

# **EXAMPLE CORONAVIRUS RISK ASSESSMENT**



**NFU Mutual**  
RISK MANAGEMENT SERVICES

# Important information on the purpose of this document:

NFU Mutual Risk Management Services Limited (RMS) has produced this example risk assessment template as a guide to illustrate the types of elements that you may need to consider when assessing the risks from COVID-19 in your workplace.

This document is to be used as an example risk assessment only, which may help you identify:

- the typical additional hazards that COVID-19 introduces into your business.
- the steps you may need to consider taking to control these risks.

It is the responsibility of the employer to conduct their own risk assessment for their operations. If you are considering using this example template, you **MUST** customise it as necessary so that (a) it accurately reflects the risks of the business (b) the current control measures stated are indeed currently in place and (c) any further measures required can and will be implemented.

It may be that (some of) the current control measures suggested in the template are not in place as yet, in which case the suggested measures (if deemed appropriate for your workplace) should be moved to the further measures required column. In reverse it may be that you have already implemented (some of) the listed further measures required items, in which case they can be moved to the current control measures column.

Please note this example template may not cover all the hazards and risks requiring attention at your workplace and you should examine all work activities to assess the risks and ensure that adequate control measures are in place. The control measures you adopt may need to be different from those in the example to meet the particular conditions in your workplace.

Risk Assessments must be reviewed (a) if circumstances change (b) if a significant incident occurs and (c) at regular intervals (annually is considered good practice). It is important that current Government guidance is always followed - please refer to Government and NHS web sites for further guidance.

# Risk Matrix

The following system gives a simple way to determine the relative importance of risks. It takes account of the degree of harm (i.e. what is the worst likely outcome) and the likelihood of the event occurring. This method also incorporates a judgement as to whether or not a risk is acceptable.

For each hazard / task identified, ask the question “what is the worst likely outcome?” – is it Severe (e.g. fatality), Moderate (e.g. major injury or permanent disability including permanent ill health) or Minor (e.g. a minor injury or plant damage)?

Next, make a judgement of the probability or likelihood of harm occurring:

| <b>LIKELIHOOD</b> | <b>DESCRIPTION</b>                |
|-------------------|-----------------------------------|
| Probable          | Occurs repeatedly / several times |
| Possible          | Could occur sometime              |
| Remote            | Unlikely, though conceivable      |

Decisions as to whether or not action is needed can then be made by reference to the following matrix:

|                 |               |                 |                 |
|-----------------|---------------|-----------------|-----------------|
| <b>Severe</b>   | <b>Medium</b> | <b>High</b>     | <b>High</b>     |
| <b>Moderate</b> | <b>Low</b>    | <b>Medium</b>   | <b>High</b>     |
| <b>Minor</b>    | <b>Low</b>    | <b>Low</b>      | <b>Medium</b>   |
|                 | <b>Remote</b> | <b>Possible</b> | <b>Probable</b> |

By using a matrix such as this, the risk level can be determined and used to prioritise your controls.

# Disclaimer

This guidance is provided for general information purposes only. This guidance does not constitute, nor should it be construed as constituting, legal or other professional advice. No warranty, whether express or implied, is given in relation to this guidance. We shall not be liable for any technical, typographical or other errors or omissions within this guidance and shall not be responsible for any action or decision taken as a result of you or others using the guidance. You should consult a professional adviser for legal or other advice where appropriate. We assume no responsibility for the availability or content of any linked websites. The inclusion of any link should not be taken as endorsement of any kind by us of the linked website or any association with its owners.

Governmental guidance relating to the Coronavirus pandemic is updated frequently and different approaches may be taken in England, Scotland, Wales and Northern Ireland which may impact on the accuracy and validity of this guidance. We therefore do not give any warranty, whether express or implied, as to the accuracy and validity of this guidance. You are solely responsible for keeping up to date with developments relating to the Coronavirus pandemic. To keep up to date, please read the information that your Government is sharing with the public which can be found at [www.gov.uk](http://www.gov.uk), [www.gov.wales](http://www.gov.wales) (for Wales), [www.gov.scot](http://www.gov.scot) (for Scotland) and [www.nidirect.gov.uk](http://www.nidirect.gov.uk) (for Northern Ireland) and consult the NHS website for health advice.

This guidance is provided on the strict understanding that you accept, without limitation, that you retain sole responsibility for compliance with health and safety legislation and regulations, all other legislation and any warranties / conditions attached to your insurance policies. We have not conducted any site visits as part of producing this guidance and we have not, and are not, providing any guidance in relation to your specific set up.

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# Risk Assessments

|                      |                                                                                            |                                                     |
|----------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Business name:       | Roots to Fruit Midlands Ltd.                                                               | Date of assessment: 28/08/2020                      |
| Area being assessed: | Management of Coronavirus (COVID-19) at work on the Oakdene Nurseries Training Centre Site | Assessor's name(s): Jonathan Ensell and Adam Holder |

Coronaviruses are a family of viruses common across the world in animals and humans; certain types cause illnesses in people. COVID-19 is the name of the virus of which we are currently experiencing a pandemic around the world.

Common symptoms of COVID-19 include fever, cough and shortness of breath and a change or loss of sense of smell and / or taste, although many other symptoms may be experienced alongside these. Some people will suffer from mild illness and recover easily, whilst in other cases infection can progress to pneumonia. Reports suggest that the elderly and those that are classed as “clinically extremely vulnerable” or “clinically vulnerable” e.g. those with weakened immune systems, diabetes, cancer and chronic lung disease are the most susceptible to serious illness and death. Generally, pregnant women do not appear to be more likely to be seriously unwell than other healthy adults if they develop Coronavirus. However, as a precaution, they are classed as vulnerable.

## **Summary of measures implemented at Roots to Fruit training Centre**

- As much of our contact time as possible at Oakdene Nurseries will be performed outdoors, this includes socialising, working and assessing.
- 2m social distancing must be adhered to at all times
- When the weather becomes inclement well ventilated indoor areas will be used, the workshops and large tunnel will be set out to create 2m social distancing between work stations and all work benches will be set against the walls to prevent ‘face to face’ working. This will also maintain large passing areas to help maintain social distancing.
- Gardening gloves will be issued and it is expected that these will be worn as much as possible particularly through work tasks and use of tools/equipment
- It is the responsibility of each individual to maintain their gloves by keeping them clean and sanitised and reporting defects by presenting them to a centre facilitator and having them exchanged for a new pair
- Extra hand washing facilities are created both for washing away dirt and for hand sanitising
- There will be a rolling start and finish to help with decreasing the possibilities of crowding and the breaking of social distancing guidelines this will also aid the safe transport of students to the site.
- Roots to Fruit Midlands Ltd will not provide any food.
- No food is to be prepared on site
- All food is to be consumed outside. During inclement weather food can be consumed within a well-ventilated building making sure that at least a 2m gap is maintained and no face to face interaction
- Roots to Fruit Midlands ltd. strongly encourage staff/students/volunteers to prepare and supply bring their own drinks. However Hot drinks making facilities will be provided with one person at a time using them, making a drink for themselves only and then wiping the area down with antibacterial wipes/spray after they have made their drink.
- The toilet will be cleaned at regular intervals through the day, the toilet will be in a clean state at the start of the day users are required to help

maintain this standard by cleaning up any mess they leave within the toilet after their use.

- All supported learners can leave the site after 12:15pm and must be offsite by 1pm

| N° | What are the hazards / tasks / activity?                 | Who could be harmed and how?                                                                                                                                                                               | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Risk Rating   | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Target completion date / Comments / progress |
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| 1. | <p><b>Coronavirus (Management of)</b><br/>(COVID-19)</p> | <p>Risk to anyone.</p> <p>Risk of death / ill health from Coronavirus (COVID-19).</p> <p>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus.</p> | <ul style="list-style-type: none"> <li>▪ Ongoing monitoring of Government guidance through all media streams and Government websites.</li> <li>▪ High standards of personal hygiene are implemented as per Government guidelines (20 seconds frequent hand washing / application of alcohol sanitiser or approved virucide).</li> <li>▪ Hand hygiene posters are displayed by each hand washing facility.</li> <li>▪ Clinically extremely vulnerable staff/students/volunteers are not currently permitted to be at work and must shield as per Government guidelines. They are working from home while shielding where this is possible.</li> <li>▪ Vulnerable staff/students/volunteers are risk assessed on a case by case basis.</li> <li>▪ Heavily used areas / multiple user areas are cleaned more frequently (i.e. door handles, bathroom fixtures and fittings, hand rails, light switches, touch screens, etc).</li> <li>▪ staff/students/volunteers are aware how to reduce the spread of germs when they cough or sneeze and are asked to practise respiratory hygiene. Bins are provided for disposal of tissues.</li> <li>▪ staff/students/volunteers are aware of social distancing measures and to exercise social distancing at work as far as possible. This is monitored by managers.</li> <li>▪ Staff are only permitted to travel for work purposes when they cannot work from home.</li> <li>▪ staff/students/volunteers are required to follow self-isolation guidelines when requested to do so by public health.</li> </ul> | High / Medium | <ul style="list-style-type: none"> <li>▪ Download, complete and display the “Staying COVID-19 secure in 2020” UK Government poster (England only).</li> <li>▪ If you employ more than 50 employees, publish this risk assessment on your website.</li> <li>▪ Continue to monitor Government guidance and take appropriate action when needed.</li> <li>▪ Shielded “extremely vulnerable” people must continue to be prohibited from any work that isn’t carried out at home. Businesses must help non shielded “clinically vulnerable” people work from home where possible, or take extra care enforcing social distancing around them in the workplace.</li> <li>▪ Implement a Coronavirus Management Policy and provide staff with a copy.</li> <li>▪ Implement a procedure for managing suspected COVID-19 cases at work.</li> <li>▪ Review current risk assessments, safe systems of work, COSHH assessments and update accordingly with any changes as a result of the Coronavirus prevention measures.</li> <li>▪ Ensure a specific expectant mother risk assessment is conducted for any expectant mother and follow the latest advice from their medical team.</li> <li>▪ Communicate all Coronavirus prevention measures to new, temporary and existing employees and formally record that you have done so.</li> </ul> | On going                                     |

| N° | What are the hazards / tasks / activity? | Who could be harmed and how? | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Risk Rating | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Target completion date / Comments / progress |
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|    |                                          |                              | <ul style="list-style-type: none"> <li>▪ staff/students/volunteers are reminded to raise concerns with the centre manager or facilitator available that day about health and safety provisions.</li> <li>▪ Regular communication is maintained with all staff/students/volunteers staff/students/volunteers training is maintained for new working procedures and practices and this training is recorded.</li> <li>▪ All international business travel (with exception of Ireland, the Channel Islands or the Isle of Man) has been suspended during the pandemic.</li> <li>▪ staff/students/volunteers are required to notify the centre manager if they are planning to travel abroad for personal reasons and are required to self-isolate for 14 days on their return (with the exception travelling back from Ireland, the Channel Islands or the Isle of Man).</li> </ul> |             | <ul style="list-style-type: none"> <li>▪ Remind staff that if they show Coronavirus symptoms they must not come to work (excluding home working) and self-isolate in accordance with Government guidance.</li> <li>▪ Keep all work areas well ventilated, even when this causes some thermal discomfort. Review the need for warm clothing if it gets too cold.</li> <li>▪ Remind staff/students/volunteers to wash their hands when arriving and leaving work and regularly during the day. Display simple posters.</li> <li>▪ Continue to monitor staff/students/volunteers who may be at higher risk and implement alternative working arrangements where possible following Government guidance.</li> <br/> <li>▪ Continue to conduct safety critical training, ensuring social distancing measures are complied with.</li> <li>▪ Wherever possible, re-design workflows to minimise contact with surfaces (i.e. by keeping non-fire doors open to reduce the need for hand contact). Consider use of “foot operated door handles” to reduce the need to touch door handles with hands.</li> <li>▪ Face coverings are not compulsory. However, employees are advised to wear face coverings in enclosed public spaces where social distancing is not possible or where they are more likely to come into contact with people they do not normally meet.</li> <li>▪ Continue regular cleaning and sanitising of hard surfaces following Government guidance and waste disposal considerations.</li> </ul> |                                              |



| N° | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                                                                               | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Risk Rating   | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Target completion date / Comments / progress |
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| 2. | <b>Cleaning</b>                          | <p>Risk to anyone.</p> <p>Risk of death / ill health from Coronavirus (COVID-19).</p> <p>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus.</p> | <ul style="list-style-type: none"> <li>▪ Cleaning regimes are in line with Government guidance.</li> <li>▪ Disposable gloves are worn when cleaning. A disposable apron is also worn when cleaning an area where a person with suspected or confirmed Coronavirus is or has been.</li> <li>▪ Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths, mops, tissues and disposable PPE) are double-bagged, stored securely for 72 hours then thrown away in the regular waste receptacle after cleaning is finished.</li> <li>▪ Re-usable cloths and mop heads are thoroughly laundered after use.</li> <li>▪ Hands must be washed with soap and water for 20 seconds after all PPE has been removed.</li> <li>▪ Hard surfaces are cleaned using warm soapy water.</li> <li>▪ Normal disinfectant cleaning products are then used to disinfectant the surfaces.</li> <li>▪ Frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles are identified as high priority clean areas.</li> <li>▪ All hard surfaces, floors, chairs, door</li> </ul> | High / Medium | <ul style="list-style-type: none"> <li>▪ Continue with high standards of housekeeping.</li> <li>▪ If cleaning contractors are to be used, their COVID-19 management protocols must be requested, especially if they are to be on site more frequently and be in closer contact with staff.</li> <li>▪ Clean public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids thoroughly as normal, wearing a minimum of disposable gloves and an apron.</li> <li>▪ If an area has been heavily contaminated, such as with visible bodily fluids from a symptomatic person, or if there is risk of a higher level of virus being present (for example, where individuals have slept), use additional protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</li> <li>▪ Inform cleaning staff that dirty laundry that has been in contact with an unwell person can be washed with other people's items (as per Government guidance).</li> <li>▪ Ensure dirty laundry items are not shaken, as this increases the possibility</li> </ul> | On going                                     |

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|    |                                          |                                                                                                                                                                                                            | <p>handles, and sanitary fittings that a symptomatic person could have come into contact with are cleaned immediately with disposable cloths, or paper roll and disposable mop heads with suitable detergent as per Government guidelines. This is using either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available, chlorine or a household detergent followed by disinfection (1000 ppm av.cl.).</p> <ul style="list-style-type: none"> <li>▪ Creation of splashes and sprays avoided when cleaning.</li> <li>▪ Laundry items are washed in accordance with the manufacturer's instructions. The warmest water setting is used.</li> <li>▪ Receptacles used to transport laundry are cleaned and disinfected after use.</li> <li>▪ Waste is stored safely and kept away from third parties.</li> <li>▪ Welfare rubbish bins for hand towels are frequently emptied and cleaned.</li> </ul> |               | <p>of dispersing the virus through the air.</p> <ul style="list-style-type: none"> <li>▪ Monitor the cleaning procedures for effectiveness.</li> <li>▪ Update the COSHH Assessment following the introduction of new or substitute cleaning products.</li> <li>▪ Check with your suppliers that your cleaning and sanitising chemicals are certified as effective against enveloped viruses such as Coronavirus. Household bleach and other potent oxidisers are also known to kill similar viruses and can be effective for up to 24 hours.</li> <li>▪ Check all hand sanitiser or approved virucide have sufficient alcohol content.</li> <li>▪ Consider if all work uniforms can be laundered on site rather than staff taking them home. Suitable changing facilities will be needed.</li> <li>▪ If storage of waste for at least 72 hours is not possible, arrange for collection as a Category B infectious waste either by your local waste collection authority or otherwise by a specialist clinical waste contractor.</li> </ul> |                                              |
| 3. | <p><b>Communal Areas</b></p>             | <p>Risk to anyone.</p> <p>Risk of death / ill health from Coronavirus (COVID-19).</p> <p>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus.</p> | <ul style="list-style-type: none"> <li>▪ Staff/students/volunteers are encouraged to remain outside at all times.</li> <li>▪ Staff/students/volunteers will be reduced to 2 per communal area unless they are within a bubble with other individuals on site. They must stay more than 2m apart and must clean where they have touched.</li> <li>▪ If the weather means that work has to be carried out indoors, all work will be carried out in well ventilated workshop areas. No face to face work is permitted, tables and work benches will be facing the walls. A minimum social distancing space of 2m will be maintained</li> <li>▪ Staff/students/volunteers must wear</li> </ul>                                                                                                                                                                                                                                             | High / Medium | <ul style="list-style-type: none"> <li>▪ Non-essential trips within buildings and sites are discouraged.</li> <li>▪ Reduce job and location rotation, for example, assigning employees to specific floors.</li> <li>▪ Introduce one-way flow routes through buildings.</li> <li>▪ Reduce the maximum occupancy for lifts, providing hand sanitiser or approved virucide for the operation of lifts, and encourage the use of stairs.</li> <li>▪ Regulate the use of corridors, lifts, and staircases. Consider using floor tape or paint to mark areas to help staff maintain social distancing.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                | On going                                     |

| N° | What are the hazards / tasks / activity? | Who could be harmed and how?                                              | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Risk Rating   | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Target completion date / Comments / progress |
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|    |                                          |                                                                           | <ul style="list-style-type: none"> <li>gardening gloves at all times during activities</li> <li>▪ Signs are displayed to remind all building users of social distancing requirements.</li> <li>▪ Signage is displayed to encourage car park users to park in further apart.</li> <li>▪ Windows are kept open in all communal areas (regardless of thermal comfort requirements).</li> <li>▪ Where possible, non-safety critical doors are held open to reduce likelihood of infection.</li> <li>▪ Increased cleaning regime is in place with frequently touched areas identified as a high priority.</li> <li>▪ Only business critical contractors are permitted on site to undertake essential maintenance works, ensuring social distancing is adhered to.</li> <li>▪ Fire doors are kept closed.</li> </ul> |               | <ul style="list-style-type: none"> <li>▪ Reduce congestion in bottle neck areas, for example by having more entry and exit points to the workplace.</li> <li>▪ Consider the use of alternative door openers, such as automatic door, foot operated door handles, electro-magnetic door fasteners to reduce the need to keep touching the hard surface door furniture (review your fire risk assessment if you make any changes).</li> <li>▪ Consider the use of gel dispensing door handles in high usage areas.</li> <li>▪ Landlords to communicate with their tenants to find out what they are doing to comply with Government guidance and how this may impact the site overall and other tenants.</li> <li>▪ Stagger break / lunch times and reduce the number of people in canteens / rest rooms and toilets.</li> <li>▪ Remind staff to close the toilet seat lid prior to flushing. Display simple posters.</li> <li>▪ Stagger arrival / departure times to reduce crowding in communal entrances / rest rooms.</li> <li>▪ Provide additional parking or bike racks.</li> <li>▪ Create one route for entering the building and one for exiting, if possible.</li> <li>▪ Provide handwashing or hand sanitation facilities at all entry and exit points.</li> <li>▪ Consider moving away from touch-based security devices such as keypads and replace with non-touch alternatives.</li> </ul> |                                              |
| 4. | <b>Contractors / Visitors</b>            | <p>Risk to anyone.</p> <p>Risk of death / ill health from Coronavirus</p> | <ul style="list-style-type: none"> <li>▪ Only business critical visitor / contractor appointments are scheduled.</li> <li>▪ Contractor / visitor health check forms are completed on arrival.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | High / Medium | <ul style="list-style-type: none"> <li>▪ Display business information signs on all entrance doors advising third parties that the business is complying with Government guidance and not to enter premises if they have the relevant</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | On going                                     |

| N° | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                                                                                                                                                                                                                                          | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Risk Rating | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Target completion date / Comments / progress |
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|    |                                          | <p>(COVID-19).</p> <p>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus.</p> <p>There is an additional risk bringing contractors or visitors onto the premises, as it increase the number of people the virus could spread to and those who can bring the virus in from outside the working community.</p> | <ul style="list-style-type: none"> <li>▪ Contractors are reminded of hand hygiene and social distancing requirements on arrival. Compliance is monitored.</li> <li>▪ Communication with contractors whilst on site where possible is via phone / emails / apps to limit social interaction.</li> <li>▪ Contractors' work area / equipment is cleaned and disinfected upon completion of work.</li> <li>▪ Contractor use of your equipment is limited to minimise infection risk.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             | <p>symptoms.</p> <ul style="list-style-type: none"> <li>▪ Check with contract cleaners and maintenance teams that they are available to carry out normal and emergency work and ask for their COVID-19 management policy.</li> <li>▪ Carry out contractor work after building occupation hours where possible, ensuring adequate ventilation is maintained.</li> <li>▪ Maintain normal contracting management and vetting procedures including obtaining risk assessments and insurance details and enquiring what measures they have to keep themselves and our staff safe from infection.</li> </ul>                                                                                                                                                                                                                                                                                         |                                              |
| 5. | <b>Fire</b>                              | <p>Risk to anyone.</p> <p>Risk of death / ill health from smoke inhalation, burns, building collapse etc.</p> <p>Changes in working methods and staff numbers due to safeguarding the risk of the spread of COVID-19 within the workplace may lead to increased risk of fire within the workplace.</p>                                                                | <ul style="list-style-type: none"> <li>▪ The fire risk assessment has been reviewed against current circumstances and Coronavirus prevention measures.</li> <li>▪ A full functional test of the fire detection and alarm system (using multiple call points across the site) has been carried out prior to building re-occupation.</li> <li>▪ A full discharge test of the emergency lighting system across the site has been carried out prior to building re-occupation.</li> <li>▪ A visual inspection of all fire extinguishers has been conducted (to ensure that they are correctly located, full and not obviously damaged and that annual servicing is within date) prior to building re-occupation.</li> <li>▪ Fire escape routes are regularly checked for any obstructions.</li> <li>▪ Final fire escape doors are checked and operational.</li> <li>▪ Internal fire escape doors are checked, and operational, remedial works immediately addressed.</li> </ul> | Medium      | <ul style="list-style-type: none"> <li>▪ Continue to review the fire risk assessment (taking into account if you are storing large quantities of alcohol hand sanitiser or approved virucides which contain ethanol and is classed as highly flammable).</li> <li>▪ Continue to carry out checks on fire safety arrangements, including weekly fire alarm tests, emergency lighting tests, fire drills etc.</li> <li>▪ Fire safety professionals and engineers have been given 'key worker' status so these essential works should continue as long as they can be carried out safely and within the Government guidelines.</li> <li>▪ Review the Assembly Point and management of evacuation to ensure compliance with social distancing measures.</li> <li>▪ Review Personal Emergency Evacuation Plans (PEEPS) where relevant.</li> <li>▪ Review whether the number of available</li> </ul> | On going                                     |

| N° | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                                                                                                                                                     | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Risk Rating | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Target completion date / Comments / progress |
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|    |                                          |                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>▪ All above tests and checks have been recorded in the fire safety log book.</li> <li>▪ Sufficient fire marshals are in place and continue with the required fire safety arrangements.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             | <p>fire marshals is sufficient (due to staff either self-isolating, working from home, furloughed).</p> <ul style="list-style-type: none"> <li>▪ Continue to allow fire safety engineers on site to undertake safety critical works.</li> <li>▪ Continue to review external housekeeping to reduce the likelihood of arson threat.</li> <li>▪ Continue to review build-up of waste and increase the frequency of waste collection where needed.</li> <li>▪ Remind staff not to prop open fire doors.</li> <li>▪ Consider the use of Dorguard fire door retainer / electromagnetic hold open devices to all high usage areas.</li> <li>▪ Ensure fire action call points are included in the cleaning regime.</li> <li>▪ Immediately action any fire alarm panel warning notifications.</li> <li>▪ Consider fire safety refresher training, ensuring social distancing requirements are complied with.</li> </ul> |                                              |
| 6. | <b>First Aid Safety</b>                  | <p>Risk to anyone.</p> <p>Risk of death / ill health from Coronavirus (COVID-19).</p> <p>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus.</p> <p>Risk of cross contamination from a casualty to the first aider</p> | <ul style="list-style-type: none"> <li>▪ First aider safety is considered at all times.</li> <li>▪ A sufficient number of trained first aiders are available.</li> <li>▪ First aiders wash hands for 20 seconds or apply alcohol sanitiser or approved virucide before and after treating casualty.</li> <li>▪ First aiders are aware not to cough or sneeze over a casualty when they are applying treatment.</li> <li>▪ First aiders have been instructed where possible to assist at a safe distance from the casualty and to minimise the time spent in shared breathing zone. Casualties are directed to do things for the first aider where possible.</li> <li>▪ First aiders are aware that CPR can be applied in the normal manner but in the</li> </ul> | Medium      | <ul style="list-style-type: none"> <li>▪ First aid training should continue to be organised where possible or for annual refresher training only, consider online refresher training instead to keep skills up to date.</li> <li>▪ Any first aiders with first aid certificates due to expire on or after 16th March 2020 may qualify for an extension if they cannot access requalification training. To qualify for the extension, you must be able to explain why you haven't been able to requalify and demonstrate what steps you have taken to access the training, if asked to do so.</li> <li>▪ Provide a face visor, disposable apron surgical mask and disposable gloves to</li> </ul>                                                                                                                                                                                                                | On going                                     |

| N° | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                                                                               | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Risk Rating   | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Target completion date / Comments / progress |
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|    |                                          | and vice versa, especially when close contact is needed to assess and treat the casualty.                                                                                                                  | <p>current climate should avoid giving rescue breaths.</p> <ul style="list-style-type: none"> <li>▪ First aid boxes are located around the premises.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               | <p>all first aiders and where possible ensure the casualty also wears a mask or face covering.</p> <ul style="list-style-type: none"> <li>▪ Review the first aid needs assessment and implement the required actions.</li> <li>▪ Review staffing levels to ensure sufficient first aid cover is available. If needed, stop undertaking higher-risk activities.</li> <li>▪ Consider sharing first aid provision with a neighbouring business where appropriate.</li> <li>▪ Continue to regularly check contents of first aid box(es).</li> </ul><br><ul style="list-style-type: none"> <li>▪ Ensure any area where first aid treatment has been given to a symptomatic person is immediately cleaned and sanitised.</li> <li>▪ Ensure disposable items are safely disposed of and reusable ones cleaned thoroughly.</li> </ul> |                                              |
| 7. | <b>Hand Hygiene</b>                      | <p>Risk to anyone.</p> <p>Risk of death / ill health from Coronavirus (COVID-19).</p> <p>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus.</p> | <ul style="list-style-type: none"> <li>▪ Extra wash stations for removal of dirt will be created</li> <li>▪ Staff/students/volunteers will be issued with a pair of rubber palm coated gardening gloves, it is their individual responsibility to wear these gloves at all times through practical activities. If they have become defective then they must be presented to the facilitator for a new pair.</li> <li>▪ Communal controls such as water taps to hose pipes must be used wearing gloves</li> <li>▪ Staff/students/volunteers follow Government guidance for hand washing (frequent handwashing 20 seconds or apply alcohol sanitiser or approved virucide).</li> <li>▪ Staff/students/volunteers are reminded not to touch their face.</li> </ul> | High / Medium | <ul style="list-style-type: none"> <li>▪ Communicate Government advice on how to wash your hands to all staff/students/volunteers.</li> <li>▪ Display How to Wash Your Hands and How to apply alcohol hand wash posters.</li> <li>▪ Continue to supply alcohol hand sanitiser or approved virucide to staff assuming supplies can be purchased and distributed.</li> <li>▪ Provide extra breaks to allow staff/students/volunteers to wash their hands more frequently.</li> <li>▪ Handwashing or hand sanitation at entry and exit point is required.</li> <li>▪ Reduce maximum occupancy for lifts, provide hand sanitiser or approved virucide for the operation of lifts.</li> </ul>                                                                                                                                      | On going                                     |

| N° | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                                                                                                                                                                                                                 | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Risk Rating   | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Target completion date / Comments / progress |
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|    |                                          |                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>▪ Public Health hand hygiene posters are displayed.</li> <li>▪ Staff wash their hands upon arrival and on leaving work.</li> <li>▪ Paper towels are disposed of in waste receptacles - non-disposable towels have been removed from premises to prevent use.</li> <li>▪ Sharing of equipment is limited. Any equipment that is shared is cleaned and disinfected prior to another person using it. When using tools staff/students/volunteers must wear gloves.</li> <li>▪ Frequently touched areas are routinely cleaned.</li> <li>▪ No cash payments are accepted.</li> <li>▪ All packages / post are cleaned prior to opening.</li> <li>▪ Contact is minimised at “handover” points with other staff, such as when presenting documents, food and packages etc. to delivery drivers.</li> </ul> |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                              |
| 8. | <p><b>Legionella</b></p>                 | <p>Risk to employees and anyone else in the area</p> <p>Risk of death / ill health from inhalation of small droplets of contaminated water containing Legionella. Legionnaires' disease is a potentially fatal form of pneumonia.</p> <p>Those who have chronic health conditions, weakened immune system and other underlying illnesses</p> | <ul style="list-style-type: none"> <li>▪ Plant maintained by competent and approved contractors.</li> <li>▪ Outlets on hot and cold-water systems are flushed at least once a week (during unoccupied periods) to maintain a degree of water flow and to minimise the chances of stagnation.</li> <li>▪ Small wall or ceiling-mounted units with closed cooling systems should not present a risk.</li> <li>▪ Evaporative condensers / cooling systems continue to be maintained in line with the site's written scheme based on the guidance set out in the ACoP L8 and HSG274 Part 1.</li> <li>▪ Maintenance practices reviewed and contingencies drawn up in the event that site and contractor staff are unable to visit</li> </ul>                                                                                                   | High / Medium | <ul style="list-style-type: none"> <li>▪ Speak to your water treatment company for help and if you need to stop operation of any systems.</li> <li>▪ Where plant has been closed down all the necessary steps should be taken in keeping with HSE guidance and ensuring systems are properly cleaned and prepared before restarting.</li> <li>▪ If cooling towers and evaporative condensers are likely to be out of operation for: <ul style="list-style-type: none"> <li>○ up to a month - isolate fans but circulate biocidally-treated water around the system for at least an hour each week.</li> <li>○ more than a month - drain down the systems and clean and disinfect it. Clean and disinfect the systems again</li> </ul> </li> </ul> | On going                                     |



| N° | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                                                                                                                                                          | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                   | Risk Rating | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Target completion date / Comments / progress |
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|    |                                          | <p>hold a higher susceptibility to legionellosis and are at higher risk of developing significant infection.</p> <p>Changes in working methods and staff numbers due to the implementation of COVID-19 controls could result in inadequate control of hot and cold-water systems.</p> | <p>site to fulfil their duties.</p> <ul style="list-style-type: none"> <li>▪ There are suitable stocks of chemicals and consumables (such as dip slides) held on site.</li> <li>▪ Routine in house maintenance tasks continue to be undertaken and formally documented.</li> <li>▪ Please refer to Oakdnene nurseries separate risk assessment concerning irrigation systems.</li> </ul> |             | <p>before refilling and returning to operation.</p> <ul style="list-style-type: none"> <li>▪ Review the business legionella's risk assessment considering: <ul style="list-style-type: none"> <li>○ the system should be thoroughly cleaned, flushed and disinfected.</li> <li>○ conduct temperature checks on designated outlets, e.g. sentinel taps (as outlined in the written scheme) to ensure that the system is performing as expected.</li> <li>○ keep records of work undertaken.</li> <li>○ where a wet cooling tower or evaporative condenser has been taken out of use, there is a requirement under the Notification of Cooling Towers and Evaporative Condensers Regulations 1992 to notify the local authority that it is being returned to service.</li> </ul> </li> <li>▪ Ensure an adequate stock of critical spares, such as probes, solenoids and dosing tubes to avoid any disruption if parts cannot be obtained.</li> </ul> <p>In the event that maintenance practices cannot be fulfilled as advised, additional control measures should be introduced. These may include locking showers or removing shower heads to prevent aerosol generation, with additional flushing (without the release of aerosols) and increased microbiological sampling.</p> |                                              |
| 9. | <b>Mental Health</b>                     | <p>Risk to anyone.</p> <p>Risk of death / mental ill health due to the changes arising from the pandemic and changes in work environment and practices (i.e.</p>                                                                                                                      | <ul style="list-style-type: none"> <li>▪ Staff/students/volunteers are fully briefed and appropriately supported during this time.</li> <li>▪ Regular communication is taking place with all staff at work, working from home, self-isolating, furloughed, via various communication channels.</li> </ul>                                                                                | Medium      | <ul style="list-style-type: none"> <li>▪ Continue to monitor staff who may be considered at higher risk and implement alternative working arrangements where possible.</li> <li>▪ Encourage an open and collaborative approach with staff / managers where any issues can be openly discussed and addressed.</li> <li>▪ Provide managers with training for</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | On going                                     |



| N°  | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                                                                        | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Risk Rating | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Target completion date / Comments / progress |
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|     |                                          | suicide / depression / feeling of isolation).                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             | managing remote teams and staff mental wellbeing. <ul style="list-style-type: none"> <li>▪ Communicate various mental health online resources to staff.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                              |
| 10. | <b>Outdoor Working</b>                   | Risk to anyone.<br><br>Risk of death / ill health from Coronavirus (COVID-19).<br><br>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. | <ul style="list-style-type: none"> <li>▪ Only staff/students/volunteers deemed necessary to carry out physical work or training / supervision physically attend site.</li> <li>▪ Work processes have been reviewed to ensure staff work alone or further apart, where necessary.</li> <li>▪ Where the social distancing measures cannot be applied:               <ul style="list-style-type: none"> <li>○ The frequency and time workers are closer than the social distancing rules is minimised.</li> <li>○ The number of workers involved in these tasks is minimised.</li> </ul> </li> <li>▪ Consistent pairing systems are in use of staff working in close proximity.</li> <li>▪ Staff work side by side or back to back rather than face to face, plus the continuous wearing of outdoor gardening gloves are worn throughout tasks.</li> <li>▪ Alcohol hand sanitiser or approved virucide provided where hand washing facilities are not available.</li> <li>▪ Routine cleaning of mobile welfare facilities takes place, including frequently touched areas (high priority).</li> <li>▪ Sharing of work equipment is restricted where possible. The wearing of gloves when using tools must be maintained through out it's use.</li> <li>▪ Where necessary equipment is cleaned prior to each use.</li> <li>▪ Break times are staggered.</li> <li>▪ Waste bags are provided for all waste.</li> <li>▪ Where practicable public footpath gates are kept open.</li> <li>▪ Where possible workers travel to site</li> </ul> | Medium      | <ul style="list-style-type: none"> <li>▪ Where needed stagger arrival / departure times to reduce congestion and contact when coming in and out.</li> <li>▪ Discourage nonessential trips around sites where work is taking place.</li> <li>▪ Reduce job and location rotation, for example, assigning employees to specific areas.</li> <li>▪ Review current risk assessments, safe systems of work, COSHH assessments and update accordingly with any changes as a result of the Coronavirus prevention measures. Pay particular attention to manual handling and lone working risks.</li> <li>▪ Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.</li> <li>▪ If staff are lone workers, suitable lone working arrangements must be put in place, such as remote supervision and restriction of high-risk tasks and security.</li> </ul> | On going                                     |

| N°  | What are the hazards / tasks / activity?          | Who could be harmed and how?                                                                                                                                                                               | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Risk Rating   | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Target completion date / Comments / progress |
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|     |                                                   |                                                                                                                                                                                                            | <p>alone using their own transport.</p> <ul style="list-style-type: none"> <li>▪ Where loading and offloading arrangements on site will allow it, drivers remain in their vehicles.</li> <br/> <li>▪ Where drivers are required to exit their vehicle, they are required to wash or sanitise their hands before handling any materials.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                              |
| 11. | <p><b>Personal Protective Equipment (PPE)</b></p> | <p>Risk to anyone.</p> <p>Risk of death / ill health from Coronavirus (COVID-19).</p> <p>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus.</p> | <ul style="list-style-type: none"> <li>▪ Routine (business as usual) PPE / RPE continues to be worn as required, in accordance with the existing health and safety risk assessments and method statements.</li> <li>▪ Face coverings are not compulsory. However, employees are advised to wear face coverings in enclosed public spaces where social distancing is not possible or where they are more likely to come into contact with people they do not normally meet.</li> <li>▪ If a risk assessment has identified that a FFP 2 or FFP 3 mask is required to safeguard the health and safety of staff and protect them from hazardous substances it is not permitted to use a homemade or surgical mask.</li> <li>▪ Staff trained in the use / wearing of PPE appropriate to activity.</li> <li>▪ Re-usable PPE is thoroughly cleaned after use. Though tasks requiring this will be restricted</li> <li>▪ Single use PPE is disposed of in waste receptacles to ensure it cannot be re-used.</li> <li>▪ Individuals are provided with a stock of their own PPE to prevent other inadvertent touching of PPE that others will use.</li> <li>▪ Face fit testing for Respiratory Protection Equipment (RPE) is undertaken in</li> </ul> | High / Medium | <ul style="list-style-type: none"> <li>▪ Implement stock conservation protocol: <ul style="list-style-type: none"> <li>○ Only providing PPE to workers who need it</li> <li>○ Issuing PPE specific to the level of risk e.g. only use FFP 2 masks where the risk assessment has identified that FFP 2 is required</li> <li>○ Maximising the use life of PPE by following manufacturer user checks, cleaning and storage instructions</li> <li>○ Reminding staff of the reasons why PPE is used, the need to use PPE appropriately and the need to treat equipment that is in short supply with respect.</li> </ul> </li> <li>▪ Source alternative suppliers if needed and ensure you maintain a dialogue with your usual supplier, planning how long your current stocks are expected to last and what the lead time for new stock is.</li> <li>▪ Buy from a reputable supplier and only buy equipment which is CE marked.</li> <li>▪ Suitable systems should be put in place to keep the PPE clean and free of contamination. Suitable storage facilities must be provided.</li> <li>▪ Eye protection is necessary when there is a risk of contamination of the eyes from splashing.</li> <li>▪ Ensure all staff are trained in the use of</li> </ul> | On going                                     |

| N°  | What are the hazards / tasks / activity?                 | Who could be harmed and how?                                                                                                                                                                               | What are the current control measures?                                                                                                                                                                                                                   | Risk Rating   | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Target completion date / Comments / progress |
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|     |                                                          |                                                                                                                                                                                                            | <p>accordance with HSE guidelines.</p> <ul style="list-style-type: none"> <li>▪ Sharing of Personal Protection Equipment (PPE) and Respiratory Protection Equipment (RPE) is not permitted.</li> </ul>                                                   |               | <p>PPE, including gloves, respirators, surgical masks and / or face coverings to ensure its correct use, as incorrect use can increase the risk to workers (for example, unwashed gloves are worse than regularly washed hands).</p> <ul style="list-style-type: none"> <li>▪ Ensure that all staff understand that any use of PPE is not a substitute for social distancing practices, which must be maintained wherever possible.</li> <li>▪ Even if PPE is being used for work activities, disinfecting surfaces and adequate ventilation must also be maintained.</li> </ul>                                                                                                                                                                            |                                              |
| 12. | <p><b>Return to Work following COVID-19 recovery</b></p> | <p>Risk to anyone.</p> <p>Risk of death / ill health from Coronavirus (COVID-19).</p> <p>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus.</p> | <ul style="list-style-type: none"> <li>▪ Return to work health forms are completed by all returning staff, which is reviewed by managers.</li> <li>▪ Training and support needs are identified on return to work and implemented accordingly.</li> </ul> | Medium        | <ul style="list-style-type: none"> <li>▪ Ensure daily health check forms are completed.</li> <li>▪ Take the individual through the changes in the workplace and how it may affect them (e.g. social distancing rules, screens, cashless payments etc), check if they need additional training.</li> <li>▪ Provide a personal disposable rubbish bag for tissues disposal.</li> <li>▪ Consider staggering the working day start and finish times.</li> <li>▪ Consider staggered break times e.g. coffee breaks, lunches to minimise social contact.</li> <li>▪ Closely monitor the wellbeing of staff members returning to work and those around them for signs of stress or anxiety.</li> <li>▪ Monitor ongoing work levels for returning staff.</li> </ul> | On going                                     |
| 13. | <p><b>Social Distancing</b></p>                          | <p>Risk to anyone.</p> <p>Risk of death / ill health</p>                                                                                                                                                   | <ul style="list-style-type: none"> <li>▪ Staff/students/volunteers are reminded at the start of every working day / shift and in the appropriate languages of the basic</li> </ul>                                                                       | High / Medium | <ul style="list-style-type: none"> <li>▪ Consider holding meetings in open areas where possible.</li> <li>▪ Implement arrangements for monitoring compliance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | On going                                     |

| N° | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                             | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Risk Rating | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Target completion date / Comments / progress |
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|    |                                          | <p>from Coronavirus (COVID-19).</p> <p>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus.</p> | <p>rules around hygiene and social distancing.</p> <ul style="list-style-type: none"> <li>▪ Staff/students/volunteers are aware of social distancing measures that have been implemented.</li> <li>▪ Staff are only permitted to travel for work purposes when they cannot work from home.</li> <li>▪ Plastic sheeting / solid plexiglass screens have been fitted to customer / visitor / contractor facing areas, but still permit verbal communication.</li> <li>▪ The number of people using welfare facilities is restricted at any one time and signage used, such as floor markings, to ensure social distancing is maintained between people when queuing.</li> <li>▪ Where loading and offloading arrangements on site will allow it, drivers remain in their vehicles.</li> <li>▪ Where drivers are required to exit their vehicle, they are required to wash or sanitise their hands before handling any materials.</li> <li>▪ Work schedules have been reviewed and updated to prevent mass gatherings at the same time (i.e. starting / finishing work, changeover of shift, use of locker rooms / canteens, smoking shelters).</li> <li>▪ Business critical contractors / visitors are given specific arrival time appointments.</li> <li>▪ Signage and floor markings to ensure social distancing is maintained have been applied, including at entry points to buildings, toilets and communal break areas where queues may form.</li> <li>▪ Staff/students/volunteers only attend physical meetings if absolutely necessary, with social distancing compliance and in a well-ventilated room or outside.</li> </ul> |             | <ul style="list-style-type: none"> <li>▪ Wherever possible, re-design workflows to minimise congestion.</li> <li>▪ Staff/students/volunteers should be prevented from congregating in groups. Consider marking physical distancing spaces on the ground &amp; smoking shelters, so they are clearly identifiable, moving certain tasks to different locations where practical, or staggering break times for staff to reduce congestion in communal areas.</li> <li>▪ Discourage nonessential trips within buildings and sites.</li> <li>▪ Reduce job and location rotation, for example, assigning employees to specific floors.</li> <li>▪ Introduce more one-way flow routes through buildings.</li> <li>▪ Reduce maximum occupancy for lifts, providing hand sanitiser or approved virucide for the operation of lifts, and encouraging use of stairs</li> <li>▪ Regulate the use of corridors, lifts, and staircases.</li> <li>▪ Reduce congestion, for example by having more entry points to the workplace.</li> <li>▪ Consider the use of alternative door openers, such as automatic door, foot operated door handles, electro-magnetic door fasteners to reduce the need to keep touching the hard surface door furniture.</li> <li>▪ If staff are lone workers suitable lone working arrangements must be put in place, such as remote supervision and restriction of high-risk tasks and security.</li> </ul> |                                              |

| N°  | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                            | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Risk Rating  | What further measures are required?                                                                                                                                                                                                                          | Target completion date / Comments / progress |
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|     |                                          |                                                                                                         | <ul style="list-style-type: none"> <li>▪ Groups of workers that have to work closer than social distancing rules are kept in the same group / teams.</li> <li>▪ Changing of team members strictly prohibited.</li> <li>▪ Standard processes are spread out to enable only 1 team in an area to complete a task at a given time.</li> <li>▪ Tables / chairs in break rooms have been repositioned to maintain social distancing, markings are applied to the floor and the room is well ventilated.</li> <li>▪ Small groups of workers are organised who live and work on site into fixed groups known as 'cohorts', which then do not mix with other groups. Where a cohort lives and works together, it can be considered as a 'household'.</li> <li>▪ Workers who travel to the business each day (i.e. car sharing) are grouped into cohorts that always work together.</li> <li>▪ Staggered breaks introduced for cohorts to minimise the amount of people using rest areas and canteens at the same time.</li> <li>▪ Where the social distancing rule cannot be maintained, employees are physically separated (for example plastic sheeting / solid plexiglass screens).</li> <br/> <li>▪ The number of workers in each shared work vehicle is limited (i.e. minibuses), 1 person per seat row, every other row and in a staggered way (so they don't squeeze past each other).</li> </ul> |              |                                                                                                                                                                                                                                                              |                                              |
| 14. | <b>Staffing Levels (Reduced)</b>         | <p>Risk to colleagues</p> <p>Risk of ill health from stress, increased work capacity in addition to</p> | <ul style="list-style-type: none"> <li>▪ Safety critical tasks are risk assessed to identify safest way of working with reduced availability of staff.</li> <li>▪ Tasks are not undertaken if there are safety concerns.</li> <li>▪ First aid needs assessment is reviewed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Medium / Low | <ul style="list-style-type: none"> <li>▪ Continue to monitor staff who may be considered higher risk and implement alternative working arrangements where possible.</li> <li>▪ Consider reviewing your absence policy, ensuring you have a robust</li> </ul> | On going                                     |


| N°  | What are the hazards / tasks / activity?       | Who could be harmed and how?                                                                                                                                  | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Risk Rating | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Target completion date / Comments / progress |
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|     |                                                | Coronavirus infection.                                                                                                                                        | <ul style="list-style-type: none"> <li>▪ Fire marshal's duty rota is reviewed.</li> <li>▪ Regular rest breaks are scheduled.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |             | <p>system in place to identify workers that are absent and have a process to follow up on any absences that have not been reported or are suspected to be related to Coronavirus.</p> <ul style="list-style-type: none"> <li>▪ Adjust business operating hours depending on availability of staff.</li> <li>▪ If staff are lone workers suitable lone working arrangements must be put in place, such as remote supervision and restriction of high-risk tasks and security.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                              |
| 15. | <b>Statutory Inspections of Work Equipment</b> | <p>Risk to operator, other persons within close proximity.</p> <p>Risk of death or ill health through failure to maintain safety critical testing regime.</p> | <ul style="list-style-type: none"> <li>▪ Equipment is maintained in accordance with manufacturer's instructions.</li> <li>▪ Safety critical inspections / examinations programme implemented, undertaken by competent contractors.</li> <li>▪ Documents are retained.</li> <li>▪ Daily equipment checklists are carried out and formally recorded.</li> <li>▪ Compliance with social distancing measures.</li> <li>▪ Vehicles statutory testing is conducted as far as possible and will only be driven if safe to drive. Daily vehicle checks maintained.</li> </ul> | Medium      | <ul style="list-style-type: none"> <li>▪ Continue to schedule statutory inspections (ensuring social distancing measures are complied with). However, if there are problems in undertaking scheduled thorough examinations (e.g. can't access inspection services), adopt a risk-based process to determine whether there are steps that can be taken to safely continue to use equipment that has not had its scheduled thorough examination and testing (TE&amp;T), or decide to stop using the equipment.</li> <li>▪ Equipment should only be used outside of its statutory examination regime if you can demonstrate that it is critical for essential work and that it can still be operated safely. You must be able to demonstrate that you have made all reasonable attempts to have the TE&amp;T carried out, made a thorough assessment of the increased risk and taken appropriate action to manage it.</li> <li>▪ Car, van or motorcycle's MOT expiry date will be extended by 6 months if it's due on or after 30 March 2020 - but you must keep your vehicle safe to drive. See latest Government guidance.</li> <li>▪ Lorries, buses or trailers will be exempt</li> </ul> | On going                                     |

| N°  | What are the hazards / tasks / activity?           | Who could be harmed and how?                                                                                                                                                                               | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Risk Rating | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Target completion date / Comments / progress |
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|     |                                                    |                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             | from needing a MOT for 3 months from 21 March 2020. You might need to apply for this, depending on your vehicle. See latest Government guidance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                              |
| 16. | <b>Suspected case of COVID-19 in the workplace</b> | <p>Risk to anyone.</p> <p>Risk of death / ill health from Coronavirus (COVID-19).</p> <p>There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus.</p> | <ul style="list-style-type: none"> <li>▪ Staff/students/volunteers are informed regarding self-isolation and NHS reporting procedures.</li> <li>▪ Where a staff/students/volunteers member becomes unwell on site and is displaying COVID-19 symptoms, they are asked to cover their mouth and nose with a face covering to try and reduce any further spread of the virus.</li> <li>▪ Staff/students/volunteers are then asked to leave the site immediately using a route that exposes them to as few other people as possible.</li> <li>▪ In the case that the individual is displaying severe symptoms, emergency services are contacted</li> <li>▪ The individual's previous occupancy is traced through the building and any enclosed areas (such as a meeting room) are placed off limits for at least 72 hours, if possible. Alternatively, the affected area is cleaned in line with the UK Government's guidelines.</li> <li>▪ Staff/students/volunteers members who may have been in contact with the infected individual are notified. There is no need to send staff/students/volunteers home if it is only a suspected case – current Government guidance states staff in close contact do not need to go home unless they start to develop symptoms and it is not necessary to close the business or workplace, unless Government policy changes.</li> <li>▪ Disposable gloves are worn when cleaning. A disposable apron is also worn when cleaning an area where a person</li> </ul> | High        | <ul style="list-style-type: none"> <li>▪ Any suspected case of COVID-19 in the workplace is to be documented.</li> <li>▪ Refer to HSE website regarding Reporting of Injuries, Diseases Dangerous Occurrences Regulations (RIDDOR) requirements.</li> <li>▪ Advise staff to use NHS online tools if their symptoms worsen.</li> <li>▪ If an area has been heavily contaminated, such as with visible bodily fluids, from a person with Coronavirus, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron when cleaning.</li> <li>▪ Keep monitoring the Government response page for the latest details.</li> </ul> | On going                                     |

| N°  | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                  | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Risk Rating | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Target completion date / Comments / progress |
|-----|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
|     |                                          |                                                                                                                                               | <p>with suspected or confirmed Coronavirus is or has been.</p> <ul style="list-style-type: none"> <li>▪ All hard surfaces, floors, chairs, door handles, and sanitary fittings that a symptomatic person could have come into contact with are cleaned immediately with disposable cloths, or paper roll and disposable mop heads with suitable detergent as per Government guidelines, using either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.).</li> <li>▪ Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths, mops, tissues and disposable PPE) are double-bagged, stored securely for 72 hours then thrown away in the regular waste receptacle after cleaning is finished.</li> <li>▪ Cloths and mop heads are thoroughly laundered after use or disposed of (double-bagged, stored securely for 72 hours then thrown away in the regular waste receptacle).</li> </ul> |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                              |
| 17. | <b>Work Equipment</b>                    | <p>Risk to operator, other persons within close proximity.</p> <p>Risk of death or ill health through failure to maintain work equipment.</p> | <ul style="list-style-type: none"> <li>▪ Operators are competent and experienced.</li> <li>▪ Frequent cleaning of machinery controls and equipment takes place throughout each shift.</li> <li>▪ Equipment is serviced and maintained in accordance with manufacturer's instructions.</li> <li>▪ Equipment test runs take place prior to it being brought back into operation, faults are immediately rectified. Where this is not possible, equipment is taken out of service until repairs have been completed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Medium      | <ul style="list-style-type: none"> <li>▪ Ensure servicing of any ventilation systems is kept up to date.</li> <li>▪ Where it is not practicable to run air conditioning units 24/7, units should be run for a minimum of 2 hours before work commences and a minimum of 2 hours (lower speed) after work closes.</li> <li>▪ Verify the continued availability of critical spares / safety equipment and personal protective equipment (PPE).</li> <li>▪ Check continued support from critical third-party suppliers and contractors.</li> </ul> | On going                                     |



| N° | What are the hazards / tasks / activity? | Who could be harmed and how? | What are the current control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Risk Rating | What further measures are required?                                                   | Target completion date / Comments / progress |
|----|------------------------------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------|----------------------------------------------|
|    |                                          |                              | <ul style="list-style-type: none"> <li>▪ Emergency stops tests are conducted and formally documented.</li> <li>▪ 1 operator to 1 machine / piece of equipment policy is in place where possible. If this is not possible then cleaning is undertaken between usage.</li> <li>▪ Where a staff member becomes unwell on the road and is displaying COVID-19 symptoms, they are asked to cover their mouth and nose with a face covering to try and reduce any further spread of the virus. If on the road, whether on their own or in a shared vehicle, staff return to depot, return vehicle and then go home immediately.</li> </ul> |             | <ul style="list-style-type: none"> <li>▪ Continue to monitor HSE guidance.</li> </ul> |                                              |

Signed: ...  ... Name: .....Jonathan Ensell.....

Position: .....Company Director..... Date: .....29/08/2020.....

Signed: .....  ..... Name: .....Adam Holder.....

Position: .....Company Director..... Date: .....29/08/2020.....





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