



Covid -19 (Coronavirus)

What are the hazards?	Who might be harmed.	Controls Required.	Additional Controls.	Action by who?	Action by when?	Done
<i>Spread of Covid-19 Coronavirus</i>	<ul style="list-style-type: none"> • Staff • Visitors to premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying 	<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 throughout the building. • Gel sanitisers in any area where washing facilities not readily available also sanitiser stations throughout site. <p><u>Temperature Checks</u></p> <p>All staff, visitors and contractors on site are temperature checked daily. A</p>	<p>Employees are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in the inner elbow – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Encourage staff to report any problems.</p> <p>Contractor & Visitor questionnaire in place with details of countries requiring self-isolation.</p> <p>Wrist temperature scanner used in reception for staff visitors and contractors.</p>	<p>Managers</p> <p>Line Managers</p>	<p>Immediate</p>	<p>YES</p>

	<p>health conditions</p>	<p>temperature of 37.8*c or above is a high temperature.</p> <p><u>Cleaning / Sanitising</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, reception area using appropriate cleaning products and methods.</p> <p><u>Social Distancing</u></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Government.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – Director Briefings being circulated when advice changes.</p> <p>Posters, leaflets and other materials are available on display throughout the site.</p> <p>X-Mist Atmospheric sanitiser used to sanitise office and communal areas.</p> <p>Sanitising stations positioned around site c/w hard surface sanitiser, hand sanitiser, anti-bacterial wipes.</p> <p>Sanitising fogging machine used around site to sanitise areas.</p> <p>Accounts office team split into team A & team B to reduce numbers in the office to allow for distancing with less staff on site.</p>			
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		<p>reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing is 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><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</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Perspex screens erected in reception, offices and Packhouse</p> <p>Canteen Area extended using the training room to allow social distancing, hard surface sanitiser used to sanitise each table before and after use.</p> <p>Hand sanitiser installed throughout the building at entrance points.</p> <p>Cancelling of meetings that can be avoided.</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 and weekly audits conducted to ensure this is adhered to.</p> <p>Signage deployed around site to remind staff, visitors and contractors of the site Covid-19 rules.</p>			
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		<p>carefully to reduce contamination and how to dispose of them safely.</p> <p><u>Wearing of Mask</u></p> <p>The wearing of face coverings e.g. Face Mask / Face Visor is mandatory unless either eating, drinking, smoking or in an outside setting only if social distancing is still observed.</p> <p><u>RPE</u></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) 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</i></p> <p><u>Signage</u></p> <p>Deployment of site rule signage throughout the site.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Huntapac employees, Visitors and Contractors must observe the site rules for the wearing of face coverings.</p> <p>Internal communication channels and cascading of information through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p>	<p>Staff</p> <p>Contractors</p> <p>Visitors</p>	<p>Immediate</p>	<p>Yes</p>
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		<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough loss of smell or taste or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance (Self Isolation)</p> <p>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) the management team of the workplace will contact the Relevant 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>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
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		<p><u>Drivers</u></p> <p>All wagon cabs are to be thoroughly cleaned with hard surface sanitiser.</p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work.</p> <p>Persons should not share where possible vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p>	<p>All wagon cabs are fully sanitised on return to the site, Vehicles are positioned in a dedicated location where they are then subjected to a rigorous cleaning / sanitising and fogging process. Wagons are then placed in a sterile area marked Clean.</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>Hard surface sanitiser has been located in the cleaning station for the use in all vehicles throughout the fleet. (Huntapac Transport Yard)</p> <p>Face Mask / Full Face Visors are issued to staff where social distance measures are difficult to maintain and for use at 3rd party sites where required.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>			
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		<p><u>Incident Management Team</u></p> <p>Huntapac have set up an incident management team to ensure full compliance is adhered to and tackle any arising issue's that may appear.</p> <p><u>Shared Accommodation</u></p> <p>Whilst Huntapac don't offer / supply accommodation we do employ staff that are living in such facilities.</p> <p><u>Car Sharing</u></p> <p>There are staff that travel to work in the same car.</p> <p><u>Covid-19 Marshal</u></p> <p>Marshal deployed to ensure compliance is being maintained.</p>	<p>Warren Hunter (Managing Director) Will Hunter (Operations Director) Jason Hunter (Director) Mark Waring (Financial Director) Ste Kay (Commercial Director) Ste Shields (Technical Director) Lucy Miller (Head of HR) Colin Sigsworth (Health and Safety Manager)</p> <p>The incident management team meet 3 times per week (Mon, Wed & Fri)</p> <p>Offer advice / guidance to all staff members that are affected.</p> <p>Issue pack of sanitising products to the driver of the vehicle with instruction of use.</p> <p>Pack includes Face Mask, Hand Sanitiser, Hard Surface Sanitiser.</p> <p>Offer advice / guidance to all staff, visitors and contractors on the company protocols.</p> <p>Conduct Covid-19 compliance audits.</p> <p>Ensure stock is maintained of hand sanitiser, hard surface sanitiser, face mask / visors etc ...</p>			
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Health and Safety at Work etc. Act 1974 as amended
 Health and Safety (First Aid) Regulations 1981
 Electricity at Work Regulations 1989
 Provision and Use of Work Equipment Regulations 1998
 Workplace (Health, Safety and Welfare) Regulations 1992 as amended
 Safety Signs and Signals Regulations 1996
 Management of Health and Safety at Work Regulations 1999
 Manual Handling Operations Regulations 2002 as amended
 Personal Protective Equipment Regulations 2002
 Control of Substances Hazardous to Health Regulations 2002 as amended
 Regulatory Reform (Fire Safety) Order 2005.
 Work at Height Regulations 2005.
 Supply of Machinery (Safety) Regulations 2008, as amended by the Supply of Machinery (Safety) (Amendment) Regulations 2011

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