

Fundamentals COVID-19 Risk Assessment

Area: Fundamentals Swindon Office Unit 2 - Issue 3 - 27/10/2020

What are the significant hazards?

Passing on COVID-19 by employees/ visitors who have attended work with symptoms or who are asymptomatic

Who might be harmed and how?

- Staff
- Visitors to your premises
- Cleaners
- Contractors
- Drivers
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes into contact with you in relation to your business

Category of Hazard/Risk	What is being done to control this risk now?	Can you do anything to lower the risk further?	If so, who will action this?	By when?	Completed on?
Location of work	<p>Where possible all staff must work from home, only those who need to attend the office to perform their role must come to the office</p> <p>All people working from home to complete a risk assessment (RA) of their workstation, any problems identified to be reviewed with line manager. Regular contact by manager. RA to be lodged with HR.</p> <p>Visits to a customer, supplier or visiting an on-site team must only take place if a remote meeting is not feasible and must be agreed in advance by a member of the Exec. The visit should be as short as possible.</p> <p>Phone ahead to check any specific requirements or local situations eg local Covid hotspot.</p> <p>Always be cautious of others working at the location who may not be as strict adhering to social distancing and hygiene rules</p>				
Returning to the office	<p>See & sign (using HR system) must be completed prior to return to work for furloughed workers and on day one for new joiners</p> <p>RAs produced covering all areas of work in Swindon office, anyone attending office must have completed Covid-29 induction</p>				
Physical considerations	<p>First person in a department is to wedge open all internal doors and turn on all department lights</p> <p>The last person leaving is to close all doors/windows and switch off lights and sanitise hands</p> <p>The office will have a designated responsible person each day, usually a director who will check that occupancy does not exceed stated levels and that social distancing is maintained.</p> <p>Open windows when acceptable to allow the flow of fresh air</p>		All present at Unit 2	22/5/20	29/5/2020

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Rest breaks	<p>Where feasible, a department will take rest breaks at the same time, not using communal areas with other departments</p> <p>Use outdoor areas and exercise when possible in breaks while maintaining social distancing</p>				
Employee Communication	<p>Impress upon the employees the seriousness of the disease and that they all have a responsibility to themselves and others to act responsibly and identify areas of concern</p> <p>If you consider something unsafe or dangerous 'STOP'</p> <p>Create near miss or incident notification, by email to 'better@' or 'operations@'</p>				

<p>Social Distancing (2m)</p>	<p>Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Public Health Agency</p> <p>All areas including canteen have occupancy limits, meeting rooms have signs to show occupancy. The responsible director will monitor this is being adhered to</p> <p>Toilets allocated for use by different work areas</p> <p>If someone is already on the stairs, wait</p> <p>No visitors to business unless exceptional circumstances that must be approved by the exec using the booking system.</p> <p>If working in close proximity never work face-to-face and stagger positions</p> <p>Do not break social distancing rules, if there is a situation where you consider you would break it STOP, speak to your line manager. If it is a specific task there should be a risk assessment, or one needs to be done before progressing</p> <p>Social distancing to be maintained when accepting deliveries with no signing for any items</p> <p>4 Eating canteen 3 other people in canteen – ensuring social distancing is maintained 4 panel manufacturing 1 test room – 2 for periods less than 30 minutes in a day wearing face covering 3 product manufacturing 8 office ground floor of which a maximum 5 can be in engineering 3 office first floor desks 4 Bladon 2 Sydney 1 Pewsey, Hollinwood, Hebburn 1 each toilet room</p>				
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Hygiene and hand washing	<p>Hand washing facilities with soap and water in place; with appropriate guidelines in place adjacent to the washing facilities and within the building.</p> <p>See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Staff encouraged to protect the skin by applying moisturiser cream regularly https://www.nhs.uk/conditions/emollients/</p> <p>Gel sanitisers in any area where washing facilities not readily available</p>				
Use of shower	<p>No personal items (clothes, towels, shoes, toiletries) can be left in the shower between use</p> <p>Clean all multi-touch areas before and after use</p> <p>Stand clear of door when someone is exiting to maintain a 2m social distance</p> <p>Leave shower door open when not in use to increase ventilation</p>				

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Cleaning	<p>Continue using External cleaners providing regular duties plus cleaning and disinfecting all working surfaces.</p> <p>Visual indicators to advise cleaners that a desk has been used and needs to be cleaned, cleaners put indicators down to confirm desk has been cleaned.</p> <p>Clear desk policy is important to ensure cleaning can be done properly to remove all contamination.</p> <p>Clear & clean clear worksurfaces prior to use and leave clean when finished using</p>	<p>Monitor that cleaners understand and are complying with desk and conference room signs</p> <p>.</p>	Operations	Monitor ongoing	
Multiple touchpoint locations and items	<p>Reminder to wipe down before use then sanitize / wash hands on signing in sheets</p> <p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, drinks facilities, photo copiers.</p> <p>Keep personal items segregated from other peoples</p> <p>Leave common use items in kitchen out to prevent drawers or cabinets needing to be touched, to include milk during the working day</p> <p>Sanitise hands before contact with surfaces other people will touch to prevent contamination</p>				
Moving about the building	<p>Do not move about the building unless necessary, use telephone or Teams where possible.</p> <p>Workshop team will approach the canteen via the outside door rather than transit through Production</p> <p>Only one person to be in the bike storage area at any time, access only from outside the building, do not transit through production and the workshop</p>				

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Cohorts	Where possible maintain the same people working together in teams that are isolated from other teams				
PPE	<p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where PPE is a requirement for risks associated with the work undertaken the normal guidelines must be followed</p>				
Symptoms of Covid-19	<p>If anyone becomes unwell in the workplace with a new continuous cough, loss of taste of smell or a high temperature they should immediately return home and follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If anyone develops symptoms outside work then do not come to any work premises or site and follow NHS guidance. Notify HR and line manager. Line managers maintain regular contact throughout.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as work site), the management team of the workplace 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. https://www.publichealth.hscni.net/</p>				

Production, Panels and Warehouse – additional items

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Cleaning multiple touchpoints	<p>Continue to identify multiple touchpoint locations, put wipes by them for convenience and to act as reminder – e.g. SG test equipment, shared computer for labels, Adam’s computer, tools, pillar drill in factory.</p> <p>Rota for the fork lift truck to include cleaning</p> <p>Sanitise hands before contact with surfaces other people will touch to prevent contamination</p> <p>All touch points in the van are to be cleaned before and after use with wipes kept in the van</p> <p>Keep personal items segregated from other peoples</p>				
Moving panels	<p>Panel movement is to be completed as a two-person operation ensuring social distancing by using the length of the pallet truck handle to separate</p> <p>A risk assessment for loading a panel to a van to be completed the first time this is required</p>				

Engineering – additional items

Category of Hazard/Risk	What is being done to control this risk now?	Can you do anything to lower the risk further?	If so, who will action this?	By when?	Completed on?
Multiple touchpoint locations and items	<p>When using the SG rack sanitise hands prior to use, if multiple people using, one person is to operate while others safe distance</p> <p>All exposed electrics on desks <u>must</u> be 24V max to prevent harm when cleaning</p> <p>Keep personal items segregated from other peoples</p>				

Travel

Category of Hazard/Risk	What is being done to control this risk now?	Can you do anything to lower the risk further?	If so, who will action this?	By when?	Completed on?
Travel	<p>Only 1 person to travel in a vehicle unless it is a person from the same household</p> <p>If the choice is between public transport or car sharing and it is deemed preferable to car share, wear a face covering and sit as far apart as possible.</p> <p>If public transport is required wear a face mask and sanitise as soon as you leave the transport</p> <p>Business travel to be agreed by a member of the exec</p> <p>Only travel for business reasons if essential. The Covid-19 incidence varies in different locations and infection hotspots will continue to emerge. Take note of government guidance on medium, high and very high areas</p> <p>No business international travel or flights</p>				

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Travelling or staying away	<p>While staying in accommodation, Hand washing facilities with soap and water should be in place but be prepared and take soap as a precaution.</p> <p>When travelling, wash hands before and after using facilities, sanitise hands before eating, sanitise again when re-entering vehicle. At other locations, use available hand washing facilities frequently. Avoid using communal areas where possible. Sanitiser, moisturiser and tissues available to all employees</p> <p>In communal areas such as motorway services and site toilets, if available, use paper towels rather than hand dryers. Try not to touch areas that will be used by multiple people. Regularly sanitise hands</p> <p>Respect social distancing measures offered in settings such as motorway services a Where feasible, do not enter toilet areas if occupied by others</p> <p>Take food and snacks for the day and consume separately in own vehicle, make sure you have a bag or bin in the van to store rubbish until you can dispose of it properly. Sanitise hands before eating</p>				
Visiting other locations	<p>If you are visiting another location, take the minimum equipment. Use disinfectant wipes on any personal items or equipment, eg laptop, that have been taken into the location.</p> <p>When staying away or visiting other locations, be cautious on surfaces, handles and taps as it may have contaminated touch points that have been missed by cleaners.</p>				

Using the Shower

Category of Hazard/Risk	What is being done to control this risk now?	Can you do anything else to lower the risk further?	If so, who will action this?	By when?	Completed on?
Use of shower	<p>No personal items (clothes, towels, shoes, toiletries) can be left in the shower between use</p> <p>Clean all multi-touch areas before and after use</p> <p>Stand clear of door when someone is exiting to maintain a 2m social distance</p> <p>Leave shower door open when not in use to increase ventilation</p>				

Workshop / Canteen breakfast cooking – Additional items

Category of Hazard/Risk	What is being done to control this risk now?	Can you do anything else to lower the risk further?	If so, who will action this?	By when?	Completed on?
Location of work	<p>Cooking must be completed next to the roller door with roller door open for free flow of fumes/food smells. Allow for appropriate ventilation.</p> <p>Barriers and cones to be placed around cook station prior to cooking.</p> <p>Breakfast club is limited to a maximum of 7 persons eating ONLY. (To enable safe eating/occupancy in canteen and to restrict cross contamination).</p>				
Gas Cannisters/ Fire Risk	<p>Gas cannisters for cooking station to be stored in the COSHH cupboard when not in use.</p> <p>Used/empty gas cannisters to be disposed of in the aerosol's container.</p> <p>COSHH sheet now stored and saved on system for butane gas cannisters we use for cooking.</p> <p>CO2 or Foam fire extinguisher located next to cook station in case of emergency or outbreak of fire.</p> <p>2m clear zone (no materials etc) around cook station by roller door.</p>				

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Hygiene and hand washing	<p>Nominated chef to regularly anti bac hands before, during and after cooking.</p> <p>Nominated chef to wear face shield or mask during cooking.</p> <p>Use your own utensils when/if preparing your own food. Do not share cutlery etc.</p> <p>Separate anti bac gel available on canteen table.</p>				
Cleaning	<p>Breakfast pans and cooking utensils etc to be cleaned by 1 nominated person only. Anti-bac hands before and after cleaning.</p> <p>All dirty dishes etc from each breakfast consumer to be loaded into dishwasher themselves.</p> <p>No handling of anyone else's plate etc.</p> <p>All individuals to anti bac or wash hands after food consumed before returning back to work duties.</p>				

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Social Distancing (2m)	<p>Social distancing to be maintained when cooking and consuming food</p> <p>Chef to wear face covering while preparing food.</p> <p>Breakfast to be led out after cooking by the nominated chef only.</p> <p>When confirmed safe by the chef, 1 person at a time can then make way up to the serving table to prep/collect their breakfast.</p> <p>Each individual to anti-bac their hands prior to handling/collecting their food.</p> <p>Leave common use items in kitchen out to prevent drawers or cabinets needing to be touched, to include milk during the working day.</p>				

Document Change Control

Date Reviewed	Next review date	Issue No.	Changes (most recent first)	Process owner	Approver
27/10/20	27/1/2021	3	All Swindon RAs combined to one document. Updated with completed actions	Operations	Martin Harris
07/07/2020	07/10/2020	2	Updated to include visits to other locations	Operations	Martin Harris
21/05/2020	21/08/2020	1	Initial issue	Operations	Martin Harris