

Risk Assessment COVID-19 site general

<b>Site Areas:</b>	All areas of site		
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<b>Date:</b>	26/05/2020		
<b>Description:</b>	COVID-19 HJE Working to Public Health England, Government and WHO guidelines		
<b>Review:</b>	Reviewed by Mark Ward-Taylor / IRB on 26th May and assessment updated to latest recommended HM Government, WHO & Public Health England guidelines		

As you are now all aware the COVID-19 outbreak will have long term effects at H J Enthoven, and HJE has carefully reviewed the guidance from Public Health England (PHE), and the direction provided by the UK Government, as well as considering advice from other sources such as the WHO (World Health Organisation).

This Risk Assessment is to be used in conjunction with other site-based Risk Assessments or Procedures where required. **The main document that should be referenced for on site control is “HJE Guide for Pandemic Preparedness and Response” this is collectively the significant findings and control measures identified via risk assessment and implemented to deal with COVID-19.**

It is also the duty of H J Enthoven & Sons to be able to provide all necessary means in line with the most up-to-date Public Health England guidance, so the work area is safe for all operations to be carried out as per the Government guidance.

Strict adherence to social distancing measures are to be observed and steps must be taken to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

Ecobat production sites operating during the Coronavirus COVID-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This risk assessment is intended to introduce consistent measures on site in line with the Government’s recommendations on social distancing.

If you think H J Enthoven & Sons are not consistently implementing the measures set out by Public Health England, any operatives are required to review actions with the SCO or a member of the site senior management team **immediately**.

Before coming to work anyone, who meets one of the following criteria should not come to site:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation?
- Has lost his or her sense of smell or taste - follow the guidance on self-isolation?
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition)?
- Is living with someone in self-isolation or a vulnerable person unless you can work in isolation at your place of work i.e. no shared office or facilities.

**Site Specific Hazards Associated with the Operations**

Hazard	Task	Risk	Who Might Be Harmed	Control Measures	Residual Risk
Contracting or spreading COVID-19	Transportation to and from the place of work	<b>High</b>	All Site Personnel	<p>Strict adherence to social distancing (SD), Operatives should keep a safe distance and always maintain 2 metres where possible.</p> <p>Wherever possible workers should travel to the site alone using their own transport. Where this cannot be done, the number of people should be limited to 2 persons per vehicle. The sharing should be with the same persons each time and with good ventilation provided i.e. windows open and persons facing away from each other if possible.</p> <p>Where a HJ Enthoven transport is used to travel to and from any place work; a maximum of one person only is allowed to travel in the vehicle unless they live together then two persons may travel together.</p> <p>Where medical emergency transport is required and an ambulance cannot be obtained, then HJE transport may be used (maximum of 3 persons) but all occupants must wear the required RPE/PPE i.e. disposable mask and gloves</p> <p>If sharing a vehicle, wash hands for a minimum of 20 seconds using soap &amp; water or hand sanitiser if soap is not available before entering and upon leaving the vehicle.</p> <p>Whatever form of personal transport you use and practice good hygiene, wipe down hard surfaces regularly, particularly areas that are required to access a vehicle such as interior and exterior handles and anything else that requires touching i.e. seat belts</p> <p>Try to avoid public transport where possible, if you cannot, adherence to social distancing is required, if the transport is getting where you cannot conform to social distancing then get off and wait for a less busy train/bus.</p> <p>Use a bike/walk if your site is near enough.</p>	<b>Low</b>

<p>Contracting or spreading COVID-19</p>	<p>Access to and from site</p>	<p><b>High</b></p>	<p>All Site Personnel</p>	<p>When going onto and off-site, remember to use the 2m SD when going through the entrances/exits. Wait safely to one side if necessary. Signage will be in place and site access procedures are in place for your safety.</p> <p>The site temperature scanner must be used upon entry to site and your attendance please follow the HJE temperature monitoring procedures.</p> <p>If you need to leave the site, please inform the SCO by phone.</p> <p>Where possible you must wash or clean your hands before entering or leaving the site and at periodic intervals that you feel necessary throughout the day.</p> <p>Once you have put on your gloves, avoid touching your face.</p> <p>Refer to COVID-19 information for the guidance of when you should wash your hands and how.</p> <p>Drivers should remain in their vehicles (if the load will allow it) and must where possible wash or clean their hands before unloading materials.</p> <p>If attending a Client's site, the Client should provide signage and floor markings to ensure 2m SD can be adhered to if / when queuing.</p>	<p><b>Low</b></p>
<p>Contracting or spreading COVID-19</p>	<p>Using PPE</p>	<p><b>High</b></p>	<p>All site personnel</p>	<p>Strict adherence to SD, Operatives should keep a safe distance and always maintain the 2m SD rules.</p> <p>Re-usable PPE, e.g. eye protection, protective gloves and respiratory equipment, should be thoroughly cleaned after use by the welfare department and not shared between Operatives.</p> <p>Single use PPE, e.g. disposable masks and vinyl gloves should be disposed of so that it cannot be reused.</p> <p>Where the 2m SD rule can be applied, there is no requirements for RPE.</p> <p>Where the 2m SD cannot be applied RPE/PPE must be worn</p>	<p><b>Low</b></p>

Contracting or spreading COVID-19	Access around site	<b>High</b>	All site personnel	<p>You must only use the designated access routes and personnel will monitor these routes to ensure SD is always maintained where RPE is not worn.</p> <p>Access only areas for HJ Enthoven employees in or around site, contractors please contact area TL if access is required to these areas.</p> <p>SD signage and floor markings to ensure 2m SD can be adhered to in all areas of site if or when queuing to clock on or to use canteen or washing facility's where RPE is not worn.</p>	<b>Low</b>
Contracting or spreading COVID-19	Using toilet facilities	<b>High</b>	All site personnel	<p>Restrict the number of people using toilet facilities at any one time.</p> <p>Wash hands before and after using the facilities.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.</p> <p>Portable toilets should be avoided wherever possible but where in use (weighbridge) these should be cleaned and emptied more frequently.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p>	<b>Low</b>

<p>Contracting or spreading COVID-19</p>	<p>Canteens, Kitchens and eating arrangements</p>	<p><b>High</b></p>	<p>All site personnel</p>	<p>Work start and break times will be staggered to reduce congestion and contact at all times; remember to use the 2m SD rule.</p> <p>Hand cleaning facilities or hand sanitiser will be available at the entrance of any room where people eat and should be used by all when entering and leaving the area.</p> <p>Seating areas will be set up to enforce the SD 2m rule; please respect this.</p> <p>Crockery should not be used unless disposable.</p> <p>When canteen hot meals are allowed to resume payment for food should ideally be via a contactless payment method.</p> <p>Any Catering staff on site will also be subject to the site SD rules.</p> <p>Where microwaves are used cleaning of buttons and dials should be completed after each use and cleaning routines should be increased.</p> <p>You must clear your own waste into the bins provided.</p> <p><b>Canteen tables and chairs must be cleaned after use.</b></p> <ul style="list-style-type: none"> <li>○ Cleaning stations are provided for cleaning.</li> <li>○ HJ Enthoven and contractor eating facility's must be cleaned before after use by the user.</li> <li>○ Surfaces where food is also prepared must also be cleaned before and after use by the user</li> <li>○ Handles (such as fridge and door handles) should be cleaned after use/handled by the user</li> <li>○ Limit numbers in canteen at any one time</li> </ul> <p>SD 2m rules must be observed at all times and areas will be restricted to limited numbers which will be displayed on all entry points</p>	<p><b>Low</b></p>
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<p>Contracting or spreading COVID-19</p>	<p>Operatives working together</p>	<p><b>High</b></p>	<p>All site personnel</p>	<p>Working groups may require multiple personnel within each group using the SD 2m rule where possible, RPE/PPE must be used where SD rules cannot be applied.</p> <p>Non-essential work that requires close contact between workers will not be carried out.</p> <p>Vehicle training see vehicle see SOP on vehicle training.</p> <p>Where possible the same teams should be kept together with no interchanging between teams</p> <p>Where possible working areas can be pre-loaded with the required materials.</p> <p>You must manage your work area/task. If others encroach into your SD 2m area, you must remove yourself to a safe place and inform your team leader immediately, this is not required if RPE/PPE is worn.</p>	<p><b>Low</b></p>
<p>Contracting or spreading COVID-19</p>	<p>Operatives passing materials to each other</p>	<p><b>High</b></p>	<p>All site personnel</p>	<p>The virus can be transmitted on objects or surfaces wear gloves or clean with antibacterial wipes or use the antibacterial cleaning stations around site.</p> <p>Follow the coughing and sneezing rule, when RPE not in use, contain the cough or sneeze in a tissue and dispose of it in a bin or if no tissue is available to use the crook of your elbow to reduce spread.</p> <p>Where possible always when using shared equipment wear gloves, clean or dispose them at the end of the shift or at the end of their useful life. DO NOT allow other personnel to use your gloves.</p> <p>Where possible tools or equipment should be cleaned using a minimum of a damp soapy cloth before and after use but do not get water in the tool. Alcohol-based wipes would be preferred.</p>	<p><b>Low</b></p>

Contracting or spreading COVID-19	Contact with site management/shift handovers	<b>High</b>	All site personnel	<p>Communicate by phone or with a SD 2m.</p> <p>Use conferencing facilities or hold meetings outside with a SD 2m if conferencing facilities are not available</p> <p>When writing out on paper wear disposable gloves and do not share pens, alternatively wash hands thoroughly afterwards.</p> <p>Leave the paperwork to be signed by the Client and collect with gloves on when completed.</p> <p>If emergency first aid is required, take precautions to minimise contact with the casualty by covering their mouth and nose where possible, use RPE/PPE gloves and mask.</p>	<b>Low</b>
Contracting or spreading COVID-19	IT Equipment, shared or not shared	<b>High</b>	All site personnel	<p>Use of IT equipment, PC's, keyboards, touch screen monitors, office phones, Dect phones, all equipment should be sanitised after use by each person, if equipment is shared, none shared equipment should be sanitised on a regular basis or as often as possible.</p> <p>All personnel who use shared or none shared IT equipment should wash hands regally as per WHO or HM Government Where possible wash hands before and after use</p>	
Contracting or spreading COVID-19	Office working	<b>High</b>	All site personnel	<p>Single person office working in each office; 1 person only to use kitchen facilities at any one time</p> <p>Hard surface in communal areas to be wiped down regularly during the day; all door handles, taps, surface to be thoroughly cleaned on a regular basis</p> <p>No unauthorised access into office areas – call to arrange meeting if necessary</p> <p>All employees to use one-way personnel systems where in place, don not pass when using stairways, corridors and walkways where possible, where this is not possible use SD 2m rule</p> <p>Prop doors open during the working day to avoid need to use handles and gain good ventilation; fire doors can be propped open during the day but must be closed when offices are empty</p>	

Contracting or spreading COVID-19	Permit to Work	High	All site personnel and contractors visiting or working on site	<p>Use of IT equipment, PC's, keyboards, touch screen monitors, office phones, Dect phones, all equipment should be sanitised after use by each person, if equipment is shared, none shared equipment should be sanitised on a regular basis or as often as possible.</p> <p>All personnel who use shared or none shared IT equipment should wash hands regally as per WHO or HM Government</p> <p><b>The PTW office is now a mandatory glove and mask to be worn area and is restricted to 2 personnel in the PTW office at any one time, one additional person may use the sign in office whilst 2 personnel are in the PTW office.</b></p> <p><b>If the capacity has been reached all other personnel must wait outside and in a socially distance manner.</b></p>	
Contracting or spreading COVID-19	Leaving site	High	All site personnel	<p>Remember to shower or wash your face and hands before leaving site.</p> <p>Dispose of your PPE appropriately and in line with site arrangements</p> <p>Take extra care when you get home, change and wash before you have physical contact with your family.</p>	Low
Contracting or spreading COVID-19	Emergency Arrangements (Fire Alarm)	High	All site personnel	<p>All personnel must observe fire alarm protocols at all times, if fire alarm is activated all personnel must proceed to their allocated fire assembly point but the 2m SD rules must be observed whilst roll calls are being completed by the fire marshal</p> <p>Please refer to Fire procedures for call points</p>	
Contracting or spreading COVID-19	Emergency Arrangements	High	All site personnel	<p>The primary Objective in an emergency situation is to preserve life so first aid procedures should be followed with additional measures in place.</p> <p>Please refer to your Emergency procedures for specific details.</p>	

**Remember if any elements cannot be fulfilled, please review with the duty SCO or a member senior management team.**