

	Company Information	Reference	808338-3
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	Risk management Programme	Next Review	On-Going
	RA Aide Memoire - COVID-19	Author:	Safety Officer

RISK ASSESSMENT CONSIDERATIONS AIDE MEMOIRE

Section B	
Factors to consider	Recommended further action
People who are at higher risk <ul style="list-style-type: none"> ▪ 'Shielding' vulnerable workers ▪ Workers who are 'shielding' household members ▪ Workers at increased risk 	<ul style="list-style-type: none"> ▪ All employees who are at higher risk are identified and an individual risk assessment carried out ▪ Employees who meet the Government's criteria for being either extremely clinically vulnerable or clinically vulnerable are supported to work from home either in their current role or an alternative role ▪ Where working at home is not possible for those who are clinically vulnerable allocation of a safe role may be appropriate (but not for those who are extremely clinically vulnerable) ▪ Where no safe alternative is possible the Government furlough scheme should be considered ▪ Working at home self assessment has been carried out To identify suitability and requirements ▪ Regular contact is maintained with homeworkers to ensure they still feel part of the workforce and to discuss their wellbeing
Coming to and leaving work <ul style="list-style-type: none"> ▪ Arrival and departure times ▪ Parking and cycle racks ▪ Pinch points and congestion zones at entrances/exits ▪ Sign in procedures ▪ Storage arrangements ▪ Handwashing Touch based security devices 	<ul style="list-style-type: none"> ▪ Non essential travel is minimised where practicable ▪ Maintain social distancing (2m rule) on arrival and if walking to work ▪ Ensure front of house staff and security are briefed on managing arrivals ▪ Consider if PPE or similar provision is needed to protect front of house or security ▪ Consider staggering arrival/departure times to facilitate social distancing by not using entry/exit points simultaneously ▪ Use multiple entry/exit points if safe to do so ▪ Where possible hand washing facilities are to be provided at entry/exit points ▪ All employees are able to wash their hands when they arrive at and leave work or hand sanitizer is provided ▪ Non contact sign in procedures are adopted ▪ Minimise touch based security in favour of alternative arrangements
Work area <ul style="list-style-type: none"> ▪ Ventilation systems ▪ Social interaction between people ▪ Pinch points and congestion zones ▪ Hot desking ▪ Face-to-face workstations ▪ Communal areas ▪ Break out rooms ▪ Contaminated surfaces ▪ Work equipment ▪ Keyboards ▪ Touchscreens ▪ Printers/photocopiers ▪ Telephones ▪ Intercom systems ▪ Door handles ▪ Light switches etc 	<ul style="list-style-type: none"> ▪ Ventilation systems are checked to ensure they are working effectively ▪ Cleaning regime is arranged to keep work area clean and prevent transmission by touching contaminated surfaces. ▪ Regularly touched objects and surfaces are cleaned every (regularity to be decided) ▪ Where possible employees work at home to reduce the number of people in the work area ▪ Work areas are arranged to keep people 2m apart - areas are marked with floor paint or tape if necessary ▪ Hot desking is restricted or eliminated ▪ Sharing radios, telephones and intercom systems is avoided where practicable – if not possible cleaning between use is mandatory – wipes to be provided ▪ Workstations are arranged to avoid people working face-to-face ▪ Screens/barriers introduced between workstations to create physical separation ▪ Signage is displayed to remind people of the 2m rule. ▪ Where a 2m distance cannot be maintained assign one person per work area if practicable ▪ Where social distancing is not practicable for specific tasks consider if they are necessary for business to continue and if they are introduce working teams or shift groups and introduce additional controls to keep contact low and consistent taking into consideration those sharing vehicles. Face to face working is avoided wherever possible. ▪ Minimise sharing of equipment where practicable ▪ Drop off points and transfer zones are designated for exchanging of supplies / deliveries ▪ Hand washing facilities or hand sanitizer is provided at transfer zones for people handling deliveries ▪ Supervision and monitoring in place and Regular workplace inspections

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Moving around <ul style="list-style-type: none"> ▪ High traffic areas ▪ Lifts ▪ Corridors, turnstiles, walkways ▪ Work vehicles ▪ Contaminated surfaces ▪ Regularly touched objects 	<ul style="list-style-type: none"> ▪ Regularly touched objects and surfaces are cleaned every (regularity to be decided) ▪ Social distancing is maintained effectively and monitored ▪ Walkways have been introduced and marked out with paint/tape to facilitate social distancing ▪ One way system for use of corridors and walkways in high traffic areas where practicable – signage displayed ▪ Employees are organised into working teams and job and equipment rotation is reduced to minimise interaction – tasks are risk assessed to ensure this does not pose additional risks from over exposure to vibrating tools, noise etc ▪ Numbers of people using lifts is reduced - ... per lift ▪ Signage is displayed to remind people of the 2m rule. ▪ Supervision and monitoring in place
Common Areas <ul style="list-style-type: none"> ▪ Lobby/reception ▪ Waiting rooms ▪ Meeting rooms ▪ Kitchens ▪ Canteens ▪ Toilets ▪ Showers ▪ Changing facilities ▪ Contaminated surfaces ▪ Regularly touched objects 	<ul style="list-style-type: none"> ▪ Conference calls/videos to be used in favour of face-to-face meetings using Zoom or similar technology ▪ Regularly touched objects and surfaces are cleaned every (regularity to be decided) ▪ Surfaces are kept clear to reduce the number of objects potentially exposed to contamination ▪ Tables and chairs are positioned so they are 2m apart – additional furniture is removed from the area ▪ Breaktimes are staggered so that numbers of people using the facilities are kept to the minimum permitted to enable social distancing ▪ Where social distancing is not practicable at break times, additional space is created for workers to take their breaks in, making use of outside space if safe to do so ▪ Clear guidance is set out for the use of rest areas, toilets, showers and changing facilities to ensure they are kept clean ▪ Workers are encouraged to stay on-site during working hours to reduce contact with third parties and allow for easier track-and-tracing should symptoms be reported ▪ Supervision and monitoring in place ▪ Regular inspections
Managing Visitors/Contractors <ul style="list-style-type: none"> ▪ Signing in procedures ▪ Movement of tools and equipment ▪ Social interaction ▪ Contact with employees ▪ Familiarity with procedures ▪ Sandwich vans etc ▪ Persons at higher risk 	<ul style="list-style-type: none"> ▪ Visits kept to minimum and alternative arrangements used where possible (eg remote meetings, phone, email) ▪ Have front of house sign in visitors/contractors to minimize contact with surfaces ▪ Contractors are provided with information on procedures to follow while on site at induction on arrival ▪ Interaction with employees is reduced to as low as reasonably practical and a record of contact maintained in the event of an outbreak ▪ Handwashing facilities with running water, soap and paper towels are provided and used on arrival and departure ▪ Hand sanitiser is provided at identified areas of need ▪ Queuing areas are marked out with paint/tape to facilitate social distancing ▪ Signs and notices are displayed including those taking ▪ Implement a method for screening for those at high risk
Handling goods, materials and on-site vehicles <ul style="list-style-type: none"> ▪ Contamination of surfaces ▪ Uncontrolled interaction between employees and third parties 	<ul style="list-style-type: none"> ▪ Procedure established to minimise contact during deliveries and these are clearly communicated to visiting delivery drivers ▪ Minimise sharing of equipment ▪ Drop off points and transfer zones are designated ▪ Maintain consistent pairing where 2-person handling is required ▪ Minimise contact during signing of documents – eg introduce electronic solutions ▪ Cleaning procedures for goods/merchandise/vehicles are implemented, communicated to the workforce and monitored ▪ Increased handwashing and provision of hand sanitizer at appropriate places

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<ul style="list-style-type: none"> ▪ Signing of delivery notes 	<ul style="list-style-type: none"> ▪ Prohibition of non-business deliveries to workers ▪ Regular cleaning regime introduced for vehicles that go home
<p>Work related travel</p> <ul style="list-style-type: none"> ▪ Modes of transport ▪ Travel times ▪ Contamination of vehicle surfaces ▪ Reducing so far as possible ▪ Numbers ▪ Overnight trips ▪ Accommodation ▪ Monitoring ▪ Destination health and safety 	<ul style="list-style-type: none"> ▪ Non essential travel is minimised where practicable ▪ Public transport is to be avoided if possible ▪ Employees are encouraged to travel alone in their own transport or cycle if it is safe to do so ▪ Where this is not practicable fixed travel partners will be arranged, ventilation increased and passengers advised to avoid sitting face to face. ▪ Where fixed travel partners are arranged this will be extended into work activities to minimise close contact between employees ▪ Shared vehicles are cleaned between shifts to include steering wheel, hand break, gear stick + door handles ▪ Maintain social distancing (2m rule) on arrival and if walking to work ▪ Consider staggering arrival/departure times to facilitate social distancing by not using entry/exit points simultaneously ▪ Where possible hand washing facilities are to be provided at entry/exit points ▪ All employees are able to wash their hands when they arrive at and leave work or hand sanitizer is provided ▪ Non contact sign in procedures are adopted
<p>Good hygiene</p> <ul style="list-style-type: none"> ▪ Contamination of surfaces ▪ Transmission from surface to person ▪ Transmission from person to person (contact and airborne) ▪ Waste collection ▪ Drying + cracking of hands due to increased handwashing 	<ul style="list-style-type: none"> ▪ Increased handwashing is in evidence ▪ Handwashing facilities with running water, soap and paper towels are provided and stocks maintained ▪ Hand sanitiser is provided at identified areas of need ▪ Signs and posters are displayed to increase awareness of good handwashing technique ▪ Regular reminders on avoiding touching your face and to cough/sneeze into your arm are given and to dispose of tissues promptly ▪ Regular reminders to avoid physical contact with others ▪ Regular updates are provided to workers through conversations during workplace tours and inspections ▪ Signs and notices are displayed including those taking account of language differences or barriers to reading ▪ ▪ Hand cream is supplied and skin checks are made under the health surveillance scheme ▪ Clear guidance on how to handle goods and materials ▪ Increased cleaning regime is implemented ▪ Increased waste collection is implemented
<p>Mental wellbeing</p> <ul style="list-style-type: none"> ▪ Stress ▪ Anxiety ▪ Loneliness ▪ Home workers ▪ Furloughed/isolating workers ▪ 	<ul style="list-style-type: none"> ▪ Regular contact is maintained with homeworkers to ensure they still feel part of the workforce and to discuss their wellbeing ▪ There is a focus on mental health and wellbeing in communications to employees and an open door policy for those who need additional support ▪ The appropriate forum for workers to voice concerns is communicated to all employees ▪ All third party visitors and contractors to the workplace are provided with information on procedures to follow while on site ▪
<p>Information + guidance</p> <ul style="list-style-type: none"> ▪ Sharing information with staff 	<ul style="list-style-type: none"> ▪ Workers are consulted on changes in the workplace ▪ All workers are provided with clear, regular and consistent information on procedures, guidance and ways of working that have been introduced due to the COVID-19 virus ▪ A point of contact is set up for workers to raise concerns and to lead on any issues

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<ul style="list-style-type: none"> ▪ Keeping staff updated ▪ Providing staff with contact for raising concerns 	<ul style="list-style-type: none"> ▪ Posters and put up to promote the new arrangements and remind staff on how to comply ▪ Training is provided to those who need it ▪ The risk assessment document is shared with staff
PPE <ul style="list-style-type: none"> ▪ Group protection ▪ Individual protection 	<ul style="list-style-type: none"> ▪ Current guidance does not advocate additional PPE in the workplace for prevention of transmission or contraction of COVID-19 unless it is a health care setting ▪ Employees are required therefore to continue to wear the PPE normally used for their work activities ▪ Gloves may be considered for specified tasks ▪ Masks or face coverings may be considered for specified tasks ▪ Cleaning staff provided with PPE in accordance with Public Health England guidance on cleaning in a non-clinical setting ▪ Sharing PPE is avoided ▪ If PPE is provided it is properly fitted and proper training is given on its use ▪ Face coverings are not considered PPE and employees should support staff who choose to wear them. Introduce a safe system for their use in the workplace.
Contingency planning for an outbreak at work <ul style="list-style-type: none"> ▪ Symptomatic employees ▪ Others in contact with above ▪ Third parties who may have been in contact with above ▪ Household members of above 	<ul style="list-style-type: none"> ▪ All employees are aware of the requirement to report symptoms immediately (continuous cough/high temp) and not to attend the workplace for 7 days ▪ Employees becoming symptomatic at work are sent home immediately ▪ Testing to be arranged if possible ▪ Track-and-trace system for identifying and notifying workers who have been in contact with the symptomatic employee within the previous 7 days ▪ Unless test results are negative, those workers to self isolate for 14 days ▪ There is a plan in place to cover essential services in the absence of groups of workers in the event of an outbreak (eg first aid cover)
Health + Medical Surveillance Dermatitis Existing Interventions	<ul style="list-style-type: none"> ▪ Increase health screening frequency to 3 months ▪ Existing programmes to continue unless otherwise directed by a GP ▪ Consider additional interventions for surveilling infected person ▪ Consider increased surveillance for high risk persons
Reporting of COVID-19 under RIDDOR <ul style="list-style-type: none"> ▪ Dangerous occurrence ▪ Exposure to biological agent (causing disease) ▪ Workplace fatality 	<ul style="list-style-type: none"> ▪ <u>Dangerous occurrence</u> – report if something happens at work which results in (or could result in) the release or escape of coronavirus – eg lab worker accidentally smashes glass vial containing the virus leading to people being exposed ▪ <u>Disease: exposure to a biological agent</u> – report if there is reasonable evidence that someone diagnosed with COVID-19 was likely exposed because of their work – eg health care professional who is diagnosed with COVID-19 after treating COVID-19 patients ▪ <u>Work related fatality</u> – report if worker dies as a result of exposure to coronavirus from their work and this is confirmed as the likely cause of death by a registered medical practitioner using the ‘case of disease’ report form. Fatalities must be reported without delay and within 10 days of the incident.

Assessors Name	Assessors Signature	Assessment Date	Location of Work Activity

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