residual Risk		
			L	S	Risk Rating				L	S	Risk Rating
The spread of Covid-19 Coronavirus.	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly or Pregnant workers, & those with existing underlying health conditions	<b>Keeping employees informed</b> <ul style="list-style-type: none"> <li>Company briefings, letters and updates circulated at regular intervals: -                             <ul style="list-style-type: none"> <li>09.03.20 Coronavirus Toolbox Talk to all employees</li> <li>Advice for Managers document</li> <li>Handwashing Poster</li> <li>Catch-It, Bin-It, Kill-It poster</li> <li>17.03.20 Company Update notice (no1)</li> <li>23.03.20 Company Update notice (no2)</li> <li>25.03.20 Communication – further instructions for staff (site specific) – 1 document per site</li> <li>06.04.20 COVID posters – distancing and general guidance</li> <li>14.04.20 Company Information letter (no 1)</li> <li>29.04.20 Company information letter (no 2)</li> <li>Coronavirus Update notice (no3)</li> <li>Reiteration of site-specific comms issued on 25.03.20</li> </ul> </li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Continue practice of regular briefings, letters and updates.</li> <li>Publish updates to the risk assessment on website/EQMS</li> </ul>	SMT  Mike Essue	Ongoing  Following updates	2	3	6



	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <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	Weekly			
	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Cleaning arrangements in place for regular cleaning and disinfection of objects and using appropriate cleaning products and methods.</li> <li>Supplementary PPE made available for use during deep cleaning activities (e.g. disposable gloves, white disposable suits, masks, aprons etc to be utilised to protect the individual undertaking cleaning where suspected cases have been notified).</li> <li>Cleaning rotas implemented for all areas, be they toilets, offices, canteens, including daily sign off by supervisors.</li> <li>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.</li> <li>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.</li> <li>Guidance produced for each role in regard to cleaning of their work area (what to clean, when)</li> <li>Employees using computer equipment (e.g. keyboard, mouse, printer) and telephones (mobile and internal</li> </ul>	4	3	12	<ul style="list-style-type: none"> <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>	Line Mgr	Daily	2	3	6
						Group Mgr/ Site Mgr	Ongoing (prior to return)			
						Employees	Daily			

		phones) instructed regarding cleaning areas at commencement of shift.											
		<p><b>Social Distancing – General</b></p> <ul style="list-style-type: none"> <li>▪ Posters and instructions sent out to notify all of requirements for social distancing (see above).</li> <li>▪ Steps taken to review and implement work schedules/shift patterns, working from home etc. to reduce number of workers on site at any one time.</li> <li>▪ Conference calls via Microsoft Teams utilised instead of face to face meetings, wherever possible. See ‘Meetings’ section below.</li> <li>▪ Staggered breaks to reduce number of people using a communal area at any given time.</li> <li>▪ Unrequired chairs, tables and furniture removed from communal areas as applicable to prevent employees from disobeying 2mtr separation distances.</li> <li>▪ Areas marked with 2mtr distancing tape and additional signage put up in areas where limited number of people are allowed in the area (e.g. smoking areas, canteens, kitchens). Hazard tape placed on the floor at main entry to site points (e.g clocking machine) to show “what 2mtrs looks like”</li> <li>▪ Controls implemented within toilets and washrooms to assist with social distancing (cordon off showers/toilets/wash basins/urinals so that for example only end 2 cubicles used. Limit number of persons utilising facilities at any one time and issue relevant instructions.</li> <li>▪ 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 &amp; site rules followed.</li> <li>▪ Controlled/restricted access to reception areas and office areas.</li> </ul> <p><b>Boston</b> – only 1 person in the driver paperwork area. Drivers &amp; non-office staff are not to leave the mat area when entering the office. Maintenance office for use of Maintenance Engineering Manager only. Only 1 person at a time to enter maintenance stores area. Small parcel deliveries must come to the main office entrance &amp; be left in the reception area.</p> <p><b>Elkesley</b> – Bottom yard production paperwork to be left in the bottom yard pump house, from where it will be</p>	4	3	12	<ul style="list-style-type: none"> <li>▪ Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed.</li> <li>▪ Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.</li> <li>▪ Work processes to be reviewed and redesigned as required to ensure social distancing can be maintained, before staff numbers are returned to normal levels.</li> <li>▪ Review possibility of staggering arrival and departure times to reduce crowding into and out of the workplace.</li> <li>▪ Dynamic risk assessments to be carried out on those activities where social distancing cannot be maintained (e.g. two person activity) to decide whether the activity is necessary to be done that way or if there is an alternative method to enable distancing. Consider additional measures of               <ul style="list-style-type: none"> <li>- Further increasing frequency of handwashing</li> <li>- Keeping activity time involved as short as possible</li> <li>- Using screens or barriers to protect people from each other</li> <li>- Using back to back or side to side working (rather than face to face) whenever possible</li> <li>- Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others)</li> <li>- Reduce job/equipment rotation</li> </ul> </li> </ul>	Line Mgr	Daily	2	3	6		
							Line Mgr	Daily					
							Department Mgr	Ongoing (prior to return)					
							Group Mgr	Ongoing (as req)					
							Group Mgr	Ongoing (as req)					

		<p>collected. Weighbridge office accessible to weighbridge operators and authorised personnel only. Drivers and other staff must not enter the weighbridge office. Report to the hatch for assistance and stand back from the hatch when it is opened. Do not enter the entrance vestibule at the weighbridge if someone else is already in there. Top office access restricted to office-based staff &amp; pre-arranged visitors only. Deliveries to the top office to be left outside the door and will be collected from there. Purchasing office restricted to purchasing personnel only, unless by express invitation. Garage office restricted to garage personnel only – 1 person in the office at a time. Garage and maintenance stores restricted to garage &amp; 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.</p> <p><b>Hazlehead</b> – No access to the transport office except for transport management personnel. Only one person in the driver paperwork area at any time. The front &amp; 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.</p> <p><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</p>			<ul style="list-style-type: none"> <li>One-way flow/markings to be considered if steps highlighted above for high traffic areas are unsuccessful.</li> <li>Where it is not possible to maintain 2mtr rule at all times, the rule of 1 metre plus must be applied. This means 1 metre plus another precaution to mitigate the risk (i.e. wearing face coverings, being outdoors, or good ventilation if indoors)</li> </ul>	SMT	As req			
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		<p>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.</p> <ul style="list-style-type: none"> <li>Site specific instructions issued to each site to limit and control numbers of people in communal areas.</li> </ul> <p><b>Boston</b> – 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.</p> <p><b>Elkesley</b> – 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.</p> <p><b>Hazlehead</b> - 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.</p> <p><b>Mossley</b> - 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.</p>						
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		<b>All areas</b> – Maintain social distancing in all work areas, ensure through traffic of people is minimised									
		<b>Social Distancing &amp; Hygiene – Meetings/Briefings</b> <ul style="list-style-type: none"> <li>Remote working tools (e.g. Microsoft Teams) used where possible to avoid in-person meetings.</li> <li>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.</li> <li>Hand sanitiser/wipes placed in meeting rooms.</li> <li>Sharing of pens and equipment avoided</li> </ul>	4	3	12	<ul style="list-style-type: none"> <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	Ongoing	2	3	6
		<b>Social Distancing &amp; Hygiene – Office Environment</b> <ul style="list-style-type: none"> <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 style="list-style-type: none"> <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
		<b>Social Distancing &amp; Hygiene – Mobile Plant</b> <ul style="list-style-type: none"> <li>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.</li> <li>Mobile plant internal cleaning guidance produced and issued to operators</li> </ul>	4	3	12	<ul style="list-style-type: none"> <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

	<p><b>Social Distancing &amp; Hygiene – Fixed Plant</b></p> <ul style="list-style-type: none"> <li>Areas (e.g touch screens) that are regularly touched on plant and equipment should be regularly cleaned using suitable cleaning products.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <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>	<p>Department Mgr</p> <p>Dept Mgr</p>	<p>Ongoing</p> <p>As req</p>	2	3	6
	<p><b>Social Distancing &amp; Hygiene – Drivers</b></p> <ul style="list-style-type: none"> <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/ sub-contractors coming to site.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <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>	<p>Transport Co-Ordinator</p> <p>Employee</p>	<p>Weekly</p> <p>Daily</p>	2	3	6
	<p><b>PPE and Face coverings</b></p> <ul style="list-style-type: none"> <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 style="list-style-type: none"> <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>	<p>Line Mgr</p> <p>Line Mgr</p> <p>Compliance Dept</p>	<p>Daily</p> <p>Daily</p> <p>As req</p>	2	3	6







		<b>Travel</b> <ul style="list-style-type: none"> <li>Non-essential trips between sites suspended unless vital.</li> <li>Remote contact options to be utilised in preference to face-to-face meetings.</li> <li>No communal car sharing to take place for business purposes.</li> <li>Shared vehicles (e.g. vans) to be cleaned between shifts or on handover.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Where communal car sharing takes place for travel into work, employees to be advised to avoid where possible. Where not possible instruct employees, two people maximum per vehicle with fixed pairing (i.e. same 2 people each trip). Passenger must sit in the offside rear of the vehicle. Increase ventilation by opening windows.</li> </ul>	Department Mgr	As req.	2	3	6
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Sign Off & Approval (to be signed by the risk assessment team who completed this form & approved by the responsible manager).		
* Lead Assessor:	Graham Hobson	Date: 06.08.20
Other members:	Michelle Barnes	Date: 06.08.20
	Melanie Rigby	Date: 06.08.20
	Kevin Fletcher	Date: 25/09/20
		Date:
		Date:
Senior Manager:	Approved by all Group Managers & Directors	Date: 25/09/20