

Carried out by Ian Mansfield DipNCRQ Grad IOSH Health & Safety Leader	Location: Great Haseley	Date: 23rd September 2020	See database for review date
Activity being assessed: Coronavirus COVID-19	RA Ref No: A/RA/63	Copied to All	

All links have been checked and confirmed as still relevant.

Ref No	Description of Hazardous Activity, Interface or Works Process	Who might be affected and how?	Enter either, or/and 1 - Details of recommended NHS / UK Government / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 - What we are currently doing	Evaluate current control measures. Do we need to implement additional controls?			Enter either, or/and 1 - New control measures recommended 2 - Why the recommended control measures are not implemented 3 - General comments	Who by	When
				YES	NO	N/A			
1 - SAFE PLACE									
R1	Coronavirus (COVID-19) (CV19) Someone entering the workplace with CV19	Employees The workplace remains open and someone enters the workplace with CV19 and passes the virus on to employees, who in turn pass CV19 onto family members and those they come into	1 – We are following Government advice applicable to our workplace. GOV.UK: “Certain jobs require people to travel to their place of work – for instance if they operate machinery, work in construction or manufacturing, or are delivering front line services.” 2 – Employees will only be allowed to work if they are well and neither them nor any of their household are self-		No – Safe System of Work(Ariens UK Facility Best Practice COVID-19 issue 8) in place and working well.				

		contact with.	isolating.					
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R2	<p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the workplace with CV19</p>	<p>Employees</p> <p>A visitor enters the workplace with CV19 and passes the virus on to employees.</p>	<p>1 – A request has been sent to companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding CV19. We will not work alongside companies who will not provide us this information.</p> <p>2 – As a company we have spoken to the parts of our supply chain which could influence the spread of CV19 to discuss arrangements and control measures.</p> <p>3 - An information poster highlighting the symptoms of CV19 is placed on the entry/sign in point. The poster will state that symptomatic individuals will not be allowed entry.</p> <p>4 - Hygiene requirements (handwashing etc.) and symptoms of CV19 will be included within Induction.</p>		NO			
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			<p>5 - CV19 Information posters are placed in designated locations within the workplace (toilets, notice boards etc).</p> <p>6 - This information has been passed onto employees.</p>					
R3	<p>Coronavirus (COVID-19) (CV19)</p> <p>Someone becomes ill within the workplace</p>	<p>Employees, visitors</p> <p>Contracted CV19 by any means.</p>	<p>1 - Person will be removed to a designated area which is at least 2 metres away from other people.</p> <p>2 - We have identified a designated room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, we will do so for ventilation.</p> <p>3 - The individual will be sent home and advised to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted.</p> <p>4 - The workplace will be decontaminated following Governmental guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>5 - This information has been passed onto employees.</p>		<p>We will utilise the Occupational Health office for this requirement as required.</p> <p>Specific areas are disinfected with a biocidal concentrate daily to prevent coronavirus survival in the workplace.</p>			

R4	<p>Coronavirus (COVID-19) (CV19)</p> <p>Contaminated workplace</p>	<p>Employees, visitors</p> <p>A person catches CV19 due to contaminated surfaces.</p>	<p>1 - An increased formal cleaning regime is underway. Employees are cleaning equipment more often (keyboards, work surfaces, door handles etc.).</p> <p>2 - Hand sanitisers have been placed in the workplace.</p> <p>3 - Extra hygiene requirements (handwashing etc.) are enforced.</p> <p>4 - Multi-use handtowels are not used to dry hands.</p> <p>5 - This information has been passed onto employees.</p>	<p>NO – all in place.</p> <p>New cleaning controls are being introduced, to allow the site cleaner to focus on the factory and warehouse cleaning requirements.</p>			
R5	<p>Coronavirus (COVID-19) (CV19)</p> <p>Proximity, workplace gatherings</p>	<p>Employees</p> <p>A person catches CV19 due to working closely with an infected person.</p>	<p>1 - A <i>Social Distancing</i> policy has been implemented. All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, 2m rule, deferring large meetings etc.)</p> <p>2 - This information has been passed onto employees.</p>	<p>NO – social distancing signage across site and being enforced by team leaders</p>			
Ref No	Description of Hazardous Activity, Interface or Works Process	Who might be affected and how?	<p>Enter either, or/and</p> <p>1 - Details of recommended NHS / UK Government / FCO / WHO / etc. / General health and safety risk management controls (zoonosis)</p> <p>2 - What we are currently doing</p>	Evaluate current control measures. Do we need to implement additional controls?	<p>Enter either, or/and</p> <p>1 - New control measures recommended</p> <p>2 - Why the recommended control measures are not implemented</p> <p>3 - General comments</p>	Who By	When

				YES	NO	N/A		
2 - SAFE PERSON								
R6	<p>Coronavirus (COVID-19) (CV19)</p> <p>General</p>	<p>Employees (including those considered at increased risk)</p> <p>Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.</p>	<p>1 – NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do’s and Don’ts):</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>2 – The WHO (World Health Organisation) provides information and a free 5-minute video on which has been provided to our employees CV19:</p> <p>https://openwho.org/courses/introduction-to-ncov</p> <p>3 – Government guidance on hand washing is provided in line with the 20 second rule:</p> <p>https://www.nhs.uk/video/pages/how-to-wash-hands.aspx</p> <p>4 – Additional consideration will be given to those employees who may be deemed to be at increased risk.</p> <p>5 – Advice on risks, symptoms and control measures has been passed onto employees. A formal training program has been</p>		<p>NO – Code of Conduct now in place and being followed Ariens UK Facility Best Practice COVID-19 issue 8</p> <p>Use of face masks has been made mandatory for transiting around the site – face masks do not need to be worn in personal workspaces.</p> <p>Temperature checks are carried out upon entering the building. This is mandatory for all employees and a record is kept.</p>			<p>Ian Mansfield</p> <p>8 Apr 20</p>

			implemented which considers Safe Place, Safe Person, Sound Information.					
R7	Coronavirus (COVID-19) (CV19) <i>Self-isolation</i>	Employees Employees are not aware of the need to self-isolate or how to self-isolate.	1 – NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/ 2 – Advice on how to self-isolate has been passed onto employees. 3- Advice how to obtain a COVID-19 self-test has been passed to employees.		NO			
R8	Coronavirus (COVID-19) (CV19) <i>Travel (Travelling abroad)</i>	Employees Travelling abroad for work to any area.	1 – FCO provides advice for travellers: https://www.gov.uk/foreign-travel-advice (FCO) All business travel has been suspended. 2 – Practical alternatives to travel including postponing trips and holding meetings via video conferencing are implemented. 3 – Advice and guidance on travelling has been passed onto employees.		NO			
R9	Coronavirus (COVID-19) (CV19)	Employees Returning to	1 – CIPD provides advice for travellers returning to work from affected areas: https://www.hr-		NO			

	Travel <i>(Returning from travelling abroad)</i>	the UK after travelling abroad for work (or otherwise) to an area with a higher risk of CV19.	inform.co.uk/news-article/advice-on-managing-the-coronavirus-outbreak (CIPD) 2 – This advice or how to access it is passed onto employees.					
R10	Coronavirus (COVID-19) (CV19) Booked annual leave	Employees Employee(s) may become affected due to travelling to an affected area as part of booked annual leave.	1 – Employee(s) are granted permission to cancel at short notice any pre-booked annual leave to an affected area <i>(a failure to allow short notice cancellation could pressure employees to travel to affected destinations).</i>		NO			
R11	Coronavirus (COVID-19) (CV19) Symptomatic or exposed employee(s) Presenteeism	Employees, general public, family members Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19. A person catches CV19 due to another	1 – Employee(s) is/are advised to follow NHS online guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/ 2 – If NHS 111 or a GP determines the employee is symptomatic and unfit for work, they will be treated as off sick as per normal policy. 3 – Symptomatic employees will be sent home. 4 – If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they		NO NHS have produced an app to track and trace COVID-19 in your local area.			QR link to NHS COVID-19 Track and Trace app for Android phones

		<p>employee continuing to work despite being unwell.</p>	<p>develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p> <p>5 – Working from home has been considered. A specific homeworking risk assessment will be conducted if needed. Rotas are being used by certain departments to reduce staff exposure to the workplace.</p> <p>6 – As a last resort, if we decide to suspend an employee as a precaution this will be on full pay unless the employees specific contract provides us a right to suspend without full pay for this reason. Such a suspension will not be considered a ‘medical suspension’.</p> <p>7 – This advice or how to access it has been passed onto employees.</p>					
R12	<p>Coronavirus (COVID-19) (CV19)</p> <p><i>Employee(s) who have contracted CV19</i></p>	<p>Employees, general public, family members</p> <p>Contracted CV19 by any</p>	<p>1 – If NHS 111/online or a GP determines an employee has contracted CV19 they will be treated as off sick as per normal policy.</p> <p>2 – If a member of staff has helped someone who was taken unwell with a new,</p>		NO			

		means.	<p>continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p> <p>3 – The workplace will be decontaminated following Governmental guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>4 – Personal Protective Equipment has been provided relative to activities.</p> <p>5 – This information has been passed onto employees.</p>					
R13	<p>Coronavirus (COVID-19) (CV19)</p> <p><i>First Aid Training / CPR Manikin</i></p>	<p>Employees</p> <p>Employees are exposed to risks from CV19 due to providing First Aid in the workplace,</p>	<p>1 – Advice on CPR and resuscitation in the workplace is taken from UK Gov & the Resuscitation Council: https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-19-cpr-and-resuscitation/covid-19-cpr-and-resuscitation</p>		<p>NO – information for first aiders now available</p>			<p>Ian Mansfield</p> <p>14 May 20</p>

		<p>or, from the use of CPR Training on Manikins.</p>	<p>community/ https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov 2 – Advice on Manikin Hygiene is sought from reputable providers. https://www.qualsafe.com/PDFs/QA%20COVID-19%20Info.pdf</p>					
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			<i>management controls (zoonosis)</i> 2 - What we are currently doing					
				YES	NO	N/A		
3 – SOUND INFORMATION								
R15	<p>Coronavirus (COVID-19) (CV19)</p> <p>Lack of accurate information / a failure to disseminate information</p>	<p>Employees (including those considered at increased risk)</p> <p>Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.</p>	<p>1 - Monitoring. We have designated a CV19 Appointed Person. Responsibilities include:</p> <ul style="list-style-type: none"> a) Signing up to the UK Gov CP immediate updates: b) Monitoring relevant Websites and News outlets. <p>2 - Reporting. An internal and external risk communication plan has been developed to ensure timely updating/ sharing of information with all stakeholders (meetings, circulars, emails etc.).</p>		<p>NO – H&S Leader signed up for updates and will inform Management Group of major changes.</p> <p>MD will make any necessary communications to employees.</p>			<p>Ian Mansfield</p> <p>As required</p>
4 – Vulnerable and Extremely Vulnerable Staff								
R16	<p>Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection</p>	<p>Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories</p>	<p>The following safety and staff health arrangements should apply to staff who are classified as vulnerable (moderate risk) or extremely vulnerable (high-risk):</p> <ul style="list-style-type: none"> • Managers, human resources and occupational health departments should identify and be aware of staff who fall into vulnerable and extremely vulnerable categories so they 		<p>NO – only one staff member still on furlough due to existing medical condition</p>			

		<p>Vulnerable (moderate risk) people include those who:</p> <ul style="list-style-type: none"> are 70 or older are pregnant have a lung condition such as asthma, COPD, emphysema or bronchitis (not severe) have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis) are taking medicine that can affect the immune system (such as low doses of steroids) or are very obese <p>Extremely vulnerable (high risk) people include those who:</p> <ul style="list-style-type: none"> have had an organ transplant are having chemotherapy for cancer, including immunotherapy are having an 	<p>can ensure that they are given adequate protection and support to enable them to comply with government health recommendations</p> <ul style="list-style-type: none"> No member of staff in the extremely vulnerable "high-risk" category should be expected to come to work during the pandemic crisis or during recovery from the lockdown – these staff should be advised to follow government medical advice and stay at home Extremely vulnerable "high-risk" staff should be offered furlough arrangements - where it is possible or appropriate for them to safely work from home without risk, this should be facilitated Staff in the vulnerable "moderate risk" category should be considered on a case by case basis – wherever possible they will be supported to work from home Staff in the vulnerable "moderate risk" category who cannot work from home and wish to return to work should be offered additional protection so that they can achieve effective social distancing Managers should stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated All reviews of staff roles and safety should be non- 						
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		<p>intense course of radiotherapy for lung cancer</p> <ul style="list-style-type: none"> • have a severe lung condition (such as severe asthma or severe COPD) • are taking medicine that makes them much more likely to get infections (such as high doses of steroids) have a serious heart condition and are pregnant <p>The following PHE advice applies:</p> <ul style="list-style-type: none"> • Those in the “high risk” (extremely vulnerable) category are subject to special “shielding” arrangements – they are advised to self-isolate and not leave home for any reason for at least 12 weeks • Those in the “moderate risk” (vulnerable) category are advised to stay at home as 	<p>discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, e.g. disabled staff</p> <ul style="list-style-type: none"> • Reasonable adjustments must be made to avoid disabled workers being put at any disadvantage <p>Managers should refer to existing policies regarding new and expectant mothers, e.g. entitlement to suspension on full pay if suitable safe roles cannot be found.</p>					
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		<p>much as possible – they can go to work if they cannot work from home</p> <ul style="list-style-type: none"> • People in both categories are advised by the government to be particularly stringent in complying with social distancing requirements <p>Pregnant women are included in the “moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19</p> <p>There is some evidence that people from ethnic minority backgrounds are hit harder by COVID-19</p>							
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