

COVID-19 Risk Assessment

Initial Date: 30 March 2020	Last Updated: 07 December 2020
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Responsible Department: Compliance	Review Date: Ongoing – as per UK Government and World Health Organisation (WHO) guidance updates
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Description of assessment	Coronavirus (COVID-19)
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Location Details	Woods Valldata, Chippenham
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Identified Hazards	Who may be affected	Existing control measures	Additional control measures required	To be actioned by	Target Completion date
Coronavirus Catching/ Spreading	Employees	<p><u>Permitted to attend work</u></p> <p>All employees that can work from home are working from home.</p> <p>Any employee who is in a role critical for business and operational continuity, safe facility management, or regulatory requirements that cannot work remotely are permitted to attend site.</p> <p>Any employee who can work remotely but cannot perform specific tasks remotely due to home circumstances or remote working constraints are permitted to attend site upon approval and only when necessary. For each visit they are required to report to reception to be provided guidance on the social distancing and hygiene measures that are in place and the steps they are required to follow whilst on-site.</p>			

COVID-19 Risk Assessment

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		<p>Any employee that is clinically extremely vulnerable has been identified and is following Government advice re: shielding.</p> <p>Any employee that is clinically vulnerable, who are at higher risk of severe illness (for example, people with some pre-existing conditions) are either working from home and where this is not possible a review has taken place and a plan agreed with the individual.</p> <p>All staff have been advised to stay at home and self-isolate if they have tested positive or someone in their household has tested positive of COVID 19, or they have been informed by the NHS Track and Trace App to self-isolate, as per government guidelines.</p> <p>All staff who have symptoms, or family members have symptoms must be tested in line with government guidelines. We have a login to the Government testing website where if necessary, we can refer a member of staff for testing or we can arrange for a test to be sent to them.</p> <p>All employees entering the building each day will be scanned to ensure that they do not have a temperature using the units located in reception and the staff.</p> <p>If the unit indicates that an employee has an abnormal temperature, they must leave the building and return in 10 mins to be rescanned. If the rescan confirms that the employee has an abnormal temperature the</p>	<p>To be reviewed as the government guidelines change, or if the individual's circumstances change.</p>	<p>IMT</p>	<p>Ongoing</p>

COVID-19 Risk Assessment

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		<p>employee must leave the building and follow the NHS advice. Access to the building will not be granted until the employee has taken a COVID test, with a negative result, and their temperature is normal.</p> <p>All staff are issued a proximity 'fob' which will alert them (audible and visually) and their colleagues if they are less than 2 meters from another fob. It is mandatory that the fobs are always worn whilst on the premises.</p>			
<p>Coronavirus Catching/ Spreading (continued)</p>	<p>Guests to site (agency, visitors, contractors, delivery personnel)</p>	<p><u>Permitted to attend site</u></p> <p>Agency staff are only being used in exceptional circumstances and only where an individual is required for long periods. They must be booked into reception in advance so Reception can arrange for a 'cleaned' access pass and site rules to be available upon arrival.</p> <p>Visitors are not permitted to site.</p> <p>Only essential contractors are permitted to site. They must be booked into reception in advance so Reception can arrange for a 'cleaned' access pass, new gloves and face covering and site rules to be available upon arrival.</p> <p>All guests entering the building will be scanned to ensure that they do not have a temperature using the unit located in reception.</p> <p>If the unit indicates that the guest has an abnormal temperature, they will be asked</p>			

COVID-19 Risk Assessment

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		<p>to leave the building and return in 10 mins to be rescanned. If it confirms that the guest has an abnormal temperature the guest must leave the building and follow the NHS advice. Access to the building will not be granted until the guess has taken a COVID test, with a negative result, and their temperature is normal.</p> <p>All guests will be issued with a proximity 'fob' which will alert them (audible and visually) and others if they are less than 2 meters from another fob. It is mandatory that the fobs are worn whilst on the premises.</p> <p>Site rules and confidentiality agreement will be issued but signature slip will not be required to be completed and returned to reception. A record of issuing the site rules will be recorded in the visitor log.</p> <p>Contractors are required to wear face coverings and gloves whilst on-site and take them away with them when they leave.</p> <p>Delivery personnel on large deliveries and collections are required to stay in their vehicle. Any delivery personnel that cannot remain in their vehicle and must come into the building will be made aware of the social distancing and hygiene requirements they must adhere to whilst on-site.</p>			
<p>Coronavirus Catching/ Spreading (continued)</p>	<p>Employees, Guests to site (agency, visitors, contractors, delivery personnel)</p>	<p>Social Distancing In all areas of the building social distancing has been implemented which has included:</p> <ul style="list-style-type: none"> Ensuring all staff in all areas of the business can work at least 2 metres or 	<p>To be monitored to ensure measures are being adhered to and to identify potential improvements or as</p>	<p>Head of Facilities & HR</p>	<p>On-going</p>

COVID-19 Risk Assessment

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		<p>more apart as per the UK Government Guidelines.</p> <ul style="list-style-type: none"> • Workstations have been organised so that social distancing can be maintained, and each person allocated their own workstation. • Areas have been taped to indicate 2 metres where practical. • Staff and Guests have been issued proximity 'fobs' to aid them in keeping 2 meters apart. • Both reception and staff entrance to be used for entry and exit. (<i>Ground floor staff to use reception and first floor staff to use staff lobby</i>). • Everyone to walk on the left when moving around the building. • Face to face meetings to only take place where there is no alternative, or it is not appropriate. • Restrictions on number of people in meeting rooms. Surplus chairs have been removed, notices applied to doors and tables taped where chairs are to be positioned to deter people from moving them closer than 2 meters. • Each table in the large canteen is restricted to one-person, surplus benches have been removed and notices have been applied to doors and tables. • Small canteen is restricted to 2 people, but not must be used for sitting to eat food. 	<p>guidance issued by the Government changes.</p>		

COVID-19 Risk Assessment

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		<ul style="list-style-type: none"> • Staff lobby is restricted to a maximum of 2 people. • Office lift is restricted to 1 person at a time. • Secure goods lift is restricted to a maximum of 2 people and is taped to indicate where people should stand when there is more than 1 person. • Lockers or desk pedestals must be used for all personal belongings. Individuals to keep the same locker and not interchange. • Coat rails have been provided with named coat covers and hangers for those individuals who need them. Each coat cover is separated on the rail to reduce contact • Inbound deliveries and collections in the secure work area are restricted and no external delivery personnel are authorised to enter the building and are met at the secure lift area on the ground floor maintaining a safe distance. • The total number of essential contractors that are allowed onsite any one time is limited to ensure that both staff and contractors can work safely. <p>In the event more people are needed to work in the office a plan has been drawn up to indicate maximum occupancy within office areas and which desks are to be used. Operational areas are currently at capacity therefore no increase is permitted at this time.</p>	<p>Co-ordinate contractors to ensure that number of people onsite can work safely. Consider working out of hours if appropriate.</p> <p>If Operational areas need increase capacity a review of working outside of normal hours will be done.</p>	<p>Heads Of</p> <p>IMT</p>	<p>On-going</p> <p>As required.</p>

COVID-19 Risk Assessment

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		<p>Signs and posters have been put up around the building, including entrances, exits, on office and meeting room doors, reminding people to socially distance at all times where possible.</p>			
<p>Coronavirus Catching/ Spreading (continued)</p>	<p>Employees, Guests to site (agency, visitors, contractors, delivery personnel)</p>	<p><u>Hygiene – handwashing, sanitation facilities and toilets</u></p> <p>Additional cleaning has been introduced to ensure that all communal touch points are sanitised on a continuous basis during working hours as well as a full clean being completed at the end of each working day.</p> <p>Staff are required to clean down their own work areas and equipment before and after each shift or before use. (Equipment includes printers, machines, pallet trucks, Yorks, forklift trucks, royal mail tubs). Check lists are maintained on when items were last cleaned.</p> <p>Staff are required to clean down meeting rooms, canteen benches and lockers after they use them.</p> <p>The first aid room is cleaned before and after each use. A checklist is being maintained to indicate when last used and signed to confirm that it was cleaned after use.</p> <p>All equipment and communal touch points are cleaned after any visit by an engineer and prior to staff being able to use equipment.</p> <p>Deliveries and collections are not to be signed for and all items are cleaned prior to</p>	<p>Cleaning checklist on shared equipment to be monitored for completion.</p>	<p>Heads Of</p>	<p>On-going</p>

COVID-19 Risk Assessment

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		<p>distribution and use within the building if it is not possible to leave untouched for 3 days or more, or it is not possible to use gloves.</p> <p>Fixed hand sanitiser dispensers have been installed at entry points into the office areas and warehouse.</p> <p>Hand sanitizer and wipes have been put in departments, meeting rooms, offices. Hand sanitizer has been put in the canteens and bathrooms. Material Safety Data Sheets are made available and instructions on use have been be provided.</p> <p>The showers are not allowed to be used, unless in an emergency however Facilities must be notified to ensure it can be cleaned straight away afterwards,</p> <p>Signs have been put up in meeting rooms and the canteens to remind people to clean the areas after use. In addition, reminders have been given to staff about cleaning down shared equipment and not sharing stationary items where possible.</p> <p>Notices have been put up in the bathrooms about how to wash hands effectively for at least 20 seconds.</p> <p>Tea towels and towels have been replaced with paper towels.</p> <p>Paper towels (in dispensers) have been put in bathrooms to discourage the use of hand dryers.</p>			
<p>Coronavirus Catching/</p>	<p>Employees, Guests to site (agency, visitors,</p>	<p><u>PPE and Face Coverings</u></p>			

COVID-19 Risk Assessment

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<p>Spreading (continued)</p>	<p>contractors, delivery personnel)</p>	<p>Face coverings and gloves are optional and are not required by Law.</p> <p>Staff wishing to wear gloves and face coverings are permitted to do so.</p> <p>First Aiders have been issued with gloves and face coverings.</p> <p>Gloves will be issued to be used on the pick faces.</p> <p>Essential contractors attending site will be issued with face coverings and gloves.</p> <p>Appropriate bins have been provided in all areas for the disposal of gloves and face coverings, this waste is collected by a hygiene waste company not general waste.</p> <p>Guidance has been provided on the use and disposal of gloves and face coverings.</p>			
<p>Coronavirus Catching/ Spreading (continued)</p>	<p>Employees, family members.</p>	<p><u>Travel to and from work</u></p> <p>The following guidance has been provided to staff:</p> <ul style="list-style-type: none"> • Avoid using public transport where possible. • Car-sharing should be restricted to those individuals who have always car-shared to work together. • Ideally no new car sharing. • A maximum of 2 people in a car is advisory and the Department of 			

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		<p>Transport advice should be followed about travelling with windows open and wearing face coverings when travelling to and from work.</p> <ul style="list-style-type: none"> • Wipes and face coverings have been provided to staff car sharing that are not from the same household. • The car owner is recommended to clean down their vehicle each day. 			
<p>Coronavirus Catching/ Spreading (continued)</p>	<p>Employees, Guests to site (agency, visitors, contractors, delivery personnel)</p>	<p><u>Communications and Training</u></p> <p>Communications have been sent and posters are displayed in suitable areas and places around site covering the following UK Government advice:</p> <ul style="list-style-type: none"> • Symptoms and actions to take, i.e. self-isolation. • Effective hand washing e.g. for at least 20 seconds • Reminders not to touch eyes, nose or mouth. • The use of tissues when coughing or sneezing and disposing of tissues in a sealed bag in the bin and washing hands afterwards. • Social Distancing rules and measures in the office • Homeworkers coming into to the office. • Cleaning work areas, canteen and meeting rooms after use. 	<p>Guidance will be updated and re-issued as and when guidance from Government or WHO changes.</p>	<p>IMT</p>	<p>On-going</p>

COVID-19 Risk Assessment

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		<p>FAQs have also been provided to staff detailing how the company is keeping them safe.</p> <p>COVID-19 risk assessment notice from Government documents to be put up around the building.</p>			
<p>Anxiety / Depression / Isolation</p>	<p>Employees</p>	<p><u>Wellbeing and Mental Health</u></p> <p>All Staff are informed daily of any changes relating to Coronavirus and how this impacts the company and work responsibilities either by email, face to face or by phone.</p> <p>Information has been provided to staff via the benefits portal on Wellbeing and Mental Health. In addition, the NHS 'Every Mind Matters' guidance has been circulated and posted on intranet for staff to refer to. All Managers are available and contacting their direct reports at least weekly by phone, skype or email and are monitoring staff to identify any that may need additional support.</p> <p>Information relating to current internal guidance and control measures has been issued on FAQs and is displayed on staff notice boards.</p> <p>Staff are encouraged to keep in contact with colleagues both in the office and at home and have virtual coffee breaks/ lunch breaks.</p>			

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<p>Temporary Working from Home</p>	<p>Home workers</p>	<p>Homeworking policy and guidance issued to all staff who are home working.</p> <p>All Staff have access to Teams / Skype to ensure that contact can be maintained</p> <p>Managers are contacting all direct reports on at least a weekly basis or more frequently where required</p> <p>DSE guidance provided to staff working from home.</p>			
<p>Fire Evacuation / Medical Emergency</p>	<p>Employees, Guests to site (agency, visitors, contractors, delivery personnel)</p>	<p>There is approx. 73 people working in the building therefore 2 first aiders and 2 fire marshals are required to be on site. If the number reduces to 50 then at least one first aider is required.</p> <p>Duties have been defined to ensure all fire marshals are aware of their responsibilities in the event of an emergency evacuation as these may be different from normal working.</p>	<p>Reviews to be done daily to ensure that there is enough First Aiders and Fire Marshalls in place for the number of personnel on-site.</p>	<p>Facilities</p>	<p>On-going.</p>