

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •



- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer BRIT-POL LTD Date 04-06-2020

Langness Management Services Limited Office: 01469 541538

Who to contact: Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)



GENERAL RISK ASSESSMENT

COMPANY	Brit-Pol Ltd Lancaster Approach North Killingholme North Lincolnshire DN40 3JY	REFERENCE NUMBER	
		EMPLOYEE GROUP	Employees & Others
		TASK	Return to work during Covid-19 outbreak
		PREMISES	Site
ASSESSORS NAME		DATE	4th June 2020
ASSESSMENT SUMMARY			
<p>This assessment is based upon information received at the time and understanding of general management and tasks. It is based upon latest advice and guidance as issued by UK Government. Dynamic re-assessment may be required to account for subsequent changes in circumstances, conditions or official advice from Government bodies. The company should regularly review this document to ensure current.</p> <p>This assessment relates to risks arising from working within Company areas of responsibility in relation to Covid-19 and should be considered alongside existing risk assessments.</p> <p>The health and well being of employees will be given the highest priority. Personal hygiene will be maintained to the highest of standards with suitable levels of general cleaning products and hand cleaning and sanitising products maintained. Regular cleaning of premises and equipment will be undertaken.</p>			
SIGNIFICANT RISKS REQUIRING ACTION	PERSONS AT RISK	ACTION REQUIRED	
Transmission of Covid-19 virus	All	Employees should disclose if they or those who they have had close contact with suffer symptoms or have been confirmed as carrying covid-19.	
SIGNIFICANT FINDINGS			
<p>Signage should be in place at office entrance and yard gate informing of Covid-19 restrictions in place, authorised visitors only.</p> <p>Building front door secured, authorised persons only. All drivers to be instructed on rules.</p> <p>Hand sanitiser & anti-bacterial wipers readily available for all employees and visitors.</p> <p>Paper towels should be given priority over other methods for hand drying</p> <p>Company to ensure rules and restrictions in place at lorry delivery/collection sites are received from clients and passed to drivers before attending sites.</p> <p>Personnel must not congregate in foyer or kitchen areas.</p> <p>Some staff to be relocated to repurposed rooms to allow social distancing.</p>			
OTHER RELEVANT ASSESSMENTS	Normal work and site risk assessments		
ASSESSORS SIGNATURE			

HAZARD TYPE	DESCRIPTION OF HAZARD	LIKELIHOOD OF OCCURRENCE	PROBABLE SEVERITY	RISK RATING	EXISTING CONTROLS / COMMENTS AND FURTHER ACTION
		(0 – 6)	X	(0 – 6)	=
ACCESS/EXIT	Unauthorised access to premises and working areas	2	4	8	Secure gate to main yard Secure building front door. Authorised persons only. Signage in place warning of restrictions. Visitors should be pre-booked and authorised
	Access/exit from main offices restricting social distancing rules	3	3	9	One main entry/exit point Personnel must not congregate in foyer or kitchen areas. Authorised persons only to access building Where possible work times and break times to be staggered to minimise flow
BIOLOGICAL AGENTS	Contact with virus (Social Distancing Offices)	3	4	12	Social distancing will be achieved wherever possible. Office layout does not offer easy social distancing. Some staff to be relocated to repurposed rooms to allow social distancing. Staff should remain in small groups as far as practicable to reduce contact. Maintain small regular groups. Breaks to be staggered to ensure that only one person in the canteen One person only should use toilets at a time Face coverings are not required to be worn but are available should staff request. Employees instructed on rules
	Contact with virus (Social Distancing Drivers)	2	4	8	Drivers to ensure social distancing is achieved wherever possible, particularly when on sites during (un)loading No passengers permitted in vehicles Drivers provided with instructions & procedures relevant to sites when delivering/collecting Drivers should remain in cabs wherever possible, except for load unloading, securing, checking & other essential tasks, maintain social distancing PPE including face coverings & gloves to be available to drivers Drivers to be provided with information

					relating to Covid-19 & rules
BIOLOGICAL AGENTS (Cont)	Contact with virus (General spreading by person)	2	4	8	Employees will be provided with guidance relating to coughing, sneezing, hand shaking & other contact that may allow spread of virus Tissues should be available for employees. Employees should use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. Sufficient hand soap available at toilets for hand washing Hand sanitiser available at building pedestrian entry, offices, canteen & company vehicles. Employees advised on correct use Wherever possible start & finish times and arrival/departure times at sites will be staggered to minimise crowding
	Contact with virus (Drivers booking in/out, collecting/delivering documents etc)	2	4	8	Drivers are not routinely permitted to enter the main offices Secure entrance door to building Facilities externally for dropping off/collecting documentation etc Procedures in place to ensure safe collection/distribution and handling of documentation once in offices
	Contact with virus (Spreading by contact with surfaces)	2	4	8	Regular building cleaning schedule in place Drivers instructed to clean vehicles regularly & wipe down steering wheel, switches etc Anti-bacterial wipes readily available in offices, canteen, company vehicles and areas where shared surface contact likely. Office staff to clean keyboards, screens, desk, etc before & after use Use of shared workspaces minimised where possible
	See also 'Poor Hygiene' section				
FIRE/EXPLOSION	Increased risk from poor controls, supervision & management	2	4	8	Review fire procedures to ensure current and in line with working methods and sufficient numbers of staff available to manage an incident Employees to be instructed on procedures, roles & requirements

FIRST AID COVER	Increased risk due to lack of first aid cover	2	3	6	Sufficient first aiders available within offices and mutually shared with other occupants to ensure site cover maintained. First aid kits available (offices & vehicles), staff aware of basic use Staff aware of how to summon emergency assistance
HAZARDOUS SUBSTANCES	Reaction to using alcohol hand sanitiser	1	3	3	Company will ensure hand sanitiser is purchased from recognised suppliers only Employees to report any symptoms considered to be as a result of using hand sanitiser Consideration will be given to providing hand moisturiser or barrier cream as employees will be expected to wash their hands regularly.
INAPPROPRIATE CLOTHING	Failure to wear supplied PPE when required	2	4	8	PPE supplied and employees instructed on use Non-medical face coverings available for drivers and where other employees request Suitable gloves (Nitrile) readily available and to be worn where necessary Employees to be instructed on use and limitations
POOR HOUSEKEEPING	Infection from failure to maintain high standards	2	4	8	Cleaning schedule implemented throughout the premises Drivers instructed to clean vehicles regularly & wipe down steering wheel, switches etc with anti-bacterial wipes Suitable anti-bacterial cleaning materials readily available for drivers and other employees. Employees should clean areas and equipment they may come into contact with (door handles, work surfaces, tools etc) before and after contact with anti-bacterial wipes. Kitchen users should wipe down all equipment they handle in kitchen areas after use with anti-bacterial cleaning substances All employees to be instructed to maintain high housekeeping standards

POOR HYGIENE	Infection from failure to maintain personal hygiene standards	2	4	8	<p>Employees reminded to follow high personal hygiene standards in particular;</p> <ul style="list-style-type: none"> • to wash hands with soap regularly and thoroughly, for at least 20 seconds. • not to touch their eyes, nose or mouth if their hands are not clean. • to use hand sanitiser • to use provided PPE <p>Consideration will be given to providing hand moisturiser or barrier cream as employees will be expected to wash their hands regularly.</p>
	Additional risks to drivers from failure to maintain personal hygiene standards	2	4	8	<p>Drivers to receive suitable information relating to hygiene</p> <p>Drivers should wash hands wherever possible with soap and water, particularly before boarding vehicle</p> <p>Sufficient hand sanitiser & anti-bacterial wipes to be available in cabs</p> <p>Drivers should clean hands with hand sanitiser/wipes after every drop off & collection</p> <p>Drivers should frequently clean objects and surfaces that are touched regularly, such as door handles, fuel pumps and vehicle keys.</p> <p>Company should ensure that delivery/collection sites can provide suitable toileting/welfare facilities for drivers to</p>
	Infection from poor company hygiene standards	1	4	4	<p>Welfare facilities will contain suitable levels of soap, antibacterial gel and hand drying methods. Paper towels should be given priority over other methods.</p> <p>Robust cleaning schedule in place</p> <p>Anti-bacterial wipes readily available in offices, canteen, company vehicles and areas where shared surface contact likely.</p>
	Infection from failure to wear face covering correctly	2	4	8	<p>Non-medical face coverings available for drivers and if requested for other employees</p> <p>Staff should be trained in correct use & limitations in particular;</p> <ul style="list-style-type: none"> • Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting face covering

					<ul style="list-style-type: none"> on, and after removing it. When wearing a face covering, avoid touching face or face covering (could contaminate with germs from hands) Change face covering if it becomes damp or if you've touched it. Continue to wash hands regularly. Change and wash 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 usual waste. Practise social distancing wherever possible.
WORK STATIONS	See 'Poor Housekeeping' & 'Poor Hygiene' sections				
RISKS FROM & TO THIRD PARTIES	Catching from others or infecting others	2	4	8	<p>Employees should disclose if they or those who they have had close contact with suffer symptoms</p> <p>Procedures in place for employees to inform company if suffering symptoms or isolating</p> <p>Contact with personnel suspected of having caught COVID-19 should be avoided.</p> <p>Employees who have symptoms described within government guidelines are to self-isolate for 7 days and should request a test as per current government guidance</p> <p>Employees living with others who display symptoms should stay at home for 14 days from the day the first person got symptoms.</p> <p>Procedures in place for safe removal of person from site who may have become unwell during the working day to include</p> <ul style="list-style-type: none"> safe route, minimal contact with others tracing, tracking & informing of those who may have had contact at work cleaning of working area and route from premises <p>Procedures in place for safe return of driver to base and then home if suffering symptoms</p>

RISK NOT MENTIONED ABOVE (STATE)					
DELIVERIES/COLLECTIONS	Risk to employees from delivery drivers and delivered materials to company site	2	4	8	<p>Procedures to be in place for safe deliveries/collections at sites</p> <p>Contact with any delivered item should be restricted, where possible items should be wiped with anti-bacterial wipes or handled with nitrile gloves</p> <p>Where possible nominated person should be responsible for all deliveries to site</p>
TRAVEL	Catching or passing infection during travel to/from work	3	4	12	<p>Travel to and from work should be by private vehicle, alone where possible</p> <p>Employees should not access public transport unless absolutely necessary and then only following current government guidance</p> <p>When using public transport employees should wear non-medical face coverings</p> <p>Non-essential travel should be avoided.</p>
GENERAL TRAVEL COMPANY VEHICLES	Catching or passing infection during travel in company vehicles	2	4	8	<p>Employees use dedicated vehicles and travel alone or in small, dedicated teams/partners</p> <p>Hand sanitiser and anti-bacterial wipes in vehicles</p> <p>Drivers should wipe surfaces (steering wheel, switches etc) prior to and after use</p> <p>Face coverings & gloves available</p>
AT RISK EMPLOYEES	Those deemed at risk by government advice	1	4	4	<p>Procedures in place to identify potential or actual at risk employees.</p> <p>At-risk employees will be strongly advised to self-isolate in line with government guidance and will not be permitted to undertake work at company premises unless specifically agreed and authorised by company management.</p>
HIGH RISK EMPLOYEES	Those deemed at higher risk by government advice				<p>Procedures in place to identify those at higher risk.</p> <p>Employees known to be at Higher risk will be required to follow government guidance and will not be permitted to undertake work at company premises unless specifically agreed and authorised by company management and appropriate measures are put in place.</p> <p>At present these include;</p> <ul style="list-style-type: none"> ○ Pregnant women ○ People over 70 ○ People who have had an organ transplant and are taking

					<ul style="list-style-type: none"> ○ immunosuppressant medicine ○ People who are having chemotherapy or radiotherapy ○ People who have blood or bone marrow cancer ○ People who have a severe chest condition, such as cystic fibrosis or severe asthma ○ People who have other serious health conditions
LACK OF AWARENESS	Increased risk from lack of awareness of disease and appropriate control measures	2	4	8	<p>The latest government campaign posters should be displayed in the welfare areas and in suitable places around site.</p> <p>Regular updates issued to all employees including drivers relating to national and company rules and requirements</p> <p>Regular toolbox talks and safety briefings should be carried out, warning employees of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>The company will continually review and adopt new government / WHO guidance as and when it is available.</p>