

Risk Assessment For:	To Control/ Reduce the Spread of Covid-19 Coronavirus in the working environment	STRA00C5d
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Completed by:-	Ian Foster	Date Completed	26/05/04/20	Review Date on or before the	12/11/20	Signature	
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Observation	Persons at Risk	Hazard	Risk			Control Measures	Residual Risk			Further actions
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The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough and/or high temperature or Anosmia (loss of taste and smell). If you have these symptoms, however mild, stay at home and do not leave your house for 7 days from when your symptoms started (if you live alone), or 14 days (if you live with someone who has symptoms). You do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days, contact NHS 111 online. If you have no internet access, you should call NHS 111. For a medical emergency dial 999.

Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that’s all you have access to.

Do not travel to or from areas that are in local lock down

To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don’t have a tissue, and throw the tissue in a bin immediately. Then wash your hands or use a hand sanitising gel.

Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.

As more information emerges, recommendations and assessments may change.

Staff Hygiene Entering the office or manufacturing areas	Staff Visitors to the premises Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Spread of Covid-19 Coronavirus	4	4	16	Hand sanitizer placed in reception for all staff to use Hand sanitizer placed by clocking in machines All staff to sanitize their hands when they enter and leave the premises All staff to abide to the social distancing guidelines laid out by the UK Government Where practicable All office doors to be wedged open during the working day to reduce the necessity to touch the door handle (please note at the end of the working day all doors to be closed). Frequent cleaning and disinfecting of	3	3	9	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. Employees reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and if no tissue available cough or sneeze into your sleeve
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					<p>objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area etc will be carried out using the appropriate cleaning products and methods.</p> <p>Weather permitting open windows to allow airflow through the building.</p> <p>As far as possible keep meetings short and have fewer people attend, conduct them in a larger open area.</p>			<p>Employees to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Any member of staff who develops symptoms of coronavirus (COVID-19) (a new, continuous cough and/or a high temperature or Anosmia (loss of taste and smell) MUST be sent home and stay at home for 7 days from onset of symptoms. If the member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the government guidance</p> <p>Managers to monitor social distancing and when necessary remind all staff to abide to those measures</p> <p>Managers to encourage staff to talk to them about any concerns they may have with the way they are now being asked to work</p>
Office working					<p>Office staff to work from home if social distancing cannot be achieved</p> <p>Staff working from home will be contacted on a regular basis through the working week</p> <p>Staff may be asked to attend the office once a week for a short period to collect supplies and raise any concerns that they may have with their work or wellbeing</p>			
Offices					<p>All office doors to be wedged open during the working day to reduce the necessity to touch the door handle (please note at the end of the working day all doors to be closed , handles and push plates to be cleaned as a precaution)</p> <p>All staff to be courteous to each other when using corridors and stairs</p> <p>Stop and allow a colleague to pass freely through the corridor or use the stairs.</p> <p>No more than two people be in a small office at any one time</p> <p>Where practicable have the windows and door open to allow the air to circulate allowing ventilation</p> <p>Keep meetings short</p> <p>All staff to abide to the social distancing</p>			

					<p>guidelines laid out by the UK Government where practicable</p> <p>No sharing of desks or equipment i.e. keypads, Remote mouse, calculators, phones etc</p>			
Use of printers, photocopiers, communal filing cabinets and cupboards					<p>All staff to use hand sanitizer before using printers and photocopiers to reduce the possible spread of the virus on the printer or copier touch screen pads</p> <p>All staff to use hand sanitizer before replacing / loading /changing the paper in the printers or photocopiers</p> <p>All staff to use hand sanitizer before rectifying faults with printers/ photocopiers</p> <p>All staff to use hand sanitizer before using communal filing cabinet/cupboards</p>			
Visitors;- Engineers Auditors Inspectors					<p>No visitors to be permitted to enter the premises without prior appointment.</p> <p>All visitors to abide by social distancing rules</p> <p>Should any member of staff be confirmed to have suspected symptoms of Covid 19 the day before a visitor is due to arrive or the site be confirmed as an being in an infected area then that meeting will be cancelled and rearranged.</p> <p>On no account must a visitor travel to site from an infected area.</p> <p>No visitors /contractors to be allowed to enter the premises without prior approval</p> <p>All contractors and service engineers to be reminded that if the feel unwell or are displaying systems of COVID-19 they must not attend site</p> <p>All Contractors and service engineers</p>			

					<p>will be informed of covid procedures and must follow all, hygiene procedures, observe social distancing where practicable</p> <p>All contractors to sign in they must leave there contact details for traceability should it be needed by Public Health England</p> <p>Where there is a need for statutory /monitoring/auditing and or testing in the workplace this will be carried out and everyone will be informed prior to the procedure being carried out ,</p>		
Visitors Clients/customers					<p>As far as possible all communication with clients and associated companies used by the company must be carried out via telephone or other digital devices i.e. face time /skype etc</p> <p>Where this may not be possible to conduct the meeting online then the client/customer will be given an arranged appointment, the meeting will be held within the social distancing guidelines</p> <p>Should any member of staff be confirmed to have suspected symptoms of Covid 19 the day before a client is due to arrive or the site be confirmed as an being in an infected area then that meeting will be cancelled and rearranged.</p> <p>On no account must a visitor travel to site from an infected area.</p> <p>No more than TWO clients/customers to attend site</p> <p>Meeting to be held in large meeting room, open areas or outside if weather permitting</p> <p>All clients/customers to sign in they must</p>		

					leave there contact details for traceability should it be needed by Public Health England			
Canteen and smoking area					All staff to wash or sanitize hands before using the facilities All staff to abide to Social distancing if using canteen and smoking area. Limited number to use canteen One person to one table Staff encourage to take break outside, at their workstation if applicable or in their car			
Toilets					Toilets operate on a one person at a time			
PPE					Where Risk Assessment identifies wearing of PPE as a requirement of the job IT MUST BE USED , an adequate supply of PPE will be provided. Staff will be instructed on how to remove gloves eye protection and masks carefully to reduce contamination and how to clean or dispose of them safely. Gloves and Masks should to be worn if teams are working closely together			
Contractors/ service engineers					No contractors to be allowed to enter the premises without prior approval All contractors and service engineers to be reminded that if the feel unwell or are displaying symptoms of COVID-19 they must not attend site All Contractors and service engineers will be informed of covid procedures and must follow all, hygiene procedures, observe social distancing where practicable All contractors to sign in they must leave			

					<p>there contact details for traceability should it be needed by Public Health England</p> <p>Where there is a need for statutory /monitoring and or testing in the workplace this will be carried out and everyone will be informed prior to the procedure being carried out ,</p>			
Deliveries from suppliers					<p>All deliveries to be booked in</p> <p>Staff not to sign paperwork</p> <p>Gloves to be used when handling deliveries</p> <p>Deliveries to be held in storage areas for 72 hours or longer if possible, before being used</p>			
Joinery Department					<p>All staff to sanitize their hands when they enter and leave the department</p> <p>All staff to abide to the social distancing guidelines laid out by the UK Government where practicable.</p> <p>Weather permitting open all bay doors to allow airflow through the building</p> <p>Clean/sanitize tools regularly</p> <p>Gloves and Masks should to be worn if teams are working closely together</p> <p>Do not lend or allow your personal equipment to be used by others.</p> <p>Wipe clean down communal machines before and after use.</p>			
Truss production department					<p>All staff to sanitize their hands when they enter and leave the department</p> <p>All staff to observe social distancing where practicable</p> <p>All Equipment to be regularly cleaned</p>			

					<p>/sanitized</p> <p>Each truss bed team will remain as a set team and will not be allowed to interchange without strict approval from senior management</p> <p>Gloves and Masks should to be worn if teams are working closely together</p> <p>All staff to abide to the social distancing guidelines laid out by the UK Government where practicable</p> <p>Weather permitting open all bay doors to allow airflow through the building</p>			
Building Erectors					<p>The office will inform the customer by phone the day before your arrival and check if they have any covid-19 symptoms within their household, should this be the case then the job will be postponed.</p> <p>Each team of erectors will remain as a set team and will not be allowed to interchange or interact without strict approval from senior management</p> <p>Staff should wash/sanitize their hands each time when getting into vehicles and enclosed machinery such as fork trucks out on sites</p> <p>Employees should keep the windows of vehicles/enclosed machinery open for ventilation when practicable,</p> <p>The inside of cabs should be regularly cleaned, particularly between use by different operators.</p> <p>Traveling in company vehicles with three front seats. No more than two people in a van, the middle seat must remain unoccupied,</p>			

					<p>Skin to skin contact should always be avoided , be careful to avoid touching your face.</p> <p>Gloves and Masks should to be worn if teams are working closely together</p> <p>All other necessary PPE to be worn</p> <p>All tools to be regularly cleaned/sanitized</p> <p>When erecting buildings where possible practice social distancing</p> <p>When arriving at a private customers site park up and contact the customer via phone to check if they have developed any Covid-19 symptoms within the last 24hrs, if they have, inform the office and return to base. If all is well then allow the customer to isolate within their house before you proceed to enter their property and erect the building.</p> <p>Specify to the customer that they will not be allowed out of the property until the erection of the building is complete.</p> <p>You should not accept any refreshment from the customer whilst you carry out the erection of the building</p> <p>Once the building has been erected informed the customer by phone and leave the property for them to inspect the building.</p> <p>If you are attending a building site, you must adhere to all guidelines and procedures laid down by the respective company whilst on their site</p>		
Delivery Drivers (Transport)					<p>The inside of cabs should be regularly cleaned, particularly between use by different drivers.</p> <p>Staff should wash/sanitize their hands</p>		

					<p>each time getting into or out of vehicles Gloves to be worn outside of the cab</p> <p>Contact the sit office or site manager by phone if possible when you arrive on site</p> <p>If necessary, Report to the site office do not enter the office if social distancing cannot be adhered to</p> <p>Park the lorry when instructed to at the unloading point</p> <p>Do not allow others to undo or remove the main holding straps from the lorry.</p> <p>Whilst the lorry is being unloaded you must ensure you observe social distancing Skin to skin contact should always be avoided</p> <p>The signing of delivery notes should be done by proxy ask for the surname of the recipient the person receiving the goods and write it on the paperwork, and then return said paperwork to the office All necessary PPE to be worn</p> <p>When you are attending a building site, you must adhere to all guidelines and procedures laid down by the respective company whilst on their site</p> <p>All drivers to fuel/fill up their lorry before leaving Scotts of Thrapston</p>		
Staff wellbeing	All Staff	Mental Health			Management will promote mental health & wellbeing awareness to staff during the		Regular communication of mental health information

					Coronavirus outbreak and will offer whatever support they can to help			and open-door policy for those who need additional support.
Symptoms of Covid-19	All Staff and visitors	Spread of Covid-19 Coronavirus			<p>If anyone becomes unwell with a new continuous cough or a high temperature or Anosmia (loss of taste and smell) in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>HR 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 or where a member of staff has visited other work place premises such as a building sites or a domestic premises, the management team will contact the relevant sites Public Health England will be informed to discuss the case, to identify people who have been in contact with them and will take advice on any actions or precautions that should be taken</p>			All areas to be cleaned and disinfected to reduce the spread of Covid-19

Public Health England Telephone Number - 020 7654 8000