Teconnex

	Health & safety Risk Assessment

ACTIVITIES:	Infectious Disease Control- Covid-19 (Coronavirus) Assessment	Date:	Originating date 17.03.20 Last update 15.04.21.21 Issue 17	RA Ref No:	RA-419

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Area		**Site**	**Type of Assessment**	Specific
Description of Activity	Risks Assessments compiled with considerations for the Working safely during COVID-19 in factories, plants and warehouses & offices and call centres. Consideration has also been given to the SMTT Industry guidance, issued on the 13.05.2020 in the compilation of this assessment. **This guidance should be updated in line with Government guidance: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19** The assessment is fluid and amended to the changing requirements as the Covid pandemic changes and guidance is released by the government and Public Health England. Consideration has also been given to the SMTT Industry guidance, issued on the 13.05.2020 in the compilation of this assessment.			

Significant Risks	Covid_19 Infection & transmission by:
	- Transfer of Covid virus between persons throughout site via surface or aerosolised transmission or droplets of the virus from an infected person (coughing/sneezing).
	- For vulnerable workers including pregnant workers, older persons, pre-existing medical conditions, immunosuppressed persons
	- During large gatherings of people during works, smoking areas, canteen and welfare facilities, clocking in machines and specific processes
	Additionally -To persons travelling for business and working off-site, Visitors to site, Use of company transport use, From a lack of Communication, Impacts to Mental health & wellbeing, Risks to business continuity : additional outbreaks

ASSESSMENT RATING

RESIDUAL RISK RATING – after additional control measures implemented	**LOW**	**MEDIUM**	**HIGH**

Individuals at risk:	**Operators:**	☒	**Maintenance:**	☒	**Contractors:**	☒	**Others:**	☒

PPE (Personal Protective Equipment) available

Safety Glasses	Safety Goggles	Ear Protection	Safety Boots	Face Mask	Respirator	Safety Gloves	Overall	Welding Helmet	Head Protection
☐	☒	☐	☐	☒	☒	☒	☒	☐	☐

| Health & safety Risk Assessment | | | | | | | | |

Hazard	Risk & Severity	Uncontrolled			Control Measures	Controlled - Residual Risk Rating		
		S	L	R		S	L	R

1.Managing risk –
 	
To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority
 	
if you live in an area where local lockdown restrictions are in place you should follow the local lockdown guidance
	-Failing to communicate controls to employees and other interested parties resulting in:
	
	-Reduction in the effectiveness of intended controls
	-Conflict amongst Management / employees and interested parties due to failure to clarify requirements
	-The risk of potential infection and transmission increased
		4	3	12	**if we live in an area where local lockdown restrictions are in place, we must, as an employer** follow the local lockdown guidance
					
					Comply with social distancing guidelines, set out by the government (2m, or 1m with risk mitigation where 2m is not viable is acceptable). **Note**: Face coverings are not considered mitigation.
					
					Further mitigating actions taken where social distancing is not possible, and the tasks are deemed necessary through process specific risk assessments.
					
					Considerations given as to whether people doing the work are especially vulnerable to COVID-19, with mitigating actions to safeguard where necessary:
					
					Mitigating actions include:
					• Further increasing the frequency of hand washing and surface cleaning.
					• Keeping the activity time involved as short as possible.
					• Using screens or barriers to separate people from each other.
					• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
					• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
					   o Discouraging shouting:
					➢ Ensuring that steps are taken to avoid people needing to unduly raise their voices to each other. Includes, but not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult.
					➢ Reducing the risk of transmission, particularly from aerosol transmission.
					
					Test & trace App promoted throughout site for increase awareness of Covid risk
					
					Increased activity regarding handwashing and surface cleaning communicated
					   o From the 1st August 2020 & re-instigated from January 4th 2021, anyone who can work from home should do so. Home workers supported by Managers / Occupational Health /EAP / wellbeing / lone worker and DSE considerations or within the workplace if COVID-19 Secure guidelines followed closely and they cannot work from home.
						4	2	8

1.2 **Sharing the results of the risk assessment**	Failure to communicate controls to employees and other interested parties Failure to update requirements in line with latest Government guidelines	4	3	12	All controls and risk assessments communicated to employees. Feedback with any concerns addressed and communicated back. All guidance is updated on a regular basis, in line with government guidelines and regulation **'Staying COVID-19 Secure'** notice signed, communicated and displayed	4	2	8

Share the results of the assessment with the workforce. Post copy onto website Display signed copy of compliance with guidance notice.	Resulting in reduction in the effectiveness of intended controls Conflict amongst Management / employees and interested parties due to failure to clarify requirements The risk of potential infection and transmission increased			(red)	Share the results of the assessment with the workforce (Intranet). Post a copy to company website.			(orange)

2. Who should go to work

2.0 Who should go to work – Employers should ensure workplaces are safe whilst also enabling working from home	Risk of employees on site who are able to carry out their roles at home -Failure to manage the maximum number of staff that can be safely accommodated onsite, increasing the risk of infection -Wellbeing and mental health negatively affected of homeworkers returning to site -Lack of consideration for DSE requirements etc. for homeworkers -Risk of potential closure of the workplace. -Negative impact on the mental wellbeing of individuals returning to the workplace. Large numbers infected with COVID-19 -Physical impact on individuals through lack of considerations and actions with regards to DSE requirements -Failure to manage the maximum number of staff that can be safely accommodated onsite, increasing the risk of infection	4	3	12	▪ At present, all staff who are able to work from home to do so and to be assessed accordingly (DSE). ▪ Anyone else who cannot work from home should go to their place of work. ▪ The decision to return to the workplace must be made in meaningful consultation with workers. A meaningful consultation means engaging in an open conversation about returning to the workplace before any decision to return has been made. ▪ Monitoring established for the well-being of people who are working from home with the same mental health and wellbeing support available as the employees remaining within the business ▪ Monitoring and communication streams established for homeworkers helping them stay connected to the rest of the workforce especially if colleagues are returning to site/on-site ▪ Considerations as to the maximum number of people who can be safely accommodated on site: office occupancy system established and 2m distancing implemented ▪ Planning for a phased return to work for people safely and effectively where need is identified, whether furlough or homeworking as per government guidance when return to work or remain at home ▪ Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if their colleagues are returning to site on-site ▪ .Providing equipment for people to work at home safely and effectively: DSE and I.T support ▪ Support available from company EAP system and OH communicated ▪ Ensuring Occ Health/EAP/Mental health contacts are communicated	4	2	8
2.1 Protecting people at higher risk – Risk of not protecting people within the business who are at higher risk of	Persons with underlying medical conditions classified as 'vulnerable' or 'extremely vulnerable' vulnerable in the workplace or working from home -Long-term health conditions, including diabetes, cancer, chronic lung disease	4	3	12	**Please see link in Appendix (point 2) reference updated list of persons classed as extremely vulnerable as of the 01.04.21** ▪ Clinically extremely vulnerable individuals are advised to work from home where possible but can still attend work if they cannot work from home with appropriate social distancing and hygiene measures in place. All Shielders returning to the workplace have risk assessments established accordingly.	4	2	8

Hazard	Risk	L	S	Rating	Control Measures	L	S	Rating
complications/illness due to Covid-19	-Older adults fighting off infectious diseases -Those with weakened immune systems. -Expectant mothers -Poor mental health Increased possibility of contracting COVID-19 Increased risk in the severity of the infection Potential for long term negative effects on physical and mental wellbeing associated with poor mental health.				**Support for persons working from home:** ▪ Regular telephone support from Managers ▪ Support available and communicated by the company for use of the Employee Assistance Programme ▪ Occupational Health Support in place on site ▪ The Public Health England report 'Disparities in the risk and outcomes of COVID-19' shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected. The higher-risk groups include those who: ▪ are older males ▪ have a high body mass index (BMI) ▪ have health conditions such as diabetes ▪ are from some Black, Asian or minority ethnicity (BAME) backgrounds are considered ▪ Vulnerable Persons - As for any workplace risk we take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are as always, entitled to suspension on full pay if suitable roles cannot be found. ▪ -Pregnant women should follow the latest government guidance on staying alert and safe, particularly attentive to social distancing			
2.2 people who need to self-isolate – To make sure individuals who are advised to stay at home, under current government guidance, do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace program.	Risk of people not self-isolating -Living with someone with Covid-19 -Having come into contact with someone exhibiting symptoms of Covid-19 (within 2m for 15 minutes or more) -Being advised by the public health authority that contact with a diagnosed case has occurred (track & trace) -Workers returning to work post self-isolation without being clear of symptoms -Workers starting to display symptoms while at work -Workers not disclosing symptoms and attending work -Workers not following guidance on self-isolation / sickness and absence reporting - Returning to work from furlough or homeworking symptoms - Potential to infect multiple persons in the workplace	4	3	12	▪ By law, from 28th September Employers must not knowingly require or encourage someone to come into work who is being required to self-isolate ▪ Information communicated on the requirements for self-isolating, in line with current government legislation {see point 1 above} for both individuals and those who live in a household displaying symptoms of COVID-19 ▪ Provisions made for workers to work from home, if possible whilst self-isolating, where appropriate to the role ▪ Employees are advised of the provision of statutory sick pay due to COVID-19 ▪ Communication distributed of testing service available via NHS 111 and testing stations ▪ Promotion of the NHS app around site	4	2	8
2.3 Ventilation To use ventilation to mitigate the transmission risk of COVID-19	Increased risk of spreading the virus in enclosed spaces {offices / meeting rooms} due to poor ventilation Large numbers infected with COVID-19	4	3	12	▪ Where possible, ways have been considered to maintain and increase the supply of fresh air, for example, by opening windows and doors (unless fire doors) ▪ Balancing ventilation with keeping warm - Providing adequate ventilation does not mean you have to make the workplace feel cold.	4	2	8

Also see link in Appendix 10					▪ Opening windows and doors partially can provide acceptable ventilation while keeping the workplace comfortable. Opening higher-level windows will probably create fewer draughts. ▪ You can only use fan convector heaters if the area is **well ventilated** ▪ Improve the circulation of outside air where possible and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans or desk fans for example, **provided good ventilation is maintained** ▪ The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, **preferably provided by fresh air.** ▪ Purging (airing rooms) - Airing rooms as frequently as you can improves ventilation. Open all the doors and windows fully to maximise the ventilation in a room. It may be better to do this when the room is unoccupied			
2.4 Equality in the workplace To treat everyone in the workplace equally not being implemented	Discrimination in applying COVID-19 guidance in the workplace to individuals or groups. Negative impacts on disabled workers or new or expectant mothers Potential to adversely affect individuals and groups mental wellbeing Legal actions under equalities /H&S regulations etc.	4	3	12	• Requirements ensuring everyone in the workplace are treated equally are captured and considered in all COVID-19 considerations under current H&S legislation, including risk assessments for new and expectant mothers and relevant equalities legislation. • Making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers • Making sure that the steps we take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments. • Reasonable adjustments based on risk assessment findings	4	2	8
2.5 **2nd phase risk of infection** -once release of lock down and increase of employees in the workplace	Progressive transmission of Covid-19 with large number clusters	4	3	12	▪ The Risk assessment is amended to reflect changing risks and control with the return/change of employees on site ▪ The risk assessment is communicated and made available via the company Intranet	4	2	8

3. Social distancing at work
 	
To maintain 2m social distancing wherever possible. Including while arriving and departing from work, while in work, and when travelling between sites
	Failure to social distance and increasing the risk of COVID-19 infection across the workforce
	
	Individuals and groups contracting COVID-19
		4	3	12	▪ Social distancing {2metres} requirements introduced to all areas of the business
					▪ Increased frequency of hand washing, and surface cleaning communicated to all.
					▪ Cleaning stations available nearby all desks and printers etc
					▪ Hierarchy of control considerations if social distancing is not possible, including
					   ➢ Keeping activity as short as possible
					   ➢ Reducing the number of people involved {fixed teams}
					   ➢ Options of back-to-back, or side-to-side rather than face-to-face.
					
					▪ Screens or barriers between individuals where able
					▪ Changes to 'close contact' definition of 15 minutes over a 24 hour period has been communicated throughout for considerations in daily actions and reduction
					▪ Covid Marshalls in place to support social distancing compliance, mask/visor use, cleaning common touch points and keeping cleaning/sanitiser stations topped up.
						4	2	8

Health & safety Risk Assessment

| 3.1 Coming to work and leaving work

Accessing/leaving site- | - Lack of social distancing on arrival, departure. Hands not washed / sanitized on arrival increasing the risk of COVID-19 infection resulting in Individuals and groups contracting COVID-19

-Personnel entering or exiting the site in groups or congregating at entrances/exits to premises, such as at biometric clocking in/out, doorways | 4 | 3 | 12 | Shift times changed to stagger AM and PM shifts with a 15 minute change over window between shifts to avoid congestion AM and PM shifts have been allocated separate exit and entrance doors to maintain social distancing by minimising clusters of employees – no crossover of employees entrance/exit routes Compliance of social distancing measures policed by management, H&S and Covid Marshalls Designated stations for Biometric system use (finger print scanning clock in/out) to reduce numbers at each station with hand sanitiser placed locally 2m distancing at assembly points maintained where risk to life is not in place; communication within fire procedure Using floor markings, signage and introducing one-way flow at entry and exit points. Hand sanitiser stations in place at entry and exit points and where distance from hand washing facilities Signage displayed reminding people of the requirements for social distancing and the washing of hands Site attendance controls established in prevention of Covid transmission, including: Temperature screening programme – forehead reader at clock in stations Pre-return screening - Identification and controlled return of furloughed workers after absence, return from isolating: Covid assessment completed via OH with direct call or email prior to persons attending site to clarify individual and family members are clear of any symptoms. Assessment screening is picked up by managers for those non-contactable prior to shift commencing, or for last minute changes in staffing Pre return screening - Communication takes place clarifying no persons to return to site if symptomatic or family members ill, furloughed or homeworking. Supporting posters around site to maintain this requirement Pre-return screening – includes specific guidance of 2m distancing and hand washing protocols for vulnerable persons returning to work HR tracking absences and self-isolation periods to prevent return to work before correct   timeframe Personal responsibility must be taken not to attend work with symptoms as per HR/government guidance which will be written into Covid control policy communicated to all employees – visual remainders on site Following implementation of track and trace by government, if any individual is made aware of contact with an infected person, then that individual will be subject to all current government guidelines in terms of self-isolation/shielding Advice issued to workers regarding considerations for shared vehicles. **Car Sharing**
➢ If they must share a car, they should try to share with the same people each time.
➢ Wear a face covering if they can.
➢ sitting side-by-side, not face-to-face
Car Sharing- Ventilation
➢ To improve ventilation, open windows (partially if it is cold). Heating left on to keep the vehicle warm if needed.
➢ Switch ventilation systems on while people are in the vehicle and set to drawing fresh air in, and not recirculating air. | 4 | 2 | 8 |

		4	3	12		4	2	8
3.2 Moving around site Maintain Social distancing wherever possible	Movement of people around not maintaining social distancing may result in exposure to virus to individuals and clusters	4	3	12	▪ Office staff working from home, unless their work cannot be done from home. ▪ Reducing movement by discouraging non-essential trips within buildings, for example, restricting access to some areas, encouraging use of telephones and cleaning them between uses. ▪ Number of persons in office areas restricted to facilitate social distancing ▪ Fixed teams to reduce unnecessary movement and communal use of equipment. ▪ Posters /signs displayed reference social distancing and hygiene requirements ▪ One-way systems implemented throughout site, including offices, where walkways would impede social distancing safety– floor plan communicated throughout all employees. Floor painted arrows of directional walking implemented and compliance monitored ▪ Site rules established and advice provided for when leaving site, limiting contact with others ▪ Closure of the lockers implemented to reduce numbers of employees grouping in areas and clear walkways for movement of staff ▪ Introduction of 3 shifts to manage staffing numbers and reduce exposure risks from volume of new staff, allowing greater distancing between staff. Attention will be paid to equipment, cleaning and hygiene to reduce risk	4	2	8
3.3 Workplaces and workstations Maintain social distancing whenever possible	Maintaining distancing when working or at workstations- Working on the shop floor or in an office area, manual handling - dual lifting, within 2m of other personnel may lead to inadvertent exposure to Covid-19 leading to serious illness	4	3	12	▪ Workstations / desks positioned to facilitate social distancing ▪ Managing occupancy levels to enable social distancing ▪ Fixed teams in place to reduce movement in the workplace ▪ Rotation/homeworkers are planned with fixed team members where possible: workstations within offices remain specific to the individual and not shared with others ▪ Perspex separation barriers on office workstations where social distancing cannot be maintained ▪ All activities potentially requiring 2-man lifting must be utilising mechanical aids where possible to carry out the task. ▪ Where dual lifts cannot be avoided, lift facing away from each other or side-by-side rather than face-to-face where possible. Masks required ▪ Where teams are used, fixed teams / partnering shall be used to prevent cross over of workers during two person working, lifting or maintenance activities that cannot be redesigned. ▪ Employees advised via safety briefs and instruction to adopt appropriate PPE precautions and masks to be worn			
3.4 Meetings – face to face transmission	Lack of maintaining social distancing, face to face contact, may lead to close contact with others potentially coming into contact with Covid-19 leading to serious injury	4	3	12	▪ Policy established: meetings not permitted where 2m distancing cannot be maintained. Any meetings that are undertaken restricted in participants to allow for social distancing ▪ All meetings to be undertaken via SKYPE where possible ▪ Any meetings that are undertaken restricted in participants to allow for social distancing ▪ Hand sanitiser and cleaning stations established in all meeting rooms ▪ All meetings held in well ventilated rooms: Consideration given to holding meetings outdoors if possible ▪ Briefing communication in small groups where distance can be maintained, given individually or via briefings on emails and highlighted on notice boards ▪ Meeting protocols established for designated office use, including designated seating positions, table	4	2	8

					clean down routine, non-sharing of equipment and stationary, log system, ventilation where possible, hand sanitiser and cleaning stations ▪ Increase cleaning protocols implemented for common touch points focussed on handles, desks, surfaces, printers etc., repetitive cleaning implemented ▪ Good ventilation of all rooms is encouraged within meeting protocols, windows/doors open where possible ▪ Meeting room registers established to enable test and trace support ▪ supporting signage of meetings room requirements in place			
3.5 Common areas Personnel congregating in communal areas such as; Smoking shelters Canteen/eating areas/kitchens Production/team briefings Toilets	Lack of social distancing may lead to close contact with others potentially coming into contact with Covid-19 leading to serious injury	4	3	12	▪ Restriction on the number of persons who can occupy kitchens/rest rooms to allow for social distancing ▪ Break times have been staggered to reduce congestion and contact at all times ▪ Kitchen access 1 in 1 out policy implemented in smaller kitchen areas. Red/green light of occupied/vacant instruction will be implemented in rooms where identified as required ▪ Signage and chair removal for distancing on canteen tables established ▪ Employees should sit 2 metres apart from each other whilst eating and avoid all contact ▪ No sharing of cutlery or crockery, Wash and dry own cutlery and crockery using disposable towels and No sharing of food ▪ Hand cleaning facilities and hand sanitiser is available within rooms designated for people to eat and should be used by people when entering and leaving the area ▪ immediate removal of waste ▪ Take breaks outside if possible ▪ Restriction on the number of persons who can use washroom facilities in place and communicated. ▪ Signage in place to communicate social distancing and hygiene requirements ▪ Availability to take breaks outside ▪ Cleaning routine established for kitchen/canteen areas each shift, including door handles, vending machines. Canteen closed to table/chairs when distancing is not possible. Hot food/water access constantly available. ▪ Specific social distance protocols have been introduced – ▪ Only 2 persons allowed in smoking shelters which has been communicated via posters and briefs ▪ Only 1 person use by vending/ coffee machines stipulated and communicated with 2m distance requirement for those waiting ▪ Hand washing protocols identified and encouraged – posters/ screens/ email briefings/H&S briefings used for communications. Welfare and hand washing facilities in good order and well stocked ▪ Frequent cleaning routines established via contractor and in-house cleaning ▪ Good ventilation of all areas will be encouraged within communal areas, windows/doors open where possible ▪ Hand sanitizing stations established in areas not local to hand washing locations: hand washing is promoted as prefer method of control	4	2	8
	Potential transmission of virus from patient to first aider due to close proximity during first aid administration	4	3	12	▪ First Aid guidance specific to Covid -19 considerations communicated to first aiders, including safe systems of work ▪ Information on sanitation measures for first aiders and fire marshals communicated to the response	4	2	8

3.6 Accidents, security and other incidents First Aid activities on site Prioritised safety during incidents	May lead to serious ill health from contact or exposure to respiratory droplets				teams: PPE has been instructed and training of use for first aid administration: FFP3 face masks, medical masks (with training of use), gloves, disposable aprons for each first aider ▪ Additional face visor are available in the first aid room for use with any personnel attending treatment ▪ Clear handwashing procedures established in addition to general principles as part of first aid training and hand washing facilities are available within the first aid room, with posters of encouraged use ▪ Training of government guidance involving CPR in response to Covid -19 updated for first aiders ▪ The safety consideration that in an emergency situation, the 2 meter rule is not applicable if it would be unsafe for individuals and groups to maintain this ▪ Infection control training carried out with each first aider team ▪ Protocol established for transfer of injured person to hospital with 2nd support car to maintain distancing protocols if needed ▪ Utilisation of 111 for NHS support to reduce potentially unnecessary hospital visits ▪ Identified first aiders on shift as employees numbers change during return to work process to ensure sufficient numbers on site for employees ▪ First aid staff who are clinically vulnerable advised to be temporarily removed from role			
4. Managing customers, visitors and contractors								
4.1 Manage contacts To minimise number of unnecessary visits/persons on site	Potential risk of contractors/visitors/ staff may bring in contractible Covid-19 or be subjected to Covid-19 whilst on site leading to serious illness	4	3	12	▪ Encouraging visits via remote connection or remote working for visitors where this is an option. ▪ Only pre booked appointments permitted by essential service and contractors ▪ Maintaining a record of all visitors. ▪ Encouraging visitors to use hand sanitiser or handwashing facilities as they enter the premises. ▪ Requirement of visitors to wear mask and/or visor ▪ Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, works conducted on differing days/weekend ▪ All essential visitors to site subject to pre-attendance Covid-19 screening questionnaire and temperature screening whether essential visit or not. Attendance only permitted if questionnaire answers are suitable. ▪ All visitors are required to sign in registers of attendance to support track and trace requirements ▪ Contract cleaners remaining on site meeting cleaning criteria's – operate prior to shift commencing to enable social distancing ▪ Increased cleaning regime, to frequently touched areas, buttons, handles, locks. Cleaning protocols maintained in reception area ▪ Facilities replenishment such as water, vending supplies, tea, coffee, shopping (e.g. asda/shopping deliveries for kitchen products) follow self-distancing procedures on site and implement their company protocols as per supermarket policy. Water dispensers and vending to be replenished as per agreement, site visitors briefed on current isolation and distancing process ▪ All 2m distancing protocols must be adhered to by all visitors on site to minimise contact with other people: floor markings establish 2m distancing ▪ Customers/suppliers are contacted regarding visit changes	4	2	8
4.2 Providing and explaining available of guidance	- Lack of coherent communication relating to the necessary precautions to be taken by all attendees to site: People	4	3	12	▪ Restricted areas for delivery drivers with 'drop off' restricted to yard areas. ▪ Goods placed in visitor/reception area for collection (drop off/collection area) as reception is unmanned and therefore low risk distancing.	4	2	8

To make sure people understand what they need to do to maintain safety	entering site unaware of the requirements for social distancing and hygiene procedures staff, visitors, contractors, may lead to contracting of Covid-19 causing serious ill health				- Hygiene facilities available for delivery drivers on request - Social distancing and hygiene posters in place - Employees trained to receive and instruct delivery drivers on the social distancing /Hygiene and site access restriction - Communications updated with disease controls and visitor protocols. - Visitor protocols are also established with visual information at visitor signing in books (reception and maintenance) detailing process to follow ; 2m distancing, hand washing, pre- screen questionnaire, temperature screening - Hosts of the visitors attending site are responsible for ensuring their visitor are made aware of the disease control protocols in place and that they adhere to them whilst on site. Any non-adherence to these requirements and visitors may be asked to leave site				

5.0 Cleaning the Workplace

5.1 Before reopening	N/A – no closure of site								
5.2 keeping the workplace clean - To keep the workplace clean and prevent transmission by touching contaminated surfaces	Risk of not keeping the workplace clean and minimising contact transmission of the virus may lead to serious illness Specific risk to cleaners from close contact with surfaces potentially infected with the virus. Close contact of high exposure areas (canteen/frequently touched surfaces/splashes from contaminated surfaces Virus spread through contaminated surfaces	4	3	12	- Cleaners instructed to concentrate on areas / items with most frequent use – desk surfaces / door handles / hand rails etc. Reception area is unmanned and cleaning protocols are implemented - Waste management is in operation with regular removal of waste from within the factory/offices and removal from site. - Operational and office tasks limited to specific persons or teams to reduce the risk of spreading /catching the virus. Cleaning guidance issued to in-house cleaners which communicate PPE requirements, safe storage, disposal requirements and symptomatic person area clean down. Training of protocols carried out - Routine cleaning regimes implemented within departments between shifts and for common touch points relevant to particular areas, including cleaning of printers and shared tools and the washing /sanitisation of hands before and after use - Cleaning of printers and shared tools and the washing /sanitisation of hands before and after use - Cleaning company engaged to carry out regular sanitisation / clean of offices - See Appendix for specific guidance on cleaning after a known /suspected case. Provision of non-recycling bins for workers and visitors to dispose of single use face coverings and PPE. Guidance for information on how to dispose of personal or business waste, including face coverings and PPE established - PPE for cleaning activities is already an established requirement however this has been supported with use of gloves/goggles/aprons and medical masks are available for use Cleaning stations implemented within departments and office areas to enable self-cleaning of work areas with gloves use and handwashing required for transmission control	4	2	8
5.3 Hygiene – handwashing, sanitation facilities and toilets	Transmission of virus through lack of sanitation with Individuals and groups contracting COVID-19	4	3	12	- Signs /posters informing individuals of the need to wash hands frequently and effectively. -Hand washing protocols have been established and encouraged in line with government guidance.	4	2	8

Lack of sufficient handwashing and sanitation facilities					• -The need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available, has also been well communicated to encourage compliance. • -Welfare and hand washing facilities will remain maintained in good working order and well stocked • -Use of paper towels will be encouraged instead of hand dryer use where possible • Information provided regarding avoiding touching your face and the need to sneeze/cough into a tissue and dispose of safely • Regular communication on the latest guidance and encouraging feedback • Restrictions in place regarding the number of persons permitted into toilets and changing rooms to facilitate social distancing • Requirement to keep areas clean and to dispose of any rubbish correctly communicated • There is a sufficient provision of waste facilities for the increased use of paper towels around site used for hand drying and cleaning			
	Working on shop floor AFTER someone has displayed symptoms at work may lead to infection causing serious ill health				• Hand sanitiser stations and dispensers are made available throughout the site at contact points – entrance doors/ reception doors/smaller offices/ where there are distances from hand washing • Regular cleaning of the sanitation facilities is maintained to minimise contact transmission of shared equipment • Personnel displaying any symptoms of Covid-19 removed from site immediately and advised to self-isolate as per government guidance. Self- isolating requirements then apply in all cases • Clean down protocols have been established according to guidance provided by public health England and trained to those carrying out the function for clean down of work areas following suspicion of symptoms of an suspected or confirmed cases. This addresses cleaning and disinfection, waste and PPE •			
5.4 Changing rooms and showers To minimise the risk of transmission when using changing rooms	Transmission of virus through contact in changing rooms Lack of controls for changing room use No showers on site	4	3	12	• Regular cleaning routine will include any changing facilities where used, both during the day and at the end of the day. • Restrictions in place on the number of individuals permitted into bathrooms /toilets: Changing rooms are kept clean and clear of personal items. Social distancing will be achieved with the implementation of 1 in, 1 out policy • All rubbish is disposed of correctly • Facilities regularly cleaned • Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.	4	2	8
5.5 Handling goods, merchandise and other materials, and onsite vehicles	Lack of process for handling goods and materials No measures to reduce transmission resulting in individuals and groups contracting COVID-19	4	3	12	• Cleaning procedures for shared equipment touched after each use, such as tools, reused boxes, pallet trucks and forklift trucks etc. will be encourage within departmental areas where use is in place. • Wash hands thoroughly after receiving letters / parcels. • Dispose of any packaging • Employees are kept static in their role where possible and to minimise numbers of contact with equipment and reduce risk of transmission	4	2	8

To reduce transmission by contact with objects entering the workplace and vehicles at the worksite				▪ There is established encouragement of increased handwashing and sanitiser stations have increased for workers handling goods and equipment to use: Cleaning protocols established ▪ All company vehicles to be sanitized before and after use (as per SOP for their use) ▪ Use of disposable gloves for fuel purchases ▪ Preference is for vehicles not to be shared. ▪ Follow guidance in 7.2.2 below if vehicles are shared			

6 PPE and face coverings

6.0 PPE and face coverings	Transmission of the virus to individuals and groups	4	3	12	▪ The COVID-19 risk in the workplace is managed through social distancing, hygiene and fixed teams or partnering, not through PPE. ▪ The role of PPE in providing additional protection is extremely limited in an office/ manufacturing environment.	4	2	8
6.1 Face coverings	Incorrect use of face coverings/medical masks Lack of PPE resulting in a risk of contact with virus	4	3	12	▪ There is growing evidence that wearing a face covering in an enclosed space helps protect individuals and those around them from COVID-19. ▪ People are also encouraged to wear face coverings in enclosed public spaces where there are people they do not normally meet. ▪ Face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. **These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments** ▪ Although we do not include face coverings in our hierarchy of controls, we recognize and support the fact that individuals may choose to wear one and may benefit from their use. ▪ Formalised advice on wearing masks/coverings, including storage and disposal has been established, issued and promoted around the site for everyone. It is brought specific attention to those who wish to wear one. Handwashing and social distancing takes prominence in defence from transmission of Covid virus as per government guidance. ▪ The following advice on wearing face coverings has been made available to all employees ▪ Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. ▪ When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. ▪ Change your face covering if it becomes damp or if you've touched it. ▪ Continue to wash your hands regularly. ▪ Change and wash your face covering daily. ▪ If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. ▪ Practice social distancing wherever possible.	4	2	8

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				• **Visors/masks are worn when persons leave their workstation to move around site, particularly when out of their normal bubble** and whom work inter-departmentally, such as line management, engineering, non-production staff • Face-coverings can be made at home and can find guidance on how to do this and use them safely on GOV.UK.				

7. Workforce Management

7.1 Shift patterns & outbreaks Change the way work is organised to create distinct groups and reduce the number of contacts each worker has	Virus spread more easily through multiple points of contact throughout the company, risk to Individuals and groups contracting COVID-19	4	3	12	• Only employees who cannot work safely from home are onsite • Office areas are spaced to allow social distancing/ screening is in place • Work areas and teams have been identified to allow for social distancing and reduced interaction in the workplace as far as possible, people are split into teams within their department areas and there are specific shift groups that do not change unless absolutely necessary • >We will assist the **Test and Trace** service by keeping a temporary record of staff shift patterns for 21 days and assist NHS **Test and Trace** with requests for that data if needed, in order to contain any potential clusters or outbreaks. Further guidance see point 5 of Appendix • Shift patterns remain static and are staggered to minimise grouping and employee contact • Rest breaks and lunch breaks are staggered where possible to minimise employee grouping • Contact within departments is kept to the same people where possible, unless more people return to the business from furlough • Those persons entering site from homeworking is managed to prevent numbers of employees on site and desk use is in line with distancing requirements • Identifying areas where people have to directly pass things to each other, such as job information, spare parts, samples, raw materials the use of drop-off points are implemented where possible. Face visors are worn where it is identified this is not possible	4	2	8
7.1.1 Shift patterns and working groups Change the way work is organised to create distinct groups and reduce the number of contacts each worker has	Virus spread more easily through multiple points of contact throughout the company. Risk of Individuals and groups contracting COVID-19	4	4	16	• As far as possible, workers are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. • Close proximity working has been identified where people have to directly pass things to each other • The use of drop-off points between departments is established to limit direct between employees	4	2	8
7.1.2 Outbreak in the workplace - To provide guidance in the event of a COVID-19 outbreak in the workplace	Uncontrolled outbreak with large numbers of unidentified infected individuals	4	4	16	• An outbreak in the workplace will result in the activation of the company COVID -19 emergency response plan. • A single point of contact (SPOC) is nominated within the business for communications to /from the Government, HSE & NHS etc. • **Contacting the Local Health Protection Team (see appendix -7 & 8)**	4	2	8

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7.1.3 **Supporting the NHS** Objective: To support NHS Test and Trace				(red)	▪ The designated SPOC will contact the Health Protection Team for further guidance and management of outbreak if: ▪ We are following the requirements with regards to social distancing, but are still seeing more cases in the workplace. ▪ We think we might need to close the business because of the number of the people affected. ▪ In an incident such as somebody in the workplace being admitted to hospital and subsequently we are getting significant interest from local media. ▪ See individual business <u>action cards</u> for further information on when you should contact your local health protection team. ▪ Records of visitors / staff / shift patterns to be made available (last 21 days} to the Health Protection Team.			(orange)

7.2 Work related travel

7.2.1 **Cars, accommodation and visits** To avoid unnecessary work travel and keep people safe when they need to travel between work locations	Use of company vehicles and vehicles being shared, including Pool car use- off site errands, Company car use Site parking being suitable for numbers of employees when in use Transmission of virus through shared travel	4	3	12	▪ Remote meetings Microsoft Teams etc. are the preferred option before travel is considered ▪ Minimizing the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding face-to-face contact. ▪ Cleaning shared vehicles before and after use ▪ Ensuring that social interaction outside the purpose of the visit is kept to a minimum. ▪ Car parking is in a large plot (outside area), staggered shifts enable crossover between those leaving/entering cars so that social distancing can be maintained ▪ Ensuring that social interaction outside the purpose of the visit is kept to a minimum. ▪ Ensuring that the company / destination of the visit can provide evidence that they are operating within the COVID-19 secure in 2020 guidelines	4	2	8
7.2.2 **Work Related Travel** Travelling national or international for business or personnel travel: use of accommodation, delivering and visiting other locations	Risks of Travelling within the UK -Employees exposed to transmission risks and lack of social distancing when working off-site -Exposure during dining out/accommodation Personnel retuning from abroad may transit Covid-19 to personnel resulting in serious illness	4	3	12	▪ Remote meetings Microsoft Teams etc. are the preferred option before travel is considered ▪ Travellers for business are required to undertake individual risk assessments in conjunction with Occupational Health dept. ▪ All Travellers must have a traveller checklist completed prior to travel to ensure Covid safe travel and supporting information for overseas travel is established ▪ Persons visiting customer / supplier sites consistent to same persons. ▪ Person to person contact minimized during any site visit. ▪ Walking or cycling where possible promoted. Where not possible, use public transport or drive: use of a face covering when using public transport publicised ▪ Minimising the number of people who travel together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. ▪ Cleaning shared vehicles between shifts or on handover. ▪ Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation COVID-19 secure, including meets social distancing guidelines.	4	2	8

				- Current policy of restricted travel with authorisation only via steering group, remains in place until further notice - Return to work policy is implemented with Covid-19 and temperature screening implemented on return to site - Travel Policy reviewed in line with current guidance for travel once released. Protocols implemented as advised - Travel requirement to be established within the Covid policy- individual kits of PPE/sanitiser - Current policy implemented of travel ban on all overseas travel for business. This will be reviewed as government guidance changes - Covid and travel advice was issued whilst travel was still in place including Restrictions on business travel to identified countries as per government advice, hand washing and hygiene, avoidance of crowds and contact numbers for emergencies. This has now been incorporated in the site Travel Procedure - As per government guidelines any personnel returning to the UK from overseas travel where stipulated, will be required to self-isolate - - https://www.gov.uk/guidance/travel-advice-novel-coronavirus Microsoft Teams meetings etc. are the preferred option where possible before visiting sites **Car Sharing – Travelling to and from work** : o If car sharing for permitted travel then you must not share the car with someone from outside your household or your support bubble unless your journey is undertaken for a reasonably necessary reason, this includes as part of your work. Follow established SSOW. - opening windows for ventilation - travelling side by side or behind other people, rather than facing them, where seating arrangements allow - facing away from each other - considering seating arrangements to maximise distance between people in the vehicle - asking the driver and passengers to wear a face covering -Cleaning shared vehicles between shifts or on handover, using standard cleaning products - make sure you clean door handles and other areas that people may touch			

7.3 Communications and Training

7.3.1 Returning to work – Ensure all employees understand safety measures for Covid-19 whether from furlough or homeworking Returning to work: **Long Covid-19**	Workers unaware of safety procedures unwittingly not adhering to COVID-19 safe working requirements resulting in Individuals and groups contracting COVID-19	4	3	12	- All employees returning to site are taken through a briefing on the site requirements and expectations with regards to social distancing, hygiene and cleaning procedures and protocols relevant to COVID-19 controls in the business - Safety concern system encouraging feedback and suggestions from employees - Any employee who intends to return to work after a period of self-isolation must first have contact and Pre-screener questionnaire completed to confirm they are fit to return and have followed government guidelines concerning self-isolation. **Long Covid** – Individuals suffering with long-term effects of Covid-19 should speak to HR or Occupational Health via their manager for any concerns they may have regarding their fitness and	4	2	8

wellbeing.

- Individuals recovering from covid-19 infection should speak to their GP about local care pathways for support and assessment of any long-term symptoms or health problems.
- Where changes to physical or mental wellbeing are reported, risk assessments should be undertaken to identify if any adjustments to work practice or environment are necessary
- Persistent health problems reported, but not exclusive to following COVID-19 infection include:

  ➢ -respiratory symptoms and conditions such as chronic cough, shortness of breath, lung inflammation and fibrosis, and pulmonary vascular disease
  ➢ -cardiovascular symptoms and disease such as chest tightness, acute myocarditis, and heart failure
  ➢ -protracted loss or change of smell and taste
  ➢ -mental health problems including depression, anxiety, and cognitive difficulties
  ➢ -inflammatory disorders such as myalgia, multisystem inflammatory syndrome, Guillain-Barre syndrome, or neuralgic amyotrophy
  ➢ -gastrointestinal disturbance with diarrhoea
  ➢ -continuing headaches
  ➢ -fatigue, weakness, and sleeplessness
  ➢ -liver and kidney dysfunction
  ➢ -clotting disorders and thrombosis
  ➢ -lymphadenopathy
  ➢ -skin rashes

7.3.2 **Ongoing communications and signage** Making sure all workers are kept up to date with how safety measures are being implemented or updated	Lack of communication reaching all employees throughout the business which may lead not adhering to COVID-19 safe working requirements resulting in Individuals and groups contracting COVID-19	4	3	12	▪ Communication streams are established and protocols in place for clear communication throughout site. Regular updates on changes to government guidance communicated ▪ Regular contact maintained with all homeworkers through daily group call ins and one to one manager calls if identified as necessary ▪ Ongoing reminders of requirements displayed through notices / power point presentations/ digital screens communications encouraging feedback from all employees ▪ The importance of mental health and wellbeing is focussed to support all employees through these times of uncertainty: communications regarding the EAP and OH resource available to all employees ▪ Posters and signage periodical updated to refresh the social distancing and hygiene message ▪ Image and text is used in consideration of groups for which English may not be their first language. ▪ Ongoing engagement with workers through the TCC (Teconnex communication committee) is maintained ▪ Facts and information provided clearly and from published guidance from relevant resources, such as the government, Public Health England, ACAS, etc. ▪ Communicating requirements to interested parties who attend site	4	2	8
7.4 Homeworking Employees now Homeworking as a	-Risk of Ergonomic issues with unsuitable workstations, risk of upper body limb disorder				▪ All employees designated to work from home have been subject to DSE assessment by H&S dept. ▪ Individuals homeworking have received follow up DSE supporting calls to ensure they were sufficiently set up and were not encountering issues whilst currently homeworking	4	2	8

TEC364 V2

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requirement of Covid-19 distancing	-mental health and wellbeing risks, (refer to mental health section)				▪ Equipment has been provided related to individual role requirements to enable jobs to be carried out effectively, including remote access to work systems ▪ All equipment to be inspected by employee before use to ensure no visible damage ▪ No fault repairs to be attempted any employees- full access to IT support available for all home based work related activities ▪ E-Learning Ergonomic and workstation essentials distributed to all homeworkers to provide guidance on correct workstation setup ▪ Mental Health & wellbeing guidance document distributed to all homeworkers, specifically related to homeworking support (see mental health and wellbeing section) ▪ Management has continued contact established through all depts. for homeworkers to support communication streams: homeworking questionnaire has been established for all areas to assist policy development ▪ Homeworking policy established ▪ Employees required to attend offices to work will be working in Covid secure environment: where screening is not yet implemented then employee rotation will manage attendees with 2m distancing, cleaning, clean desk policy maintained			
8. Inbound & outbound goods To maintain social distancing and avoid surface transmission when goods enter or leave site	Risk of not maintaining social distance when goods enter and leave site which may lead to close contact with others potentially coming into contact with Covid-19 leading to serious injury Transmission of virus through delivery and collections of goods	4	3	12	▪ Drivers encouraged to stay in their vehicles to avoid entrance onto site and minimise contact with employees. Paperwork obtained at this point to minimise exchange with people within the building ▪ Use of welfare facilities and drinks machine permissible by drivers only, no contact with logistics office will be permitted ▪ Hand washing is encouraged as per government guidance and posters are supplied in pictorial format for non- English speakers ▪ Sanitiser is provided to where goods-in area ▪ The same employees are used for delivery/ collection loading/unloading to minimise employee contact ▪ Drop off/collection area within offices to support non-contact deliveries (e.g. company post) ▪ Gloves and masks made available for use for deliveries which are required to enter site (e.g. water bottle supplies) ▪ Clear external and internal signage established for site protocols of safe entry to site and directions to waiting areas and welfare facilities	4	2	8
9. Mental Health & Wellbeing	Risk of poor mental health and wellbeing impacted due to aspects of furlough, homeworking and working on site Effects of changing environments, isolation, financial worries, bereavement, medical concerns, increased work tensions, fear and anxiety Impacts of redundancy or shift changes	4	3	12	▪ Support and guidance documents are provided for all employees whether working on site or homeworking. Communications include Public Health England, general wellbeing guides, mental health support sites ▪ Homeworking wellbeing documents produced by Public Health England have been sent in addition to other supports for homeworkers ▪ Additional support web links are sent via newsletter and briefings to provide if identified as a point of reference, such as minds matter services, bereavement support, infectious disease information and children communication support. This will continue and information resources are established ▪ An Occupational Health resource remains on site keeping direct interaction and follow up available for identified issues. Support for individuals to speak to OH remains available for management referrals	4	2	8

				▪ Covid assessments prior to retuning to work carried out by OH provides an opportunity of discussion including individual mental health and general wellbeing ▪ Employee Assistance Programme (EAP) service has been launched and access provided for all employees. Use has been encouraged and promoted with communication via H&S Briefings, posters and full site Newsletters to all employees personal emails ▪ Mental Health Week has been promoted by OH with the provision of resources for employees to contact if required ▪ Continual review of mental health and wellbeing support available is made to provide resources to employees			
10. Occupational Health Surveillance	Risk of incompletion of statutory Occupational Health requirements, transmission of virus during Occupational Health activities and reduced service Potential risk to employees of dermatitis due to disease control frequent hand washing and sanitiser use			▪ Advice and guidance is followed as provided by the Occupational Health Council and government guidance with our site protocols adjusted to maintain compliance ▪ There is a 3rd Party service commissioned (SEQOHS / COHPA registered) in event of current occupational health service not being maintained ▪ Refer to RA-424 Occupational Health Tasks ▪ Throughout site, a supply of hand care products are available to protect employees from dermatitis and its use is encouraged (soft soaps, barrier creams and restoration creams) ▪ Skin surveillance programmes are established and monitored ▪ Hand care and hand washing techniques: posters and information on digital screens, are promoted throughout the site	4	1	4
11. Tests and Vaccinations: **Workplace testing** If employees have: -received a recent negative test, or -had the vaccine (either 1 or 2 doses) It is important that we continue to follow the Covid secure measures	Risk of Uncontrolled outbreak in the workplace Individuals not maintaining social distancing in the workplace Risk of Individuals and groups contracting COVID-19			▪ Social distancing {2metres} requirements introduced to all areas of the business ▪ Increased frequency of hand washing, and surface cleaning communicated to all. ▪ Cleaning stations in place in all areas, including offices for all desks & printers etc. ▪ Hierarchy of control considerations if social distancing is not possible, including, Keeping activity as short as possible, Reducing the number of people involved {fixed teams}, Options of back to back, or side to side rather than face to face, Screens or barriers between individuals. ▪ LFD testing is available at local government sites and is the preferred option whilst Covid Secure controls remain effective (see appendix 9)			

HSE Risk Rating Calculations Matrix

Key:		Colour Code
S = Severity		High Risk
L = Liklihood		Medium Risk
R = Risk		Low Risk

Likelihood ↓ Severity	Likely (5)	Probable (4)	Possible (3)	Unlikely (2)	Very Unlikely (1)
Fatality (4)	20	16	12	8	4
Major Injury (3)	15	12	9	6	3
Minor Injury (2)	10	8	6	4	2
No Injury (1)	5	4	3	2	1

Appendix

▪	Guidance on cleaning after a known or suspected case of Covid-19	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
▪	Clinically extremely vulnerable	Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP. Guidance on who is in this group can be found here: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
▪	Clinically vulnerable people	Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions and / or minority ethnicity (BAME) backgrounds COVID-19: review of disparities in risks and outcomes - GOV.UK (www.gov.uk)
▪	NHS test and trace: workplace guidance	https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance
▪	Maintaining records of staff, customers and visitors to support NHS Test and Trace	https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace
▪	Risk controls based on the Covid-19 hierarchy of control	Covid-19 hierarchy of control Most effective — Elimination (not applicable) Substitution (not applicable) Engineering controls (ventilation, physical barriers) Administrative controls (training on distancing, distance markings and signage) PPE/RPE (masks, respirators, gloves) Least effective
▪	Reporting an outbreak in the workplace	COVID-19 early outbreak management - GOV.UK (www.gov.uk) NHS Test and Trace in the workplace - GOV.UK (www.gov.uk)

Health & safety Risk Assessment

▪ Action cards -reference Local Health Protection Teams	Industrial Workplaces Action Cards - Coronavirus Resource centre (phe.gov.uk)	
▪ Link to local asymptomatic test site information	Tests for Bradford: Coronavirus testing in Bradford District | Bradford Council	
▪ Ventilation	HSE : Ventilation and air conditioning during the coronavirus (COVID-19) pandemic : Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)	

HSE Management Authorisation	Name : Heather Dearden	Signature :	Date : 15.04.21	Comments:
HSE Management Review	Name Kim Iverson	Signature K Iverson	Date 24/02/21	

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Document Review

Date	Issue Number	Update	Section
17/03/20	1	Original	
18/05/20	2	Updated guidance on ventilation and mitigating against the transmission of COVID-19	2.3 Ventilation
27/05/20	3	Include guidance on cleaning and disposing of personal or business waste, including face coverings and PPE	5.2 Keeping your workplace clean
10/06/20	4	Updated guidance on the need to self-isolate if advised by the government's Test and Trace service and the need to keep shift records	2.2 People who need to self-isolate, 7.1 Shift patterns & outbreaks
28/06/20	5	Updated guidance on social distancing to reflect 2m, or 1m with risk mitigation where 2m is not viable is acceptable. Updated to discourage loud shouting and music Updated to include guidance in case of a lockdown Updated to include link to DHSC guidance on Test and Trace Update to the COVID-19 secure poster to reflect 2m, or 1m with risk mitigation where 2m is not viable is acceptable	o Managing Risk 1. Thinking about risk 7.1 Shift patterns and outbreaks 1.2 Sharing the results of your risk assessment
30/07/20	6	Include guidance in the event of a COVID-19 outbreak in the workplace as section 7.1.2 Updated guidance on working from home Updated guidance on ventilation and mitigating against the transmission of COVID-19 Updated guidance on the use of public transport for work related travel Updated guidance on workforce consultation in advance of returning to work Guidance on those at higher risk of COVID-19	7.1 Shift patterns and outbreaks 2. Who should go to work 'staying covid-19 secure in 2020' poster 2.3 Ventilation 7.2 Work related travel 2. Who should go to work 2.1 Protecting people who are at higher risk
15/09/20	7	Updated guidance to mandate the collection of Test and Trace data Updated guidance on working from home	7.1 Shift patters and outbreaks 2. Who should go to work
02/10/20	8	Guidance for workers travelling to and from work Updated guidance on business obligations to support staff self-isolating.	3.1 Coming to work and leaving work 2.2 People who need to self-isolate
10/11/20	9	Update gov. guidance homeworking- stay at home. New national guidance Updated guidance on car sharing for travel to and from work Clinically extremely vulnerable individuals not attending work for this period of restrictions Self-isolation	1.1 From November 4th 2020 People should stay at home where possible and should only travel to work if they cannot work from home 7.2.2 Car Sharing 2.1 Protecting people who are at higher risk 7.3.1 Legal requirement to self-isolate
10/12/20	10	Managing Risk -Working from home updated in line with Tier system Protecting the extremely vulnerable within the Tier system. Updated to capture effective ventilation during winter months and the use of ceiling /desk fans	a. Date change to recognise introduction of Tier system 2.1 Protecting people who are at higher risk 2.3 Ventilation

TEC364 V2

		Updated to capture Car sharing and effective ventilation in vehicles Link updated to capture groups of people who are more at risk	3.1 Coming to work and leaving work – Car Sharing Appendix 3
10/01/21	11	Update to capture introduction of Tier 4 – Extremely Vulnerable people should not attend work Date change to confirm Tier 4 working from home requirement	2.1 Protecting people who are at higher risk 1.1 Managing Risk
15/01/21	12	Update to capture lock down requirement – working from home requirement with new lockdown. Update to include T4 and lockdown requirement regarding extremely vulnerable persons – stay at home advise	o Managing Risk 2.1 Protecting people who are at higher risk
01/02/21	13	Update of information concerning contact with the Local Health Protection Team – changes to 5 case reporting.	7.1.2 Outbreak in the workplace
16/02/21	14	Update of information concerning contact with the Local Health Protection Team Addition of new section regarding Tests and Vaccinations Link to 'Action Cards' reference LHPT's Link to local asymptomatic test sites Reference to revised guidance with regards to Extremely Vulnerable persons	7.1.2 Outbreak in the workplace 11.Tests and Vaccinations Appendix 7 Appendix 8 2.1 Protecting people who are at higher risk
25/02/21	15	Returning to work - Persons referencing Long Covid-19	7.3.1 Returning to work
20/03/21	16	Ventilation – In shared vehicles and In workplaces	2.3 Ventilation
10/04/21	17	End of shielding advice	2.1 Protecting people who are at higher risk

TEC364 V2