

Covid-19 Risk Assessment - Reviewed By Andy Walton (British Engines Head of HSE) on 8th January 2021

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Who might be harmed?

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

What are the hazards?	Controls Required	Additional Controls	Action by whom?	Action by when?	Status
<p>Spread of Covid-19 Coronavirus</p>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance posters. • Drying of hands with disposable paper towels. • Staff encouraged to protect the skin by applying emollient cream regularly • Gel sanitisers in any area where washing facilities not readily available. 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues and to follow 'Catch it, Bin it, Kill it.' As well as to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p>	<p>COVID RESPONSE TEAM (CRT)</p> <p>–</p> <ul style="list-style-type: none"> • adequate hand washing facilities in place. • Guidance posters and info communicated to all staff. • Paper towels available. Gel sanitisers available. • Barrier cream not required in this environment. 	<p>10/20</p>	<p>Reviewed/ Complete</p>

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Spread of Covid-19 Coronavirus	<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and reception area; using appropriate cleaning products and methods.</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	<p>AW –</p> <ul style="list-style-type: none"> All surfaces cleaned daily by contract cleaners. PureTouch anti-bacterial touch surface skins in place on all doors. Posters and info displayed as required. Agrippa door release devices in place on all high use fire doors to reducing surface contact. 	01/21	Reviewed/ Complete
Spread of Covid-19 Coronavirus	<p><u>Social Distancing</u></p> <p>Social Distancing: Reducing the number of persons in any work area to comply with the two-metre (2 metre/6.5 foot) gap recommended by the Public Health Agency.</p> <p>Taking steps to review work schedules including start and finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p>Marking out desks and work areas with tape</p>	<p>Robust continuous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Daily audits will be carried out and forwarded onto Group HSE at the end of each working week for review.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>	<p>AW –</p> <ul style="list-style-type: none"> social distancing is implemented and audited daily. Number of workers on site are monitored to ensure no overcrowding is present. Desks have been moved and taped off in order to ensure social distancing is possible. Screens have been installed between several clusters of desks following assessment to reduce the risk of transmission. Rest breaks are sufficient. 	01/21	Reviewed/ Complete

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	<p>to outline the two metre distancing.</p> <p>Installing screens between desks where there is a risk of natural distancing being breached.</p>		<ul style="list-style-type: none"> Social distancing is in place in smoking areas. Ground floor canteen area is demarked to take social distancing into consideration. Further communication from the British Engines Chairman to re-inforce the importance of social distancing. 		
Spread of Covid-19 Coronavirus	<p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	AW - Gloves are not required as a requirement of task work.	No action required	Reviewed/ No action required
Spread of Covid-19 Coronavirus	<p><u>RPE</u></p> <p>Public Health guidance on the use of Personal Protective Equipment (PPE) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p>Where Respiratory Protective Equipment (RPE) is a requirement for risks associated</p>	<p>To minimise the risk of transmission of COVID-19 during face-fit testing, the following additional measures should be carried out:</p> <p>Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p>	<p>AW –</p> <ul style="list-style-type: none"> Following review on 4/1/21 – 3 ply face coverings have been issued to all staff in the group. The coverings are washable, re-usable, mandatory under 2 metres where distancing is not possible and optional at all other times. 	08/01/21	Complete

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	<p>with the work undertaken the following measures will be followed:</p> <p>Tight-fitting respirators, such as disposable FFP3 masks and reusable half masks, rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p>	<p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF).</p>			
<p>Spread of Covid-19 Coronavirus</p>	<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises) the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>AW –</p> <ul style="list-style-type: none"> Symptoms have been under observation since the outset of COVID-19 and continue to be so. PHE will be contacted in the event that two or more employees display any symptoms of the virus. A group self-isolation log has been in force for 6 months to track all employees in isolation following positive tests, test and trace isolation or household isolation. 	<p>Ongoing</p>	<p>Reviewed/ Ongoing</p>

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Spread of Covid-19 Coronavirus	<p><u>Drivers</u></p> <p>Procedures in place for drivers to ensure adequate welfare facilities available during their work. Reference: https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>	<p>No drivers operate from Q6 Quorum</p> <p>(HR - Following new guidance in Jan 2021 – no car sharing is permitted for commuting purposes.)</p>	<p>HR - Car sharing comm' published.</p>	<p>Reviewed/ Complete</p>
Spread of Covid-19 Coronavirus	<p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Reference: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>AW –</p> <ul style="list-style-type: none"> Mental health support and pathways available through our internal occupational health function. Line managers can refer anyone needing support through the occupational health Lead or HSE Lead Occupational Health contact those in isolation midway through to check on well-being via a call. 	<p>01/21</p>	<p>Reviewed/ Complete</p>

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Spread of Covid-19 Coronavirus	<p><u>Working Safely Measures</u></p> <p>Carry out a check of your Covid-19 “working safely” measures in line with government guidance using the new IFS system.</p>	<p>Implement any measures resulting from the working safely checks against a time bound action plan.</p> <p>Publish the results of the working safely checks using the format provided by Group HSE.</p>	<p>AW – Self assessment complete and all measures implemented. See BE-OSA-001</p>	01/21	Reviewed/ Complete