



Covid -19 Risk Assessment

Completed By:	Paul Addinell (Health & Safety Manager)	Date:	19th July, 2021
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This risk assessment identifies the control measures we take to reduce the risk from COVID-19 to the lowest level we reasonably can to our staff / visitors / drivers / contractors / agency staff / visiting drivers. To do this we follow all Government and Health & Safety Executive Guidance. We instruct everyone entering our premises not to do so if they have COVID-19 symptoms. They are instructed to self-isolate and to arrange a test. The wearing of face masks is encouraged, particularly, in areas where people are in close contact with others.

Hazard	Control Measures We Take	Is the Risk Adequately Controlled?
Contracting or spreading COVID-19 by:		
Not washing hands or not washing them adequately	Provision of adequate water, soap and paper towels or electrical dryers in our washing facilities. Notices are displayed on when and how to wash hands properly. Hand sanitiser is provided for the occasions when people cannot wash their hands. Management monitor to make sure people are following these controls.	Yes

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<p>Being in commonly used or high traffic areas</p>	<p>Regular cleaning and sanitisation of frequently touched surfaces.</p> <p>Cleaning and sanitisation of HGV cabs after every use.</p> <p>Where possible, we reduce the number of people each staff member has contact with by using fixed teams.</p> <p>Using Perspex screens to separate people from each other, or working back-to-back or side-by-side, instead of face-to-face.</p> <p>We leave non-fire exit doors open to reduce the amount of contact with door handles and to also improve ventilation.</p>	<p>Yes</p>
<p>Not cleaning surfaces, equipment, and workstations</p>	<p>On a regular basis we clean and sanitise all frequently touched surfaces such as handrails, door handles and shared equipment.</p> <p>Where possible, we avoid sharing work equipment by allocating it on a personal basis, or where we cannot we have cleaning / sanitising regimes in place between each user (including our HGV's)</p> <p>Additional bins have been provided and are emptied more often.</p> <p>Areas are provided for our staff to store personal belongings and to keep personal items out of the workplace.</p> <p>We have sanitising process if someone on our premises develops or has been confirmed as positive with COVID-19 within 48 hours of being on our premises.</p>	<p>Yes</p>

Poorly vented spaces	Our operational areas are large open spaces with adequate natural ventilation. Air conditioning is provided in some offices and if not doors / windows remain open.	Yes
Increased risk of infection and complications for staff who are clinically extremely vulnerable or in high-risk groups.	We identify all our staff who are clinically extremely vulnerable or are high-risk. To help in supporting we monitor and follow government guidance.	Yes
Sharing vehicles	Where possible, our staff who need to travel in one vehicle are fixed travel partners. They are advised to open the windows and clean the vehicle between shifts or on handover.	Yes