



### COVID-19 SAFE WORKING RISK ASSESSMENT

Ref. No.: COVID-19 Safe Working Risk Assessment  
Rev.: 1  
Eff. Date: 20/04/2020

In order to maintain safe working conditions, working practices and procedures will be under constant review.  
The following working operations that will include (but not limited to) Temperature Checking, Social Separation, Start Times, Clocking On / Off, Meal and Break Times, Restroom and Canteen Use, Changing Room and Facilities, Additional Cleaning Facilities etc.  
Other controls in line with government advice covering working from home where possible,(Risk Assessment to be completed) travel to work letters,visitors to site etc are already in place.  
COVID-19 Posters are also displayed covering Government and Ecobat advice.

**PPE wearing will remain as per standard operations via. (Risk Assessments for Each Activity Which Now Includes BLM Delivery Employees)**

**The following Risk Assessment outlines the situations actions of Individuals and Company based on Government Advise via Public Health England (PHE)**

	RISK	EMPLOYEE ACTIONS	COMPANY ACTIONS
1	Employee with Temperature > 37.8 ° C found at their home.	The Employee consults NHS111 online and/or GP self-isolating for 7 days and informs the Company, keeping it updated on developments.	Employee begins self-isolation in line with Public Health England (PHE) advice.  Employee must inform HR department at least a 2 day before end of self-isolation of return to work status.
2	Employee with Temperature > 37.8 ° C found at Company Entrance: (With No-Contact Thermometer. Privacy: only in case of T> 37.5 ° C the person is identified, and the data recorded to document the reason that has forbidden the access).	All Employees to utilise the body temperature detector located at main office entrance and weighbridge entrance Employee follows the Unsafe temperature instructions and isolates themselves for 30 minutes then retakes their temperature. If temperature is safe returns to work, unsafe informs line manager/HR then Employee returns to their home, consults NHS111 online and/or GP, self-isolating for 7 days and updates the company on developments.	Doesn't allow access and suspend the Employee from working. Employee to provide update on discussions with NHS111 online and/or GP on health status and isolation advice.



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3	<p>Employee with Temperature &gt; 37.8 ° C found during working tasks.</p>	<p>Employee Isolates from others on site, use of disposable mask and gloves. Promptly communicating with HR Department / Manager also provides information on activities and locations and interactions with others during work on that day, begins self-isolation 7 days. The Employee returns to his home, consults NHS111 online and/or GP and updates the company on developments.</p>	<p>Employee in this condition will be temporarily isolated and provided with disposable masks. They will be asked to identify all areas they have worked in and people they have interacted with. And will have to return to their home. Employee immediately suspended from working until further clarifications. Review work areas of individual and perform cleaning in the working area frequented by the Employee in line with PHE guidance. Where possible cleaning will be by specialist contractor who is familiar with the PHE guidance.</p>
4	<p>Employee with symptomology potentially attributable, for similarity, to COVID-19 infection (Sudden onset of at least one of the following symptoms: fever &gt; 37.8 ° C, cough, *Dyspnoea, *Anosmia) occurred at his home.</p> <p>* Dyspnoea, also known as shortness of breath or breathlessness. * Anosmia loss of, or a change in, normal sense of smell</p>	<p>The Employee remains at home, consults NHS111 online and/or GP updates the company on developments. Self-isolation 7 days Promptly communicating with HR Department and manager giving information on activities and locations of work and interactions with others at work on previous day.</p>	<p>Requires the Employee to stay at home. Assess work schedule and review work areas of individual to decide if cleaning in the working area frequented by the worker should be performed. If required cleaning will be in line with PHE guidance and where practicable by specialist contractor. Assume case is positive COVID-19 until proven.</p>



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5	<p>Employee with symptoms potentially attributable, for similarity, to a COVID-19 infection (Sudden onset of at least one of the following symptoms: fever &gt; 37.8 ° C, cough, *Dyspnoea, *Anosmia) occurred during the working activities in the Company.</p> <p>* Dyspnoea, also known as shortness of breath or breathlessness.</p> <p>* Anosmia loss of, or a change in, normal sense of smell</p>	<p>The Employee who develops symptoms of infection immediately isolates self from others on site, use of disposable mask. Promptly communicating with HR Department / manager giving information on activities, work locations and interactions of work on that day.</p> <p>The Employee returns to his home to begin self-isolation for 7 days, consults NHS 111 online and/or GP and updates the company on developments.</p>	<p>Isolates Employee immediately isolates form other Employees and provided with disposable masks. They will be asked to identify all areas they have worked in and interactions with others. They will have to return to their home.</p> <p>Suspends immediately the Employee from working until further clarifications.</p> <p>Review work areas of individual and perform cleaning in the working area frequented by the Employee in line with PHE guidance. Where possible cleaning will be by specialist contractor who is familiar with the PHE guidance.</p> <p>Identify by discussion any "close contacts" with the Employee and act in line with PHE for the "close contacts" this may be 14 days isolation.</p>
6	<p>Validation of a COVID-19 case in an Employee by test results or diagnosed by doctor.</p>	<p>If Employee has been diagnosed with COVID-19 then they must self-isolate, inform company and follow advice of Doctor / PHE. They will be required to help identify any close contacts by Doctor / PHE. Also, to establish those who have not had close contact.</p>	<p><b>The company must contact PHE promptly using number 03442254524 option 1.</b></p> <p>This will prompt PHE to do an assessment of circumstances and give instruction on how to proceed. It will involve identifying close contacts, possible further isolations for close contacts. They will give advice to those who have had "close contact" in terms of what to do if they develop symptoms. Any additional cleaning requirements not already done will be included in the assessment.</p>



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7	Symptomatic Employee who had close contact with a case of COVID-19.	Remain at home in self-isolation for 7 days. If symptoms persist, contact NHS111 online. Inform company and identify any other possible close contacts.	Isolates immediately any identified close contacts of the Employee, they will be expected to self-isolate for 14 days keeping company informed. Actions as point 5 above
8	Non-Symptomatic Employee who had close contact with a case of COVID-19.	Remain at home in self-isolation for 14 days Inform company and identify any other possible close contacts.	Isolates immediately any identified close contacts of the Employee, they will be expected to self-isolate for 14 days keeping company informed. Actions as point 5 above
9	Employee who has personally attended a health facility where patients with COVID-19 infection have been hospitalized.	If established that close contact has taken place, then remain at home in self-isolation for 14 days. Inform company and identify any other possible close contacts. Consult with NHS111 online and or GP.	Isolates immediately any identified close contacts of the Employee, they will be expected to self-isolate for 14 days keeping company informed. Actions as point 5 above
10	Employees risk of contracting COVID-19 whilst in the employ of BLM (Offices, Production Areas, Driving and Homeworking)	Employees to follow all COVID-19 information provided by BLM, Gov UK. Follow all Distance Isolation measures employed by BLM. Inform HR of any changes in their health i.e. Temperature, Cough etc (COVID-19 Symptoms) Use any PPE supplied by BLM in the areas designated via Risk Assessments Follow the correct hand hygiene procedures and follow the staggered work times, break times and shower times.	Complete COVID -19 Site Audits, supply PPE as when required through Risk Assessments. Home workers Risk Assessments. Hand washing regime, Disinfection Cleaning Regimes, Social Distancing, Personal Thermometers No Visitors Contractors on site. No overseas travel Room occupancy limits. Poster campaigns Hand Sanitizer supplied. Complete and display a signed and dated HSE COVID-19 5 Steps to safer working together poster.



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**Information on COVID-19: NHS111 online:** <https://111.nhs.uk/>

**PHE:** <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

**Information on COVID-19: Non Healthcare Cleaning:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

**Information on COVID-19: Guidance for Employers:** <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>