

<b>Activity / Task:</b>	COVID-19 Risk Assessment					
<b>Persons at Risk:</b>	<b>Employees</b>	X	<b>Contractors</b>	X	<b>Visitors</b>	X
<b>Assessment Reference:</b>	RA01(C-19)/OH/09/05-2021					
<b>Zone / Area:</b>	Business Wide Assessment					
<b>Assessment Date:</b>	26/07/2021					
<b>Review Date:</b>	Ongoing in accordance with HM Governmental guidance					
<b>Assessor:</b>	Owen A. Harding (Health and Safety Partner)					

Likelihood of accident (L)		Severity of accident (S)		Risk = (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1		
UNLIKELY	2	MINOR INJURY	2		
LIKELY	3	7 DAY + INJURY	3	LOW	1 - 5
VERY LIKELY	4	MAJOR INJURY	4	MEDIUM	6 - 14
CERTAIN	5	FATALITY / DISABLING	5	HIGH	15 - 25

A copy of this assessment is available for view / download on the Health and Safety Intranet

Risk	Before Control Measures			Action to Control Risk	After Control Measures		
	L	S	R		L	S	R
Mental Health as a result of COVID-19	4	3	12	<ul style="list-style-type: none"> <li>Regular communication of mental health information and open-door policy for those who may require additional support.</li> <li>Health Hub App for employee use in place and communicated via H&amp;S noticeboards, email and toolbox talks.</li> <li>Employees encouraged to contact competent mental health support helplines if required.</li> <li>HM Government / PHE guidance and Infection control procedures in place and communicated to all employees via Site Safety Noticeboards, toolbox talks and internal communications (briefings, e-mails, etc).</li> </ul>	2	3	6
Employees visiting / delivering to clients Others (including contractors and public) visiting / delivering to Wardle / Crewe sites	4	3	12	<ul style="list-style-type: none"> <li>Face to face meetings to be replaced by use of technology (video / conference calls) where practicable.</li> <li>Lone Workers contactable by mobile phone to ensure that there are no health &amp; safety issues. Lone workers can also have constant access to call staff should they show symptoms of COVID-19 or come in contact with those displaying mild symptoms.</li> <li>Hand sanitising stations installed throughout Wardle / Crewe sites, with personal hand sanitisers provided to all employees.</li> <li>Boughey Distribution Limited employees shall follow all instructions given at third party sites.</li> <li>The combination of our working environment, provision of individual hand sanitiser and implementation of the 2-metre social distancing rule, should mean that additional PPE may not be necessary. However, provision shall be made when advised by HM Government / PHE guidance (Vinyl gloves / Face Masks), ratings of PPE also to be in accordance with HM Government / PHE guidance.</li> <li>HM Government / PHE guidance and Infection control procedures in place and communicated to all employees via Site Safety Noticeboards, toolbox talks and internal communications (briefings, e-mails, door posters etc).</li> <li>HM Government / PHE face covering guidance to be followed by all visitors.</li> <li>HM Government / PHE reporting procedures followed. Those experiencing symptoms or who have come in to contact with those that have should call 111 for further advice and guidance on next steps, including potential self-containment.</li> </ul>	2	3	6
Contact / Exposure with COVID-19 or contagious illnesses via person-to-person transmission	4	3	12	<ul style="list-style-type: none"> <li>Following social distancing recommendations from HM Government / PHE all employees, visitors and contractors where possible, will work at 2 metres distance apart from each other. This will be monitored by local Area Management.</li> <li>Shouting is discouraged.</li> <li>All employees to refrain from shaking hands with immediate effect.</li> </ul>	1	3	3

Risk	Before Control Measures			Action to Control Risk	After Control Measures		
	L	S	R		L	S	R
				<ul style="list-style-type: none"> <li>- Employees shall be required to wear a suitable and sufficient face covering during training / instruction purposes (inclusive of container work) and maintain a distance of 1 metre where social distancing of 2 metres cannot be safely observed.</li> <li>- Employees where possible shall work from home.</li> <li>- Employees encouraged to arrive at work before their planned start time to allow for queuing.</li> <li>- 2 metre separation marked with tape in Office, Welfare and Clocking In areas where practicable.</li> <li>- Employees required to wear a suitable and sufficient face covering in all designated mandatory face covering areas.</li> <li>- Perspex screens installed on office desks where practicable.</li> <li>- Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands shall be washed regularly with adequate soap or sanitiser immediately. Soap and washing facilities made available and correct contained waste disposal bins provided where applicable. Hand sanitising stations installed throughout Wardle / Crewe sites, with personal hand sanitisers provided to all employees.</li> <li>- It will be advised to staff that they pre-prepare food, avoiding unnecessary risk of having to purchase items on their break.</li> <li>- Staggered breaks to reduce physical contact between employees implemented throughout Wardle / Crewe sites.</li> <li>- All work surfaces are appropriately cleaned in line with company cleaning and hygiene policies.</li> <li>- HM Government / PHE guidance on traveling to work followed with employees encouraged to avoid public transport where possible.</li> <li>- First Aiders to follow governmental guidelines as outlined <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.html">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.html</a>.</li> <li>- The combination of our working environment, provision of individual hand sanitiser and implementation of the 2-metre social distancing rule, should mean that additional PPE may not be necessary. However, provision shall be made when advised by HM Government / PHE guidance (Vinyl gloves / Face Masks), ratings of PPE also to be in accordance with HM Government / PHE guidance.</li> <li>- HM Government / PHE guidance and Infection control procedures in place and communicated to all employees via Site Safety Noticeboards, toolbox talks and internal communications (briefings, e-mails, door posters etc).</li> <li>- HM Government / PHE reporting procedures followed. Those experiencing symptoms or who have come in to contact with those that have should call 111 for further advice and guidance on next steps, including potential self-containment.</li> </ul>			
Handling waste/clothing of suspected/diagnosed individuals.	4	3	12	<ul style="list-style-type: none"> <li>- Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands shall be washed with adequate soap or sanitiser immediately.</li> <li>- Tissues disposed of into closed bins and hands washed immediately after coming in contact with any article. Hands shall be washed with adequate soap or sanitiser immediately.</li> <li>- Use of mechanical aid (Litter Picker Tool) provided to hygiene operatives.</li> <li>- The combination of our working environment, provision of individual hand sanitiser and implementation of the 2-metre social distancing rule, should mean that additional PPE may not be necessary. However, provision shall be made when advised by HM Government / PHE guidance (Vinyl gloves / Face Masks), ratings of PPE also to be in accordance with HM Government / PHE guidance.</li> </ul>	1	3	3

Risk	Before Control Measures			Action to Control Risk	After Control Measures		
	L	S	R		L	S	R
				<ul style="list-style-type: none"> <li>– HM Government / PHE guidance and Infection control procedures in place and communicated to all employees via Site Safety Noticeboards, toolbox talks and internal communications (briefings, e-mails, etc).</li> <li>– HM Government / PHE reporting procedures followed. Those experiencing symptoms or who have come in to contact with those that have should call 111 for further advice and guidance on next steps, including potential self-containment.</li> </ul>			
Contact with COVID-19 or certain contagious illnesses from non-sanitised surfaces.	4	3	12	<ul style="list-style-type: none"> <li>– Door foot openers and instructions installed on doors along heavily trafficked routes.</li> <li>– Portable sanitising / fogging machine for use in vehicle tractor units implemented and used on a frequent basis. Ability to be used in sealed / non-operational rooms if necessary.</li> <li>– Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing.</li> <li>– Employees provided / have access to antibacterial soap, antibacterial wipes, clean water, paper towels and antibacterial gel, ensuring that the workers will be able to clean their hands, stations and equipment regularly.</li> <li>– The number of employees using shared equipment minimalised. With use of antibacterial wipes / spray, operatives must clean equipment prior to use, particular attention should be to clean the areas with most human contact e.g., handlebars, gear etc.</li> <li>– All work surfaces are appropriately cleaned in line with company cleaning and hygiene policies, with a daily cleaning schedule for office and welfare areas in place.</li> <li>– The combination of our working environment, provision of individual hand sanitiser and implementation of the 2-metre social distancing rule, should mean that additional PPE may not be necessary. However, provision shall be made when advised by HM Government / PHE guidance (Vinyl gloves / Face Masks), ratings of PPE also to be in accordance with HM Government / PHE guidance.</li> <li>– HM Government / PHE guidance and Infection control procedures in place and communicated to all employees via Site Safety Noticeboards, toolbox talks and internal communications (briefings, e-mails, etc).</li> <li>– HM Government / PHE reporting procedures followed. Those experiencing symptoms or who have come in to contact with those that have should call 111 for further advice and guidance on next steps, including potential self-containment.</li> </ul>	1	3	3
Use of hand tools and equipment	4	3	12	<ul style="list-style-type: none"> <li>– Employees will not share equipment issued to them (knives, PPE, etc).</li> <li>– The number of employees using shared equipment minimalised. With use of antibacterial wipes / spray, operatives must clean equipment prior to use, particular attention should be to clean the areas with most human contact e.g., handlebars, gear etc.</li> <li>– The combination of our working environment, provision of individual hand sanitiser and implementation of the 2-metre social distancing rule, should mean that additional PPE may not be necessary. However, provision shall be made when advised by HM Government / PHE guidance (Vinyl gloves / Face Masks), ratings of PPE also to be in accordance with HM Government / PHE guidance.</li> <li>– HM Government / PHE guidance and Infection control procedures in place and communicated to all employees via Site Safety Noticeboards, toolbox talks and internal communications (briefings, e-mails, etc).</li> <li>– HM Government / PHE reporting procedures followed. Those experiencing symptoms or who have come in to contact with those that have should call 111 for further advice and guidance on next steps, including potential self-containment.</li> </ul>	1	3	3
Individuals returning from affected regions. Tourists or visitors returning from affected outbreak areas or anyone who has had direct	3	3	6	<ul style="list-style-type: none"> <li>– 10 day assisted quarantine may be enforced upon re-entry to the United Kingdom (Traffic Light System – Green / Amber / Red).</li> </ul>	1	3	3

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	L	S	R		L	S	R
contact with those diagnosed or returning from other reported affected areas.				<ul style="list-style-type: none"> <li>- Staff or visitors returning from affected areas should be asked not to visit the premises or ideally leave the house without further medical guidance. Such individuals should go under self-containment for 10 days with no contact with others.</li> <li>- HM Government / PHE guidance and Infection control procedures in place and communicated to all employees via Site Safety Noticeboards, toolbox talks and internal communications (briefings, e-mails, etc.).</li> <li>- HM Government / PHE reporting procedures followed. Those experiencing symptoms or who have come in to contact with those that have should call 111 for further advice and guidance on next steps, including potential self-containment.</li> </ul>			
Potential for an increased risk of accidents due to 'lone working' and social distancing	1	1	1	<ul style="list-style-type: none"> <li>- Workplace Self-Assessment completed by those employees working from home.</li> <li>- Lone Workers contactable by mobile phone to ensure that there are no health &amp; safety issues. Lone workers can also have constant access to call staff should they show symptoms of COVID-19 or come in contact with those displaying mild symptoms.</li> <li>- Additional training to be provided if required.</li> <li>- HM Government / PHE guidance and Infection control procedures in place and communicated to all employees via Site Safety Noticeboards, toolbox talks and internal communications (briefings, e-mails, etc).</li> <li>- HM Government / PHE reporting procedures followed. Those experiencing symptoms or who have come in to contact with those that have should call 111 for further advice and guidance on next steps, including potential self-containment.</li> </ul>	1	1	1