

COVID-19 Risk Assessment

Date:	30 March 2020	Last Updated:	25 February 2022
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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>Permitted to attend work Any employee is permitted to attend the office providing that they have not tested positive to COVID 19 or had contact with someone who has tested positive to COVID 19.</p> <p>Any employee that is clinically vulnerable, who are at higher risk of severe illness (for example, people with some pre-existing conditions) will either continuing to work from home or where this is not possible a review has taken place and a plan agreed with the individual.</p>	To be reviewed as the government guidelines change.	IMT	Ongoing
		<p>All employees that have tested positive to Covid 19 have been advised to stay at home and self-isolate.</p> <p>All employees who have symptoms must take a lateral flow test.</p>	To be reviewed as the government guidelines change, or if the individual's circumstances change.	IMT	On-going

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		<p>If an individual cannot obtain a lateral flow test the company will provide the individual test kits.</p> <p>If a positive test is returned the individual will be required to self-isolate until they return two negative tests (no earlier than day 6 and day 7).</p>			
Coronavirus Catching/ Spreading	Guests to site (agency, visitors, contractors, delivery personnel)	<p><u>Permitted to attend site</u></p> <p>There are no restrictions on visitors, contractors, agency staff etc. attending site, but they must be booked into reception in advance so that a clean access pass can be provided.</p> <p>Site rules including hygiene requirements and confidentiality agreement will be issued, which requires signature.</p> <p>Delivery personnel, not remaining on-site, will be informed the hygiene requirements.</p>			
Coronavirus Catching/ Spreading (continued)	Employees, Guests to site (agency, visitors, contractors, delivery personnel)	<p><u>Working on-site</u></p> <p><i>Ventilation</i></p> <p>Staff are required to ensure windows are opened so that good ventilation can be maintained, stickers have been affixed to windows to aid awareness.</p> <p>Where there is poor ventilation or where people are required to work in close proximity masks are available to be used if individuals wish to do so.</p> <p>Where meeting rooms have windows, window/s are required to be opened to increase the ventilation and doors are to left open when unoccupied.</p> <p>All meeting rooms that do not have windows, have the air con set to auto to</p>			

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		<p>ensure that there is a constant exchange of air and doors will be left open when unoccupied.</p> <p>An 'air quality meter' has been deployed around the building and will be moved around the business at regular intervals to measure air quality. Where air quality is not to a satisfactory level the IMT will be informed to ensure appropriate actions are taken.</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>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 as per the normal process. (Equipment includes printers, machines, pallet trucks, Yorks, forklift trucks, royal mail tubs).</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 is cleaned after any visit by an engineer and prior to staff being able to use equipment.</p> <p>Fixed hand sanitiser dispensers are located at entry points into the office areas and warehouse.</p>	<p>On-going communications relating to hygiene and preventing the spread by ensuring areas/equipment are cleaned down at the end of meetings, shifts etc.</p>	<p>Heads Of</p>	<p>On-going</p>

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		<p>Hand sanitizer and wipes have been put in departments, meeting rooms, offices, the canteens, and bathrooms. Material Safety Data Sheets are made available and instructions on use have been provided.</p> <p>There are signs 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>There are notices 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/ Spreading (continued)</p>	<p>Employees, family members.</p>	<p><u>PPE and Face Coverings</u></p> <p>Face coverings are available for use if any staff member wishes to use one. There is no mandatory requirement for use of masks.</p> <p>First Aiders have been issued with gloves and face coverings.</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</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>	<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>

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		<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. • Cleaning work areas, equipment, canteen, and meeting rooms after use. <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.</p> <p>Information relating to current internal guidance and control measures have been issued and is displayed on staff notice boards.</p>			