

Covid – 19 Risk Assessment

Introduction

This Risk Assessment has been produced to help our employees understand the control measures and mitigating actions that have been introduced across the business, to ensure the safety and health of our employees, during the COVID-19 Pandemic.

We are very aware of the importance of keeping our people safe during this unprecedented period and will be reviewing this document in line with any future Government Guidance.

On 30th January 2020, WHO declared the outbreak of COVID-19 a "Public Health Emergency of International Concern" (PHEIC). As it is a new virus, the lack of immunity in the population (and the absence yet of an effective vaccine) means that COVID-19 has the potential to spread extensively.

What are the symptoms?

It can start with a fever which is followed by a dry cough. After a week, it leads to shortness of breath and some patients require hospital treatment.

The incubation period - between infection and showing any symptoms - lasts up to 14 days, according to the World Health Organisation (WHO).

How does it Spread?

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose, or mouth.

People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. Therefore, it is important maintain social distancing guidelines.

The World Health Organisation (WHO) is assessing ongoing research in relation to the ways COVID-19 is spread and will continue to share updated findings.

COVID-19 Guidelines

The advice from the Government, Public Health England, NHS/NHS Scotland, and the World Health Organisation, is as follows:

- Wash your hands thoroughly for at least 20 seconds
- Cover your mouth and nose when coughing or sneezing - ideally with a tissue, or a flexed elbow - and wash your hands afterwards, to prevent the virus spreading
- Avoid touching your eyes, nose, and mouth - if your hands touch a surface contaminated by the virus, this could transfer it into your body
- Don't get too close to people coughing, sneezing or with a fever - they can propel small droplets containing the virus into the air
- Always maintain 2 metres social distancing from other people
- Where possible avoid the use of Public Transport
- Self-isolate when you or family members suffer from COVID-19 Symptoms

Risk Assessment



Location: Boulting Offices & Workshops **Reference Number:** RA No 116 – Safe Working in Office & Manufacturing locations under COVID-19

Activity	Hazard	Persons at Risk / How	Risk Factor LxS = RF			All of the following control measures must be implemented to reduce the risk factor to a tolerable level	Revised RF LxS = RF		
			L	S	RF		L	S	RF
General Office and manufacturing activities	COVID-19	Boulting employees, contractors, and visitors	4	5	20	<p>All persons that can work from home are to be encouraged to do so, to control the number of people present daily.</p> <p>Thermal image cameras installed, at high occupancy locations to measure temperature of all persons entering.</p> <p>Enhanced cleaning regime for door handles, desk phones, toilets, welfare areas and receptions area.</p> <p>Corridors and open areas to be demarked with two-meter spacings. One-way system in place for access to workshop and canteen.</p> <p>Workstations to be protected where necessary with Perspex screens. Workstations to be kept clean and free of documents.</p> <p>Hot desking to be discouraged.</p> <p>Visual reminder of 2m distance to re-enforce control where required e.g. Signage.</p>	2	5	10

Likelihood of harm Occurring			Severity of Injury or Harm			Risk Factor
H	M	L	H	M	L	
5 or 6	3 or 4	1 or 2	5 or 6	3 or 4	1 or 2	High Risk > 24 Eliminate, discuss with Supervisor
Probable	Possible	Remote	Fatal/Major	Sprain/Strain over 7 day	Cuts/ Bruises	Medium Risk 13 – 24 Reduce Risk, change work programme
						Low Risk < 12 Reduce as far as is Reasonably Practical

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General Office and manufacturing activities	COVID-19	Boulting employees, contractors, and visitors	4	5	20	<p>Windows are be vented to permit a supply of fresh air. Office area air conditioning units have been isolated to prevent operation.</p> <p>Breaks are now staggered.</p> <p>Start times are now staggered to permit a flexible working time to control numbers of people accessing and exiting the building at one time.</p> <p>Visitors to be discouraged from attending the offices, and then only by appointment which is approved by the Director with responsibility for the office location. Meetings to be held by virtual means where possible.</p> <p>If at anytime a person should feel unwell, they must bring this to the attention of their manager, and they should be instructed to wait in a secure location until they can be assessed prior to returning them home.</p>	2	5	10

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General Office and manufacturing activities	Covid - 19	Boulting employees, contractors, and visitors	4	5	20	<p>Delivery drivers to remain in vehicles where possible. Personal deliveries are not permitted.</p> <p>Flexible working patterns and rotas have been implemented.</p> <p>Enhanced hygiene facilities are in place, suitable access to hot water and soap. Sanitising stations in position at building reception and eating areas.</p> <p>Extension of current remote working practices for at risk groups (and those who live with at risk groups). Employee declaration dependant.</p> <p>Workstations/positions to be dispersed and labelled to dictate a social distance of 2m.</p> <p>Toilet access restricted. Suitable "knock, announce and wait" signage to be erected.</p> <p>Reception desks to be protected with screens where a receptionist is present. Disposable cups are provided for visitors.</p>	2	5	10

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General Office and manufacturing activities	COVID-19	Boulting employees, contractors, and visitors	4	5	20	<p>All existing cups, glasses, plates, cutlery etc. removed from offices/production facilities. Employees to provide their own equipment and encouraged to bring packed lunches.</p> <p>Enhanced Awareness/Compliance Signage and floor markings to confirm expected social distancing and hygiene behaviours.</p> <p>Appointment of COVID-19 Responsible Person to monitor daily building activities to ensure social distancing and hygiene rules are being maintained. Recorded on COVID-19 Daily Inspection Form</p> <p>First Aid boxes have been upgraded to include face coverings and glasses.</p> <p>Face coverings are available for optional use.</p> <p>Where appropriate for injury, first aiders may provide guidance and support for injured parties to self-administer basic first aid for their own minor injuries without the need to be in close proximity Injured party and First Aider follow the hand washing guidance before and after dealing with the first aid case</p> <p>COVID-19 control induction for all persons inc visitors</p>	2	5	10

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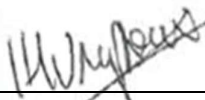
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General Office and manufacturing activities	COVID-19	Boulting employees, contractors, and visitors	4	5	20	<p>All employees are to compile the COVID-19 Health questionnaire prior to returning to work. Identified 'Extremely Vulnerable' colleagues (Shielded) will be assessed by Occupational Health and will not allowed on site but can work from home where possible. Site access is also revoked</p> <p>Identified 'Vulnerable' colleagues should work from home where possible but, if they do attend work, then social distancing measures must be stringently applied and they cannot carry out tasks which may require work in close proximity (<2m) to other colleagues</p> <p>Colleagues living with someone who is 'Extremely Vulnerable' (Shielded) have been identified and should work from home where possible but can attend work and social distancing measures must be stringently applied and they cannot carry out tasks which may require work in close proximity (<2m) to other colleagues</p> <p>Responsible Persons have been identified for all locations to carryout daily monitoring / supervision to confirm control measures are followed e.g. 2m distance, hygiene and hand washing</p>	2	5	10

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This Risk Assessment is written in accordance with The Management of Health and Safety at Work Regulations 1999

Boulting Managing Director:



Date:

1st June 2020
