

TITLE:	Coronavirus (COVID-19)		
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REVIEWED BY:	Cécile Lartigue, HSEQ Manager	REVIEW DATE:	30/06/2022

PERSON(S) AFFECTED BY THIS TASK:	EMPLOYEE	<input checked="" type="checkbox"/>
	GENERAL PUBLIC	<input checked="" type="checkbox"/>
	SUB-CONTRACTOR	<input checked="" type="checkbox"/>
RISK TYPE:	PHYSICAL INJURY / ILL HEALTH	<input checked="" type="checkbox"/>
	DAMAGE TO GOODS/PROPERTY	<input type="checkbox"/>
	ENVIRONMENTAL	<input checked="" type="checkbox"/>

BEFORE CONTROL MEASURES					CONTROL MEASURES IMPLEMENTED				
TASK/HAZARD	Who might be affected and how?	L	S	R	CONTROL MEASURES	L	S	RR	
1 - SAFE PLACE									
Someone entering the workplace with COVID	Employees A visitor enters the workplace with COVID and passes the virus on to employees.	5	5	25	An information email is sent to each visitors which highlights the risks of COVID and states that symptomatic individuals will not be allowed entry or will be requested to leave. An information poster highlighting the symptoms of COVID is placed on the entry/sign in point. The poster states that symptomatic individuals will not be allowed entry. Pre-access check sheet in place for visitors Hygiene requirements (handwashing etc.) included within Induction. COVID Information posters are placed in designated locations within the workplace (toilets, notice boards etc).	3	5	15	
Someone becomes ill within the workplace	Employees, visitors Contracted COVID by any means.	5	5	25	Instruction given to stay at home when experiencing any symptom and get a test. The individual will be sent home and advised to follow online NHS guidance. If the person is a visitor, their organisation will also be contacted. The workplace will be decontaminated following Governmental guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings if an employee becomes unwell with coronavirus symptoms at work. The person should leave work to self-isolate straight away, wear a face covering on route and avoid public transport. The RHT-HS-PRO-071 Process for confirmed COVID-19 Cases in the workplace and identifying workplace close contact is implemented and followed.	3	5	15	

BEFORE CONTROL MEASURES					CONTROL MEASURES IMPLEMENTED			
TASK/HAZARD	Who might be affected and how?	L	S	R R	CONTROL MEASURES	L	S	RR
Working from Home / Hybrid working / Lone working	<p>Employees</p> <p>A person catches COVID due to being in close contact with someone with COVID.</p> <p>Musculoskeletal disorder or eye strain due to poor work station</p> <p>Stress, mental health and wellbeing issues</p>	5	5	25	<p>Complete DSE assessment on online portal</p> <p>Complete Tips for Home Workers module and risk assessment on e-learning portal. Follow advice from module</p> <p>You should continue to stay alert and limit your contact with others.</p> <p>Messages send to encourage staff to take part in the NHS home testing program</p> <p>Regular supervision from and communication with managers</p> <p>Set up a designated workspace. Separate space for yourself to work in, somewhere you can focus on tasks without being distracted and set up with everything you need for a normal working day – computer, phone, stationery, papers...etc.</p> <p>Make sure you have all the tech you need.</p> <p>Get dressed. Changing into working clothes will help you mentally switch to productive work mode.</p> <p>Write a daily to-do list. Set out a list of realistic, achievable tasks to keep you focused.</p> <p>Know when to step away from your desk. Be clear about when your working day begins and ends and take breaks to refresh.</p> <p>Stay in conversation. Contribute regularly to team chats/group emails.</p> <p>Use video calling to maintain face-to-face contact. Be clear in your communication.</p> <p>Ask for support when needed.</p> <p>Home worker to make sure they are NOT overloading plug sockets, using counterfeit or incorrect chargers for tablets, laptops and mobile phones and “daisy-chaining” – plugging multiple extension leads together or plugging many multi-socket adaptors into a single socket</p> <p>Ensure all procedures and IT department recommendations are followed to prevent data-leakage of confidential data and cause a breach of data-protection legislation such as GDPR this includes use of secured Wi-Fi not public Wi-Fi</p>	3	4	12
Poor workplace ventilation leading to risks of coronavirus spreading	<p>Workers</p> <p>Customers</p> <p>Contractors</p>	4	4	16	<p>Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help</p> <p>If you need additional ventilation use mechanical ventilation e.i. air conditioning, desk fans, air movers etc</p> <p>Maintenance of air circulation systems in line with manufacturers’ recommendations (at least yearly) have been increase to every 6 months</p>	2	4	8

BEFORE CONTROL MEASURES					CONTROL MEASURES IMPLEMENTED			
TASK/HAZARD	Who might be affected and how?	L	S	R R	CONTROL MEASURES	L	S	RR
Proximity, workplace gatherings	<p>Employees</p> <p>A person catches COVID due to working closely with an infected person.</p>	5	5	20	<p>All Social Distancing rules have been implemented. All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, deferring large meetings etc.)</p> <p>Everyone in the workplace working 2m apart, or 1m with risk mitigation where 2m is not viable, or acceptable or practicable</p> <p>We have put in place other measures to protect people. This can include:</p> <ul style="list-style-type: none"> enhanced cleaning regimes increase in hand washing limiting the amount of time people spend on the task placing workers back-to-back or side-by-side rather than face-to-face when working 'cohorting' work teams so they consistently work together improving ventilation physical Perspex partitions <p>Display signs to remind people to socially distance</p> <p>The company encourage the workforce to take part in the national vaccination program</p> <p>Asymptomatic workplace COVID lateral flow testing program implemented as part of the NHS test and trace program. Message send to encourage staff to take part in the NHS home testing program</p> <p>Avoidance of face-to-face meetings. Hold meetings via video conferencing or phone call, where possible</p> <p>On site all COVID-19 rules must be observed according to signage in place</p>	3	5	15
Maintenance of premises and equipment and statutory inspections / controls	<p>Employees, sub-contractors</p> <p>Employee(s) has been in close contact with someone with COVID.</p> <p>A person catches COVID due to another employee continuing to work despite being unwell.</p>	4	5	20	<p>Health and safety at work regulations still currently apply and must be followed.</p> <p>Legionella control to take place as usual</p> <p>LOLER and other statutory inspections to be carried out as normal</p> <p>Social distancing rules to be apply with contractors where possible</p> <p>Organise regulatory inspection by external providers so that there are taking place on different days to reduce the risk a contact with multiple persons.</p> <p>An information poster highlighting the symptoms of COVID is placed on the entry/sign in point. The poster states that symptomatic individuals will not be allowed entry.</p> <p>Pre-access check sheet in place for visitors. It states that symptomatic individuals will not be allowed entry or will be requested to leave and visitor must wear face covering.</p> <p>Hygiene requirements (handwashing etc.) and symptoms of COVID will be included within Induction.</p> <p>COVID Information posters are placed in designated locations within the workplace (toilets, notice boards etc).</p>	2	5	10
Cleaning and disinfecting vehicle	<p>Employees</p> <p>Wet surfaces causing slip, trip and fall</p> <p>Use of COSHH product</p>	4	4	16	<p>Slip trip and fall e-learning training</p> <p>Extra attention to be given when cleaning and disinfecting vehicle</p> <p>Dry excessive product / water with absorbent material</p> <p>COSHH assessment in place and available for all product used</p> <p>Appropriate PPE to be worn (gloves / mask / goggles) as per instruction on the cleaning product container/COSHH assessment</p>	2	4	8

BEFORE CONTROL MEASURES					CONTROL MEASURES IMPLEMENTED			
TASK/HAZARD	Who might be affected and how?	L	S	R R	CONTROL MEASURES	L	S	RR
Cleaning and disinfecting workstations and common areas	Employees Use of COSHH product	4	4	16	Each department has at least 1 x blue cleaning kit. In the blue kit are antibacterial wipes, anti-bacterial surface spray, anti-bacterial mist spray, surface wipes, paper towels, hand sanitiser. It is recommended that personal desk space and hard surfaces be cleaned with increased frequency, at least at the start and finish of each work shift and after eating at the workstation Each common area (break rooms, kitchen) has a blue cleaning kit. It is recommended that all surfaces are wiped down with ant-bacterial spray/wipes after each use. Do not spray antibacterial spray directly onto electrical appliances or electrical sockets Dry excessive product / water with absorbent material COSHH assessment in place and available for all product used Appropriate PPE to be worn (gloves / mask / goggles) as per instruction on the cleaning product container/COSHH assessment	2	4	8
Contaminated workplace	Employees, visitors A person catches COVID due to contaminated surfaces.	4	5	20	An increased formal cleaning regime is underway. Employees are cleaning equipment more often (keyboards, work surfaces, door handles etc.). This includes vehicles. Dettol Surface Cleanser wipes and spray, and Hand sanitisers have been placed in the workplace. Wash hands when entering the premise and/or before boarding vehicles Extra hygiene requirements (handwashing etc.) are enforced. How to wash your hands poster sent out to all and displayed Multi-use handtowels are not used to dry hands. Keeping the facilities well ventilated	2	5	10
Small offices with multiple workstations	Employees Employee(s) has been in close contact with someone with COVID. A person catches COVID due to another employee continuing to work despite being unwell.	5	5	25	Maintain 2 meters distance where possible AND No One should invade anyone personal space. Encourage staff to clean their own work station regularly Increase hand washing and hand sanitising Use back-to-back or side-to-side working (rather than face-to-face) whenever possible. Partition screen installed and to remain in place Be mindful of the number of persons in the office at any given time: <ul style="list-style-type: none"> • People should only stay at their desk if they need to carry out desk work • Tea/lunch/other breaks should be taking place in the breakroom. • When there is a need for more than 4 people to be in the office at the same time then the doors should be kept open to improve air circulation/flow. The heater/air conditioning unit can be use all day but still require the doors open to encourage air flow. • Working within 1 meter or less of another person should be avoided, if not possible the activity time involved should be kept as short as possible. It is recommended that face covering should be worn when the 2 meters distance cannot be kept for more than 15 minutes or when there is a need to be within 1 meter or less of another person. Staff who want to wear face covering all the time for their own wellbeing are welcome to do so Access to these areas permitted to staff only The company encourage the workforce to take part in the national vaccination program Asymptomatic workplace COVID lateral flow testing program implemented as part of the NHS test and trace program. All staff are encouraged to take part in the NHS home testing program	3	5	15

BEFORE CONTROL MEASURES					CONTROL MEASURES IMPLEMENTED			
TASK/HAZARD	Who might be affected and how?	L	S	R R	CONTROL MEASURES	L	S	RR
Crews traveling together to delivery/collect ion addresses in the same vehicle	<p>Employees, sub-contractors</p> <p>Employee(s) has been in close contact with someone with COVID.</p> <p>A person catches COVID due to another employee continuing to work despite being unwell.</p>	5	5	25	<p>Job usual generic risk assessment or RAMS still apply. Social utility to work in teams for safety reason. All crews have completed infection control training.</p> <p>Additional measures:</p> <ul style="list-style-type: none"> If necessary to share a vehicle, the following measures are recommended: Sit side-by-side not face-to-face and increase ventilation where possible Use a fixed pairing system if people have to work in close proximity where possible Make sure vehicles are well-ventilated to increase the flow of air, for example, by opening a window Ensure regular cleaning of vehicles, in particular, between different users Remove waste and belongings from the vehicle at the end of a shift <p>Employees must report any of the known COVID symptoms for themselves or a family member so decision on self-isolation can be made.</p> <p>Only employees with no symptoms can work together Employees are cleaning equipment more often (vehicle door handles, steering wheel, dashboard, centre console etc.). Asymptomatic workplace COVID lateral flow testing (LFT) program implemented as part of the NHS test and trace program We encourage people who are not able to do it at the workplace to use the NHS test at home LFT to test themselves.</p> <p>Extra hygiene requirements (handwashing etc.) are enforced. How to wash your hands poster sent out to all and displayed.</p> <p>Fluid-resistant (Type IIR) surgical masks (FRSMs) and Wear FFP2 / N95 masks or face coverings are made available when 2m distance cannot be maintain</p> <p>Provision of hygiene pack containing 1 bottle of hand sanitiser, 1 pack of 100 surgical gloves, 1 disinfectant spray and 1 large roll of blue tissue to all drivers and cablers</p> <p>Disposable gloves must be worn when exposure to body fluids is anticipated or likely, including during equipment and environmental decontamination. Disposable gloves are subject to single use and must be disposed of immediately after completion, followed by hand hygiene.</p> <p>Crews to spray the cab at the end of each day</p> <p>The company encourage the workforce to take part in the national vaccination program</p>	3	5	15
2 – SAFE PERSON								
General	<p>Employees (including those considered at increased risk)</p> <p>Employees are not aware of the risks from COVID and become infected due to lack of awareness of control measures.</p>	3	5	15	<p>NHS provides advice on what COVID is, what the risks are, the symptoms, how COVID is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts): https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Government guidance on hand washing is provided in line with the 20 second rule: https://www.nhs.uk/video/pages/how-to-wash-hands.aspx</p> <p>Additional consideration will be given to those employees who may be deemed to be at increased risk.</p> <p>Advice on risks, symptoms and control measures has been passed onto employees.</p>	2	5	10

BEFORE CONTROL MEASURES					CONTROL MEASURES IMPLEMENTED			
TASK/HAZARD	Who might be affected and how?	L	S	R R	CONTROL MEASURES	L	S	RR
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Customers Contractors Drivers coming to our business Drivers going out for our business Visitors	5	5	25	Follow HSE guidance on cleaning, hygiene and hand sanitiser (https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm) <ul style="list-style-type: none"> • Provide water, soap and drying facilities at wash stations • Provide information on how to wash hands properly and display posters • Provide hand sanitiser for the occasions when people can't wash their hands • There's a legal duty to provide welfare facilities and washing facilities for visiting drivers. Ensure that our drivers are provided with hand washing facilities at any sites they are visiting Signs up to remind people to wash their hands If people can't wash hands, provide information about how and when to use hand sanitiser Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem	3	5	15
Travel to and from work in public transport or with others	Employees, sub-contractors, general public, family members Employee(s) is/are symptomatic of COVID or has been in close contact with someone with COVID.	5	5	25	Walking or cycling where possible or use individual vehicles Avoid public transport where possible Apply social distancing rule to stay more than 2 metres (6 feet) from facing others as much as is pragmatic and wear Face Coverings on all public transports. Face coverings does not mean the wearing of a surgical or other medical grade mask but a facial covering of the mouth and nose, that is made of cloth or other textiles and through which you can breathe, for example a scarf. You should be prepared to remove your face covering if asked to do so by police officers and police staff for the purposes of identification. Wash your hands with soap and water on arrival at work or at home – do this for at least 20 seconds Cover your cough or sneeze with a tissue, then throw the tissue in a bin Avoid sharing car to and from work with someone outside your household. If it is not possible, we recommend you to: <ul style="list-style-type: none"> • Sit side-by-side not face-to-face and increase ventilation where possible • Always travel with the same persons • Make sure vehicle is well-ventilated to increase the flow of air, for example, by opening a window • Ensure regular cleaning of vehicle 	3	5	15
Refuelling vehicle	Employees Person being in close contact with someone with COVID or touching surfaces contaminated by the virus	4	5	20	Single person or contactless refuelling where Possible Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, fuel pumps and vehicle keys Wear disposable gloves must be worn when handling the fuel nozzle. Disposable gloves are subject to single use and must be disposed of immediately after completion, followed by hand hygiene.	2	5	10

BEFORE CONTROL MEASURES					CONTROL MEASURES IMPLEMENTED			
TASK/HAZARD	Who might be affected and how?	L	S	R R	CONTROL MEASURES	L	S	RR
Self-isolation	Employees Employees are not aware of the need to self-isolate or how to self-isolate.	4	4	16	<p>Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate immediately. If you have symptoms of COVID-19, you should arrange to have a PCR test as soon as possible. This still applies even if you have received one or more doses of COVID-19 vaccine.</p> <p>If you live in the same household as someone with COVID-19, you should stay at home and self-isolate. If you are fully vaccinated you will not be required to self-isolate if you are a contact of someone who has tested positive for COVID-19.</p> <p>If you have symptoms of COVID-19 or have received a positive test result, you should still self-isolate even if you have received one or more doses of COVID-19 vaccine.</p> <p>If you must self-isolate, you need to follow the Guidance: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>If you are not legally required to self-isolate, but you will be advised to have a PCR test as soon as possible, even if you do not have symptoms.</p>	1	4	4
Increased risk of infection and complications for vulnerable employees	Employees, sub-contractors, general public, family members Employee(s) is/are symptomatic of COVID or has been in close contact with someone with COVID.	5	5	25	<p>If you're clinically extremely vulnerable you should have received a letter confirming this or have been told directly by your GP or hospital clinician. You can go to the workplace</p> <p>Follow the Guidance on protecting people who are clinically extremely vulnerable from COVID-19 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <ul style="list-style-type: none"> • make sure the space is well ventilated; open windows and doors or take other action to let in plenty of fresh air • wash your hands regularly and avoid touching your face • consider continuing to practice social distancing if that feels right for them • recommend colleagues, friends and family to take a lateral flow test to identify people who are asymptomatic • have individual discussions with their managers around their particular concerns • limit the number of people you meet and avoid crowded places • wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places 	2	5	10

BEFORE CONTROL MEASURES				CONTROL MEASURES IMPLEMENTED				
TASK/HAZARD	Who might be affected and how?	L	S	R	CONTROL MEASURES	L	S	RR
Delivery / collection / handling of goods	<p>Employees, sub-contractors, general public, family members</p> <p>Employee(s) has been in close contact with someone with COVID.</p> <p>A person catches COVID due to another employee continuing to work despite being unwell.</p>	5	5	25	<p>Job usual generic risk assessment or RAMS still apply. Social utility to work in teams for safety reason. All crews have completed infection control training. Additional measures:</p> <p>COVID-19 site rules to be followed</p> <p>Employees must report any of the know COVID symptoms for themselves or a family member so decision on self-isolation can be made.</p> <p>Only employees with no symptoms to work together</p> <p>Employees are cleaning equipment more often (vehicle door handles, steering wheel, dashboard, centre console, handles on tools/tackle/moving equipment/FLT etc.).</p> <p>Extra hygiene requirements (handwashing etc.) are enforced. How to wash your hands poster sent out to all and displayed</p> <p>Fluid-resistant (Type IIR) surgical masks (FRSMs) and FFP2 / N95 masks are available to staff from the transport departments or the site supervisor office in Milton Keynes. As a minimum a FRSM should be worn when working in close contact (within 2 metres) especially when FACING an individual.</p> <p>If the environment is dusty then a FFP2 mask must be worn when working in close contact (within 2 metres)</p> <p>Provision of hygiene pack containing 1 bottle of hand sanitiser, 1 pack of 100 surgical gloves, 1 disinfectant spray and 1 large roll of blue tissue to all drivers and cablers</p> <p>Disposable gloves must be worn when exposure to body fluids is anticipated or likely, including during equipment and environmental decontamination. Disposable gloves are subject to single use and must be disposed of safely immediately after completion, followed by hand hygiene.</p> <p>Crews to spray the cab at the end of each day</p> <p>Apply social distancing rule to stay more than 2 metres (6 feet) from others as much as is pragmatic.</p> <p>Where possible and safe, having single workers load or unload vehicles</p> <p>Avoiding situations where two or more people are required to lift freight, if it cannot be avoided, in line with HSE guidance manual handling guidance, use alternative handling techniques such as side by side working to replace face to face where it is safe to do so</p> <p>Notes: When manual handling requires 2 or more persons to carry out task safely, the social distancing will not apply as long as it is with a known colleague/partner's employee and not someone external/unknown to the company.</p> <p>Where possible, using the same pairs of people for loads where more than one is needed.</p> <p>Safety glasses or goggles provided as part of the standard PPE can be use if needed in environment where droplet (from coughing) are likely to be present. Thorough cleaning with disinfecting wipes to be completed after use</p> <p>Electronic PDA (signatures) will no longer be handed to customers to be signed, Rhenus crew will sign on their behalf.</p>	3	5	15

BEFORE CONTROL MEASURES					CONTROL MEASURES IMPLEMENTED			
TASK/HAZARD	Who might be affected and how?	L	S	R R	CONTROL MEASURES	L	S	RR
Installation of client equipment	<p>Employees, sub-contractors</p> <p>Employee(s) has been in close contact with someone with COVID</p>	5	5	25	<p>Job usual generic risk assessment or RAMS still apply. Social utility to work in teams for safety reason. All crews have completed infection control training. Additional measures:</p> <p>COVID-19 site rules to be followed</p> <p>You must maintain 2 metres social distancing during installation wherever possible</p> <p>Where the social distancing guidelines cannot be followed in full in relation to a particular activity, you should:</p> <ul style="list-style-type: none"> • Further increase the frequency of hand washing and surface cleaning. • Keep the activity time involved as short as possible. • Use back-to-back or side-to-side working (rather than face-to-face) whenever possible • Reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others) <p>Fluid-resistant (Type IIR) surgical masks (FRSMs) and FFP2 / N95 masks are available to staff from the transport departments.</p> <p>A FRSM should be worn when working in close contact (within 2 metres) especially when FACING an individual</p> <p>If the environment is dusty then a FFP2 mask must be worn when working in close contact (within 2 metres) when FACING</p> <p>Disposable gloves must be worn when exposure to body fluids is anticipated or likely, including during equipment and environmental decontamination.</p> <p>Disposable gloves are subject to single use and must be disposed of safely immediately after completion, followed by hand hygiene.</p>	3	5	15
Employee(s) who have contracted COVID	<p>Employees, sub-contractors, general public, family members</p> <p>Contracted COVID by any means.</p>	5	5	25	<p>If NHS test determines an employee has contracted COVID they will be treated as off sick as per normal policy. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance. The workplace will be decontaminated following Governmental guidance:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Personal Protective Equipment has been provided relative to activities.</p>	2	5	10

BEFORE CONTROL MEASURES					CONTROL MEASURES IMPLEMENTED			
TASK/HAZARD	Who might be affected and how?	L	S	R R	CONTROL MEASURES	L	S	RR
Travel (Travelling abroad for work)	Employees Travelling abroad for work to an area with a higher risk of COVID.	4	5	20	<p>Travel for work abroad is permitted subject to careful consideration of risk specific to the country</p> <p>All installs abroad are for essential work only</p> <p>FCO provides advice for travellers: https://www.gov.uk/foreign-travel-advice (FCO)</p> <p>Before decided on any potential travel, manager must check the Guidance: Red, amber and green list rules for entering England https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</p> <p>The Government's Guidance on Coronavirus (COVID-19): travellers exempt from UK border states the following exemptions from self-isolation requirements:</p> <ul style="list-style-type: none"> a road haulage worker and road passenger transport worker a worker with specialist technical skills, where those specialist technical skills are required for essential or emergency works or services (including commissioning, maintenance, and repairs and safety checks) to ensure the continued production, supply, movement, manufacture, storage or preservation of goods <p>https://www.gov.uk/government/publications/coronavirus-covid-19-travellers-exempt-from-uk-border-rules/coronavirus-covid-19-travellers-exempt-from-uk-border-rules</p> <p>Similar exceptions exist in EU countries and will need to be checked on a case by case basis</p> <p>All employees need to follow the rule of the country they are going to and the Guidance: Red, amber and green list rules for entering England</p>	1	5	5
Travel (Returning from travelling abroad)	Employees Returning to the UK after travelling abroad for work (or otherwise) to an area with a higher risk of COVID.	4	5	20	<p>When planning for you travel please read the Guidance - Travel abroad from England during coronavirus (COVID-19): https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19</p> <p>The rules when returning to the UK can change in a heartbeat so please be aware of and follow the below Guidance - Red, amber and green list rules for entering England: https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</p> <p>Please follow the Guidance - NHS COVID Pass to demonstrate your coronavirus (COVID-19) status when travelling abroad and domestically at events and venues in England: https://www.gov.uk/guidance/demonstrating-your-covid-19-status</p>	1	5	5
Smoking and vaping	Smokers and vapers Increased risk of contracting respiratory infections	4	5	20	<p>If you smoke, you generally have an increased risk of contracting respiratory infections, such as COVID-19, and you are more likely to have underlying smoking-related conditions, which could lead to more severe disease outcomes.</p> <p>Smoking involves repetitive hand-to-face movements, which provide greater risk of a route of entry into the body for viruses. To reduce the risk of contact with COVID-19, you should:</p> <ul style="list-style-type: none"> wash your hands more frequently than usual, for 20 seconds, with soap and water (or use hand sanitiser if soap is not available) <p>Vaping involves repetitive hand-to-face movements, which provide greater risk of a route of entry into the body for viruses. To reduce the risk of contact with COVID-19, you should:</p> <ul style="list-style-type: none"> wash your hands more frequently than usual, for 20 seconds, with soap and water (or use hand sanitiser if soap is not available) clean your e-cigarette regularly 	3	5	15

BEFORE CONTROL MEASURES					CONTROL MEASURES IMPLEMENTED			
TASK/HAZARD	Who might be affected and how?	L	S	R R	CONTROL MEASURES	L	S	RR
Impacted wellbeing and mental health	Employees, family members Stress, anxiety, mental health issues	5	4	20	Keep employee well informed about the organisation's policies and contingency plans Managers should set clear expectations about the way employees should deliver and receive communications throughout the working day. This will help alleviate pressure and anxiety. Manager to use video calling to maintain face-to-face contact with their team. Be clear about mutual expectations and trust your colleagues to get on without micromanaging. Focus on results rather than activity. Working relationships can deteriorate quickly and well-being suffer without trust. Remote conversations can easily be misinterpreted as it's harder to read body language, tone of voice and other visual and audio cues. Stay mindful of this when delivering difficult messages or feedback. Look after your body: Try to eat healthy, well-balanced meals, drink enough water and exercise regularly. 10 tips to help if you are worried about coronavirus: https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-anxiety-tips/ If you're feeling stressed, anxious or depressed, or just want to feel happier, where can you get help? https://www.nhs.uk/using-the-nhs/nhs-services/mental-health-services/dealing-with-a-mental-health-crisis-or-emergency/ https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/ https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak All employees have received the Wellbeing advice pack which includes information on the Employee Assistance Programme	3	4	12
Incorrect use of face covering or masks	Employees False sense of safety, increase risk of cross-contamination..	4	5	20	We support workers in using face coverings safely if you choose to wear one. This means you must: <ul style="list-style-type: none"> Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. Change your face covering if it becomes damp or if you've touched it. Continue to wash your hands regularly. Change and wash your face covering daily. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. Practise social distancing wherever possible 	2	5	10
First Aid provision / First Aid Training / CPR	Employees Employees are exposed to risks from COVID due to providing First Aid in the workplace, or, from the use of CPR Training on Manikins.	4	5	20	Wear gloves or cover hands when dealing with open wounds Cover cuts and grazes on your hands with waterproof dressing Dispose of all waste safely Do not touch a wound with your bare hand Do not touch any part of a dressing that will come in contact with a wound. If there's a chance the person who's unwell has COVID-19, place a cloth or towel over their mouth and nose and do hands-only CPR until an ambulance arrives. Do not give rescue breaths.	2	5	10
3 - SOUND INFORMATION								

BEFORE CONTROL MEASURES					CONTROL MEASURES IMPLEMENTED			
TASK/HAZARD	Who might be affected and how?	L	S	R R	CONTROL MEASURES	L	S	RR
Incorrect disposal of PPE	<p>Employees</p> <p>Employees are not aware of the risks</p>	4	5	20	<p>All employees informed to follow guidance on Coronavirus (COVID-19): disposing of waste https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste</p> <p>If you need to throw away used face coverings or PPE, such as gloves:</p> <ul style="list-style-type: none"> dispose of them in your 'black bag' waste bin at home or at work, or a litter bin if you're outside do not put them in a recycling bin as they cannot be recycled through conventional recycling facilities take them home with you if there is no litter bin - do not drop them as litter <p>You do not need to:</p> <ul style="list-style-type: none"> put them in an extra bag store them for a time before throwing them away 	1	5	5

S/C	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

LIKELIHOOD (L)

- 1= Very Unlikely
- 2= Unlikely
- 3= Likely
- 4= Very Likely
- 5= Almost Certain

SEVERITY/CONSEQUENCE (S/C)

- 1= First Aid/illness
- 2= Minor Injury/illness/damage
- 3= Reportable injury/illness/damage
- 4= Major injury/illness/damage
- 5= Fatality/disabling injury/severe damage

TRAINING
Infection control - Handwashing & Hand sanitising techniques - Safe Work Procedure - how to use surgical masks or respirators - How to remove gloves correctly - TBT Guidance on close proximity working on client site - Return to workplace safely induction
PERSONAL PROTECTIVE EQUIPMENT
Fluid-resistant (Type IIR) surgical masks (FRSMs) and FFP2 / N95 masks and disposable gloves in addition to safety footwear, cut V gloves and hi-viz vest and other PPE required for the tasks
ADDITIONAL COMMENTS/REFERENCES
Health & Safety at Work etc. Act. Management of Health & Safety at Work Regulations. Workplace (Health, Safety and Welfare) Regulations. Manual Handling Operations Regulations. Lifting Operations and Lifting Equipment Regulations. Provision and Use of Work Equipment Regulations. Personal Protective Equipment at Work Regulations. The Waste (England and Wales) Regulations. COVID regulations and guidelines