

CORONAVIRUS (COVID-19) RISK ASSESSMENT

RESPONSIBLE COMPANY	PALMER TIMBER LTD	SITE ADDRESS	Granville Works, Station Road, Cradley Health, West Midlands, B64 6PW
DATE(S) ASSESSMENT UNDERTAKEN	30th March, 2021	VERSION	3.0
ASSESSMENT UNDERTAKEN BY	Daryl Smallman (Group Health & Safety Manager) <i>D M Smallman</i> 30/03/2021 Assistance from Ian Cox (Operations Director) and Chris Baugh (HR Manager)		
HAZARDS AND WHO COULD BE HARMED	<p>In all activities and situations the HAZARD is the spread of the Covid-19 virus which could potentially be transmitted to persons who are directly or indirectly involved with the company's operations.</p> <p>In all activities and situations the HARM is that persons could potentially become infected by the Covid-19 virus and become seriously ill dependent upon their underlying medical condition.</p>		
SOURCES OF INFORMATION	<p>HM Government working safely during COVID-19 in factories, plants and warehouses. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>		
MANAGEMENT OF THE RISK (PROCEDURAL DOCUMENTS)	Please refer to COVID-19 Employee General Information & Instructions for further details of company procedures relating to the general control measures adopted on site and during company operations.		

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ACTIVITY / SITUATION	POTENTIAL HAZARDOUS EVENT	WHO IS AT RISK	CONTROL MEASURES	OTHER INFORMATION & RECOMMENDATIONS
1) Persons attending work.	Person presents or reports COVID-19 symptoms i.e. new or continuous cough &/or high temperature & a recent loss of taste or smell.	The person them self. Other persons they are in close contact with.	Report symptoms immediately to their Line Manager or Director prior to attending work. If person is actually on site they should be isolated from other persons & arrangements made for them to return to their home as soon as is practical. Person to refer to nhs.uk website for further advice & to arrange a test. Call 119 if no internet access is available. Person should self-isolate at home in accordance with current guidance. Employees to work from home if practical.	See COVID-19 Employee General Information & Instruction Document (v2 March 2021) Workplace COVID-19 testing kits to be ordered from government website.
2) Persons attending work.	Person has another household member with COVID-19 symptoms i.e. new or continuous cough or high temperature & a recent loss of taste or smell.	The person them self. Other persons they are in close contact with.	Report situation immediately to their Line Manager or Director prior to attending work. Person to refer to nhs.uk website for further advice & to arrange a test. Call 119 if no internet access is available. Employees to work from home if practical.	See COVID-19 Employee General Information & Instruction Document (v2 March 2021)
3) Persons attending work.	Person has a diagnosed medical condition that poses an increased underlying risk if infected by the COVID-19 virus.	The person them self.	Employees to keep company informed of their medical situation via information from GP's & also by the completion of health questionnaires. GP & government guidance is then followed relating to the situation presented. Follow social distancing guidance & hygiene protocol in the workplace. Face covering is worn when entering or leaving site, & whilst moving around site away from person's normal place of work.	See COVID-19 Employee General Information & Instruction Document (v2 March 2021) Also See definition of the vulnerable group lists.
4) Persons attending work.	Person has another household member who is on the vulnerable group lists.	The person them self. Vulnerable member of the household.	Employee to report the situation to their Line Manager or Director. Consideration for person to undertake any practical alternative roles on site. Follow social distancing guidance & hygiene protocol in the workplace.	Employees with childcare issues or who have to look after other dependents should report this situation to their Line Manager or Director so the circumstances can be reviewed.

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5) Persons attending work.	Person has another household member with a confirmed case of COVID-19.	The person them self. Other persons they are in close contact with.	Report the circumstances to Line Manager or Director prior to attending work. Person to refer to nhs.uk website for further advice & to arrange a test. Call 119 if no internet access is available.	See COVID-19 Employee General Information & Instruction Document (v2 March 2021)
6) Travelling to site.	Person in contact with various members of the public.	The person them self. Other persons they are in close contact with.	Follow social distancing guidance & keep safe distances away from other persons. Avoid any unnecessary stops on your journey to work. If using a car or van to get to work, always attempt to travel alone except for members of your own household. If having to travel to work in the same vehicle as non-household members then face coverings are required to be worn. Consider seating arrangements inside the vehicle & try to keep the windows open. Avoid using public transport to travel to work wherever possible. Where this cannot be avoided, a face covering must be worn in accordance with government guidelines.	See COVID-19 Employee General Information & Instruction Document (v2 March 2021)
7) Arrival at site.	Person in contact with other persons already on site.	The person them self. Other persons they are in close contact with.	All persons arriving at site are advised to wash or sanitise their hands before entry. Follow social distancing guidance & keep safe distances away from other persons. Face coverings or masks must be worn. Employees are required to arrive on site in accordance with their designated shift starting times, which will be staggered wherever practical. Employees will park vehicles in the designated car park areas. Parking will initially be away from other parked vehicles. If having to park directly next to another occupied vehicle then wait for them to get out first & then follow from a safe distance. Bicycles will be left at the designated area. Employees must not walk from the car park areas in groups & social distancing protocol should be maintained upon arrival to site.	Biometric face-scanner to be introduced on-site for time & attendance purposes for hourly paid workers. (Located in the Mill where old hand-scanner was positioned)

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8) Leaving site at end of a shift or working day.	Person in close contact with other persons also leaving site.	The person them self. Other persons they are in close contact with.	Follow social distancing guidance & keep safe distances away from other persons. Face coverings or masks must be worn. Shift operational finishing times on site will be staggered wherever practical. All persons leaving site are advised to thoroughly wash or sanitise their hands. Employees must not walk to the car park areas in groups & social distancing protocol should be maintained upon leaving the site.	
9) Leaving site during a shift or a working day.	Person in contact with various members of the public.	The person them self. Other persons they are in close contact with.	Employees are generally encouraged not leave site during a normal working day. If this cannot be avoided then all social distancing & hygiene protocol in place for arriving & leaving site must be followed including the wearing of face coverings.	
10) General movements around site.	Person in contact with other persons on site.	The person them self. Other persons they are in close contact with on site.	Use of COVID-19 marshals on site. Follow social distancing guidance & keep safe distances away from other persons. Face coverings or masks must be worn. Follow any instructional signs or notices which are displayed around the site. If you meet another person along an access route, a corridor or a passageway, then back-up or step aside in order for safe social distancing to be maintained. All non-essential movements around site will be discouraged & operational activities will be planned to reduce any job rotation. Communication via the use of two-way radios, office telephones & mobile phones. If moving between buildings employees are advised to sanitise hands upon entry/exit. ('Scrub- in' & 'Scrub-out') Employees instructed to catch coughs/sneezes with a tissue or their arm.	All Directors, Managers, Supervisors, Fire Marshals & First Aiders have been advised to monitor social distancing protocol on site, & will remind employees of their responsibilities, if necessary.

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11) Working in the Mill areas.	Person in contact with other persons working in this area.	The person them self. Other persons they are in close contact with.	Mill areas are covered factory buildings with high roofs allowing for good general ventilation around working spaces. 20 employees can be working in this area. Normally 2 employees work on a machine. Follow social distancing guidance & keep safe distances away from other persons. Hand sanitiser stations are in place on site. Persons can also use their own sanitiser if this is a more practical option. Operatives are advised to wash or sanitise their hands more frequently & to catch coughs/sneezes with a tissue or their arm. Operatives to remain in their designated working areas & unnecessary movement to other working areas should be avoided.* Regular wiping of controls, surfaces & equipment around the working areas. Employees to be kept in the same working teams as much as possible.	See No.18: Operation of machines & equipment. * Face coverings or masks are worn when moving away from the designated working area. Gloves are worn as part of normal operations.
12) Working in the Tool Room area.	Person in contact with other persons working in this area.	The person them self. Other persons they are in close contact with.	The Tool Room is a smaller enclosed area within the main Mill. This has a high ceiling which allows for adequate general ventilation around working spaces. 4-5 employees can be working in this area. Follow social distancing guidance & keep safe distances away from other persons.* Hand sanitiser stations are in place on site. Persons can also use their own sanitiser if this is a more practical option. Operatives are advised to wash or sanitise their hands more frequently & to catch coughs/sneezes with a tissue or their arm. Tool Room is not to be used for general pedestrian access into Mill 1 (See signage) Regular wiping of controls, work surfaces, computer keyboard, telephone & other shared equipment within the area. General handling & contact with paperwork to be kept to a minimum.	See No.13: Exchanging machine tooling. * Face coverings or masks are worn when moving away from the designated working area. Gloves are worn as part of normal operations.

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13) Exchanging of machine tooling between the Tool Room & Mill areas.	Person in contact with other persons working in these areas.	The person them self. Other persons they are in close contact with.	Machine tooling trolley is taken into the Tool Room via the double-doors by one person who then waits for assistance in the designated area. Thoroughfare access in the Tool Room is restricted & appropriate instructional notices have been displayed. Access into the Tool Room is blocked off. Follow social distancing guidance & keep safe distances away from other persons.* Gloves worn to handle machine tooling.	* Face coverings or masks are worn when moving away from the designated working area.
14) Working in the timber storage sheds.	Person in contact with another person working in this area.	The person them self. Other person they are in close contact with.	The timber storage sheds are covered buildings with high roofs allowing for good general ventilation around working spaces. Normally 2-man teams sort timber packs. Follow social distancing guidance & keep safe distances away from other persons. Hand sanitiser stations are in place on site. Persons can also use their own sanitiser if this is a more practical option. Operatives are advised to wash or sanitise their hands more frequently & to catch coughs/sneezes with a tissue or their arm. Operatives to remain in their designated working areas & unnecessary movement to other working areas should be avoided.* Regular cleaning around working areas with shared surfaces, items & equipment. General handling & contact with paperwork to be kept to a minimum.	* Face coverings or masks are worn when moving away from the designated working area. Gloves are worn as part of normal operations.
15) Working in the Glue Plant.	Person in contact with another person working in this area.	The person them self. Other person they are in close contact with.	The Glue Plant shed is a covered building with a high roof to allow good general ventilation around working spaces. Normally 2 employees work in this area. Follow social distancing guidance & keep safe distances away from other persons.* Hand sanitiser stations are in place on site. Persons can also use their own sanitiser if this is a more practical option.	* Face coverings or masks are worn when moving away from the designated working area.

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Continued..... Working in the Glue Plant.			Operatives are advised to wash or sanitise their hands more frequently & to catch coughs/sneezes with a tissue or their arm. Regular cleaning around working areas with shared surfaces, items & equipment. General handling & contact with paperwork to be kept to a minimum.	
16) Working in the Despatch Shed.	Person in contact with other persons working in this area.	The person them self. Other persons they are in close contact with.	The Despatch Shed is an open-ended covered building with a high roof to allow good general ventilation in working spaces. Employees normally work in 2-man teams to pick & sort timber packs. Follow social distancing guidance & keep safe distances away from other persons. Hand sanitiser stations are in place on site. Persons can also use their own sanitiser if this is a more practical option. Operatives are advised to wash or sanitise their hands more frequently & to catch coughs/sneezes with a tissue or their arm. Operatives to remain in their designated working areas & unnecessary movement to other working areas should be avoided.* Regular cleaning around working areas plus shared surfaces, items & equipment. General handling & contact with paperwork to be kept to a minimum.	* Face coverings or masks are worn when moving away from the designated working area. Gloves are worn as part of normal operations.
17) Working in the Panel Shed.	Person in contact with other persons working in this area.	The person them self. Other persons they are in close contact with.	The Panel Shed is a covered building with a high roof to allow good general ventilation around working spaces. 5-6 employees normally work in this area. Follow social distancing guidance & keep safe distances away from other persons. Hand sanitiser stations are in place on site. Persons can also use their own sanitiser if this is a more practical option.	* Face coverings or masks are worn when moving away from the designated working area. Gloves are worn as part of normal operations.

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Continued..... Working in the Panel Shed.			Operatives to remain in their designated working areas & unnecessary movement to other working areas should be avoided.* Regular cleaning around working areas with shared surfaces, items & equipment. General handling & contact with paperwork to be kept to a minimum.	
18) Operation of machines & equipment.	Person in contact with another person working on the machine or in contact with surfaces touched by other persons.	The person them self. Other person who works around the same machine.	Employees are normally able to maintain a safe distance whilst working at the 'in-feed' & 'out-feed' ends of the machines. Wherever this is not practical employees should work side by side or facing away from each other for short periods. The wearing of a mask or face covering is advised during any close interaction. Employees kept in the same pairings wherever production requirements allow. The lead operator will coordinate any setting or maintenance on the machine whilst the other person undertakes alternative tasks away from the machine. Operatives are advised to wash or sanitise their hands more frequently & to catch coughs/sneezes with a tissue or their arm. Machine control panel areas, other knobs, buttons & levers plus workbench surfaces will be wiped-down on a regular basis.	Gloves are worn as part of normal operations.
19) General use of hand tools.	Person in contact with surfaces touched by other persons.	The person them self. Other persons who use the hand tool.	Employees will use their own hand tools & sharing will be avoided wherever practical. If specific tools have to be shared they will be stored at designated points & the user will clean the hand tool prior to use. Operatives are advised to wash or sanitise their hands more frequently & to catch coughs/sneezes with a tissue or their arm.	Gloves are worn as part of normal operations.

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20) Operation of MHE, MEWPS, Boom-Lift, Road-sweeper & any other shared vehicles.	Person in contact with surfaces touched by other persons.	The person them self.	Operators will wash or sanitise their hands before boarding the vehicle or equipment. Wherever practical operators will be allocated a specific MHE during a shift. Where different operators have to use the same vehicle or equipment during a shift, all controls & surfaces which are touched will be cleaned using antibacterial wipes. Operators will wash or sanitise their hands after using the vehicle or equipment.	
21) Use of refuelling & re-charging points on site.	Person in contact with surfaces touched by other persons.	The person them self.	Handles & controls on the diesel pump, the calor gas refuelling pump & the electrical re-charging points for access equipment will be wiped-down on a regular basis. Operatives will wash or sanitise their hands prior to using any of these points. Gloves should be worn at the various refuelling & re-charging points.	
22) Loading & unloading company HGV's & LGV's.	Person in contact with other persons around the vehicle.	The person them self. Other persons they are in close contact with.	Company HGV's & LGV's will be loaded & unloaded in the normal manner using the MHE available on site. Social distancing protocol will be maintained between the vehicle drivers, the MHE operator & where applicable by the pad man involved. Any verbal communication & interaction around vehicles should be done at a safe distance & for the shortest period possible.	
23) Working on the yard.	Person in contact with other persons working in this area.	The person them self. Other persons they are in close contact with.	Follow social distancing guidance & keep safe distances away from other persons.* Any verbal communication & interaction around the yard should be done at a safe distance & for the shortest period possible. Operatives are advised to wash or sanitise their hands more frequently & to catch coughs/sneezes with a tissue or their arm. Hand sanitiser stations are in place on site. Persons can also use their own sanitiser if this is a more practical option.	* Face coverings or masks are worn when moving away from the designated working area. Gloves are worn as part of normal operations.

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24) Unloading timber product deliveries to site.	Person in contact with an outside person arriving on site.	The person them self. Other outside person they are in close contact with.	Deliveries to site will be unloaded in the normal manner at the same external areas & with the MHE available on site. Delivery drivers will be instructed to stay in their vehicle cabs except for taking off the vehicle & load strapping mechanisms. Delivery drivers will not enter any buildings on site without prior permission. Any contact with delivery paperwork will be kept to a minimum & employee can sign the paperwork with their own pen on behalf of the delivery driver where this is agreed. Operatives will wash or sanitise their hands after each delivery.	
25) Customer collections on site.	Person in contact with an outside person arriving on site.	The person them self. Other outside person they are in close contact with.	Customer collections will take place in the normal manner at the same external areas & only with prior permission. Deliveries to customer premises or other delivery points off-site can be offered. Persons on site collecting orders will be instructed to remain with their vehicle. Any verbal communication & interaction around vehicles should be done at a safe distance & for the shortest period possible.	There will be no cash-on-collection & orders will be paid pro-forma by credit/debit card, prior to arriving on site in order to collect the goods.
26) Checking timber product stock around site.	Person in contact with other persons working on site.	The person them self. Other persons they are in close contact with.	Follow social distancing guidance & keep safe distances away from other persons. Face covering or a mask is worn. Any verbal communication & interaction around the site should be done at a safe distance & for the shortest period possible. Operatives are advised to wash or sanitise their hands more frequently & to catch coughs/sneezes with a tissue or their arm. Hand sanitiser stations are in place on site. Persons can also use their own sanitiser if this is a more practical option.	

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27) In-house cleaning & maintenance around site.	Person in contact with numerous other persons working on site.	The person them self. Other persons they are in close contact with.	Follow social distancing guidance & keep safe distances away from other persons. Face covering or a mask is worn. Any verbal communication & interaction around the site should be done at a safe distance & for the shortest period possible. Operatives are advised to wash or sanitise their hands more frequently & to catch coughs/sneezes with a tissue or their arm. Hand sanitiser stations are in place on site. Persons can also use their own sanitiser if this is a more practical option.	There is a designated employee who undertakes regular operational cleaning tasks around site. These duties may include specific tasks relating to additional hygiene protocol, as & when required.
28) Handling & exchange of paperwork.	Person in contact with other persons & in contact with surfaces touched by other persons.	The person them self.	All handling & exchanging of paperwork should be kept to a minimum. Where paperwork is exchanged between areas, it should be handled in bundles to minimise movements around site. Paperwork bundles will be put at designated 'in-tray' areas to prevent close contact between persons. Use of persons own pen for signing-off.	
29) General use of mobile phones on site.	Person in contact with other persons & in contact with surfaces touched by other persons.	The person them self. Other persons they are in close contact with.	Mobile phones should only be used at times & in areas where it is safe to do so. The physical person-to-person viewing of mobile phone content should be avoided together with shared usage of a device. It is advised that mobile phone surfaces should be wiped-down on a regular basis.	See company instructional document on the safe use of hand-held devices.
30) Working in the main offices.	Person in contact with other persons working in this area or in contact with surfaces touched by other persons.	The person them self. Other persons they are in close contact with.	Workstations are assigned to individual members of staff & wherever practical they are positioned at safe social distances. (Office area refurbishment Sept 2021) Workstations are positioned side by side or facing away from each other in any circumstances where they are positioned closer than 2m apart. Barriers & screens also used between adjoining workstations. Use of hot desk spaces will be avoided.	Contract cleaners are deployed to clean designated office areas on a daily basis. Cleaning methods have been ramped up due to COVID-19 with specialist products used. Extended service is VIRA+ which uses a powerful disinfectant to clean surfaces (BS EN 14476 & BS EN 14675)

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<p>Continued.....</p> <p>Working in the main offices.</p>			<p>Staff will use all their own equipment & sharing items is to be avoided if possible. Where specific office items have to be shared the user will clean it prior to use. Staff will be encouraged to wipe surfaces around workstations on a regular basis. Staff are advised to wash or sanitise their hands more frequently & to catch coughs/sneezes with a tissue or their arm. Hand sanitiser stations are in place on site. Persons can also use their own sanitiser if this is a more practical option. Follow any instructional signs or notices relating to designated pedestrian routes. Staff will respect the safe distances around individual workstations. If they meet another person along a corridor or passageway then back-up or step aside so distancing protocol can be maintained.*</p>	<p>* Face coverings or masks are worn when moving away from the designated desk area.</p>
<p>31) Working in the Yard office.</p>	<p>Person in contact with other persons working in this area or in contact with surfaces touched by other persons.</p>	<p>The person them self. Other persons they are in close contact with.</p>	<p>There is a Perspex screen positioned at the front of the Yard office counter. The four workstations are positioned side by side & facing away from each other. Personnel relocated to other areas on site in order to maintain safe social distancing. Other persons should only enter this area with prior permission & groups of persons congregating for a chat should be avoided. Face covering or mask is worn.</p>	<p>See general principles adopted within the main offices (No.30)</p>
<p>32) Working in the Panel Shed office area.</p>	<p>Person in contact with other persons in this area or in contact with surfaces touched by other persons.</p>	<p>The person them self. Other persons they are in close contact with.</p>	<p>The workstation in this area is only partly manned during a normal working shift. The Panel Shed Supervisor will be responsible for keeping the office areas clean & for who enters this area. Social distancing protocol will be maintained by only allowing 2 persons inside this office at the same time.</p>	

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33) Use of toilets on site.	Person in contact with other persons in this area or in contact with surfaces touched by other persons.	The person them self. Other persons they are in close contact with.	Social distancing protocol will be maintained by only allowing a limited number inside the toilet at the same time. Limited person numbers notice on display. Avoid direct face to face contact & wait to use the toilet facilities if safe distances between persons cannot be maintained. Any verbal communication & interaction within the toilets should be done at a safe distance & for the shortest period possible. Face covering or mask is worn. Operatives are advised to wash or sanitise their hands more frequently & to catch coughs/sneezes with a tissue or their arm. Regular wipe-down of hand dryers, soap dispensers, taps, door handles & other surfaces touched by persons in this area.	Contract cleaners are deployed to clean designated toilet areas on a daily basis. Cleaning methods have been ramped up due to COVID-19 with specialist products used. Refurbishment of toilets in the main offices is scheduled for around June 2021.
34) Use of canteen & kitchen areas.	Person in contact with other persons in this area or in contact with surfaces touched by other persons.	The person them self. Other persons they are in close contact with.	Social distancing protocol to be maintained including where seating is made available. Where practical break-times will be staggered to avoid congestion. Limited person numbers notice on display. Avoid direct face to face contact within these areas & wait to use the canteen or kitchen facilities if this cannot be avoided. Any verbal communication & interaction in these areas should be done at a safe distance & for the shortest period possible. Face covering or mask is worn upon entry. Employees are advised to wash or sanitise their hands more frequently & to catch coughs/sneezes with a tissue or their arm. Regular cleaning of shared equipment like kettles, fridges, toasters & microwaves. Wherever practical employees are encouraged to bring their own food & drink to work in suitable containers e.g. flasks.	Contract cleaners are deployed to clean designated canteen & kitchen areas on a daily basis. Cleaning methods have been ramped up due to COVID-19 with specialist products used. Food deliveries will be allowed onto site providing that the supplier meets the relevant hygiene standards & that orders are grouped to reduce the amount of visits required.

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Continued..... Use of canteen & kitchen areas.			Employees must put all rubbish in the bins provided or else take it home. Employees should use their own drinking vessels, cutlery & utensils in these areas. Safe outside areas & employee cars can be used during designated break-times.	
35) Visitors on site.	Person in contact with an outside person arriving on site.	The person them self. Other outside person they are in close contact with.	Only essential visitors will allowed on site & all visits must be agreed in advance. Essential visits will be coordinated & limited visitor numbers on site will apply. Social distancing & hygiene protocol will be followed at all times during the visit. Face coverings or mask are worn upon entry to the reception lobby area & if having to move around site during the visit. Visitors will sign-in & out at reception & the Yard office using their own pen. Visitors will be encouraged to scan the NHS COVID-19 App QR code on their mobile device.	See COVID-19 Employee General Information & Instruction Document (v2 March 2021) See No.38: Meetings on site.
36) Contractors on site.	Person in contact with an outside person arriving on site.	The person them self. Other outside person they are in close contact with.	Contractors will be managed as normal with only essential work being undertaken during normal working hours. This will be coordinated by the Operations Director. Wherever practical out of hour's contractor work activities will be considered on site. All contractors will be requested to submit RAMS which outline their procedures for COVID-19 whilst on site. Social distancing & hygiene protocol will be followed at all times whilst working on site. Face coverings worn upon entry onto site & if having to move around during the visit.	See COVID-19 Employee General Information & Instruction Document (v2 March 2021)
37) Agency workers on site.	Person in contact with another outside person working on site.	The person them self. Other outside person they are in close contact with.	Wherever practical placement of regular agency personnel to keep the number of new persons working on site to a minimum. New agency workers will be briefed on social distancing & hygiene protocol during inductions delivered before they start work.	Agency COVID-19 procedures have been received for file.

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38) Company meetings, training & 'tool-box talks' on site.	Person in contact with other persons or in contact with surfaces touched by other persons.	The person them self. Other persons they are in close contact with.	Use of remote working tools & methods to avoid in-person meetings where practical. All company meetings, training & 'tool-box talks' on site will follow social distancing & hygiene protocol. Only the necessary participants should attend group meetings. Ensure that the rooms are well ventilated & consider outdoor locations if practical. Provision of hand sanitiser at the meeting locations for use before & after meeting. Shaking hands should be avoided. Equipment & items should not be shared.	See COVID-19 Employee General Information & Instruction Document (v2 March 2021)
39) Courier & postal deliveries to site.	Person in contact with an outside person arriving on site.	The person them self. Other outside person they are in close contact with.	Only essential company deliveries will be allowed on site. Any personal deliveries must be directed to off-site delivery points. Delivery drivers will leave post or parcels at main office reception or at the Yard office. Delivery drivers will only be allowed to enter buildings with prior permission. It is advised that packaging around parcels is wiped prior to handling &/or opening.	
40) Use of smoking shelters on site.	Person in contact with other persons in this area or in contact with surfaces touched by other persons.	The person them self. Other persons they are in close contact with.	Social distancing & hygiene protocol will be maintained within the two designated smoking shelters on site.* Limited person numbers notice on display. Follow any instructional signs, notices or markings within the smoking shelter areas. Any verbal communication & interaction in the shelters should be done at a safe distance & for the shortest period possible. Operatives are advised to wash or sanitise their hands more frequently & to catch coughs/sneezes with a tissue or their arm.	* Face coverings or masks are worn when moving to & from the smoking shelter areas.

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41) Use of personal vaporizers on site.	Person in contact with another person's vape cloud on site.	Other persons they are in close contact with.	The use of personal vaporizers is not permitted inside buildings or inside any other enclosed areas on site. Vaping should only be undertaken during designated break-times in the smoking shelter areas or in safe external areas. Vaping in external areas near to building entrances, doorways & windows around site should also be avoided.	
42) Spitting around site.	Person in contact with another person's mouth droplets.	Other persons they are in close contact with.	The act of 'spitting' anywhere around site is strictly prohibited. The company views such actions as unacceptable & any employee found 'spitting' will be liable to disciplinary action. Any other person found 'spitting' will be asked to leave site & their actions reported to the relevant company.	
43) First Aider response on site.	Person in direct contact with another person who requires first aid treatment.	The person them self. Other person they are in direct contact with.	The vast majority of incidents will not involve a first aider having to get close to a casualty where there is potential contact with cough droplets. Sensible precautions are advised which will enable the first aider to treat a casualty effectively. Wash hands prior to dealing with casualty. Latex gloves are worn & a face covering or mask is worn during any close interaction. Assess casualty from a safe distance & avoid direct face-to-face if administering any required first aid treatment. If practical get the casualty to wear a face covering if they are in the recovery position or are prone during CPR. Wash hands after treatment & clean reusable items before disposing of other materials used. Clean down general area.	First Aider safety briefings to be arranged to give guidance on advised CPR procedures.

CORONAVIRUS (COVID-19) RISK ASSESSMENT

ACTIVITY / SITUATION	POTENTIAL HAZARDOUS EVENT	WHO IS AT RISK	CONTROL MEASURES	OTHER INFORMATION & RECOMMENDATIONS
44) Emergency procedures on site e.g. accidents or fire evacuation.	Person in contact with other persons around the same area on site.	The person them self. Other persons they are in close contact with.	The site fire assembly point is located outside on car park A. Social distancing will be maintained by persons spreading out in this area whilst waiting for the roll-call. Accidents & incidents will be dealt with & investigated by following the general safe social distancing & hygiene protocol. This will be coordinated by the relevant Director, Manager or Supervisor.	See No.43: If first aid treatment is required for injury or illness.
45) Deliveries to customer & suppliers premises.	Person in contact with other outside persons at the point of delivery.	The person them self. Other outside persons they are in close contact with.	Social distancing & hygiene protocol to be maintained at all times in accordance with the company guidance document. Any verbal communication & interaction around vehicles should be done at a safe distance & for the shortest period possible.	See company guidance document for HGV drivers visiting customer & suppliers premises.
46) Other visits by staff to customer premises.	Person in contact with other outside persons at the premises being visited.	The person them self. Other outside persons they are in close contact with.	Wherever practical the use of remote working tools & methods will be utilised in order to avoid non-essential visits to customer or suppliers premises. If the visit is deemed as essential by a Sales Director then the relevant site COVID-19 procedural documents for the company to be visited will be requested & sent to the Group Health & Safety Manager for review & approval. If no COVID-19 procedural documents are received then the visit cannot take place until they are. Social distancing & hygiene protocol to be maintained at all times. Face coverings or a mask are worn during the customer visit. Visiting employees will be encouraged to scan the NHS COVID-19 App QR code on their mobile device where this is made available at customer premises.	See company guidance document for company personnel visiting customer & suppliers premises. The company currently has a group of 7 Sales reps who are working from home. N.B. The current government guidelines will be followed for any work-related travel abroad

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ACTIVITY / SITUATION	POTENTIAL HAZARDOUS EVENT	WHO IS AT RISK	CONTROL MEASURES	OTHER INFORMATION & RECOMMENDATIONS
47) Use of HGV's / LGV's & company vehicles.	Person in contact with surfaces touched by other persons.	The person them self.	<p>HGV's are normally allocated to an individual person however there may be occasions when the vehicle could be used or accessed by other persons.</p> <p>Drivers will wash their hands before use.</p> <p>All controls & surfaces around the vehicle which are touched will be cleaned on a regular basis using antibacterial wipes.</p> <p>Drivers will wash their hands after use.</p> <p>The carrying of passengers is not required.</p> <p>Persons in charge of company cars should be mindful of non-household persons being in the vehicle outside work & are advised to follow the appropriate protocol.</p> <p>Gloves should be worn when refuelling vehicles, particularly at external locations.</p>	