

TASK SPECIFIC RISK ASSESSMENT

Activity Branch/Office - COVID19		Date Issued	18/05/2020	
Hazard	Risk	Control Measures	Further Action	Review
COVID Awareness	Risk of infection through contact with infected people	<ul style="list-style-type: none"> COVID training will be completed with all BELFOR operational staff to ensure they are aware of BKH P101 COVID19 Primary Rules and this risk assessment 		Head of Compliance to ensure all operational staff are aware of COVID and the reduction and control actions
High Risk Staff	Staff identified as high risk are at greater risk of the affects of Coronavirus	<ul style="list-style-type: none"> Those identified as being "Clinically vulnerable people" e.g. aged 70+ or with underlying health conditions must advise HR at the earliest opportunity so individual risk assessments can be performed Those who are "Clinically extremely vulnerable" e.g. those categorised by a GP or informed by letter are advised not to work outside the home and must advise HR at the earliest opportunity 		HR to work with Head of Compliance and Managers to ensure vulnerable staff where identified are managed to reduce their risk
Pregnant Staff	Staff who are pregnant should be identified so a full assessment of risk can be undertaken		It is important to advise HR as soon as you become aware you are pregnant so individual risk assessments can be performed for the safety of you and your unborn child	HR to work with Head of Compliance and Managers to ensure pregnant staff where identified are managed to reduce their risk

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<p>Staff Accessing Facility</p>	<p>Risk of infection through contact with infected people</p>	<ul style="list-style-type: none"> • Only essential staff should access the office. This is people who can not work from home or who are struggling to work from home due to their working environment or challenges to their mental wellbeing. Essential staff must only be permitted access where it is agreed that it is safe for them to access the facility to maintain social distancing • The use of agency labour is acceptable once we have exhausted internal resource, and on a by exception basis. Agency labour must follow all BELFOR protocols as described in this risk assessment • Staff instructed not to attend work if they have a persistent cough a temperature greater than 37.8°C or a loss of, or change in, your normal sense of taste or smell for 7 days or 14 if the symptoms are of a household member • Staff to be given clear guidance on hygiene rules and COVID symptoms through “Primary Rules” guidance which must be followed • Managers are to consider staggering arrival / departure times at work to reduce crowding into and out of facilities • Operational and Administrative staff should not mix unnecessarily e.g. segregation of facilities where possible to reduce the risk • Admin staff who park their vehicles at the rear of BELFOR House should not walk through the warehouse to access the office areas 	<p>Managers to ensure staff are aware of the “Primary Rules” and it is displayed in the facility</p> <p>Managers to ensure any staff with COVID symptoms are removed from the building and instructed to work from home or report absence due to sickness to HR</p> <p>Where possible one way systems should be introduced to minimise contact</p> <p>Where possible have more than one entry / exit point to reduce congestion</p>	<p>Managers to ensure the risk of staff infecting the facility or breaching “Primary Rules” is reduced and enforced</p>
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<p>Travel To / From Facility</p>	<p>There is a risk of infection through failure to maintain social distancing where vehicles need to be shared</p>	<ul style="list-style-type: none"> • Staff are encouraged to only use public transport if there is no other option to access facilities • Staff are actively encouraged to travel in their own to facilities • Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines 	<p>Vehicles should be cleaned regularly with particular attention to high touch areas such as handles and steering wheel</p> <p>Workers are advised not to share vehicles if they leave facilities at lunch/break periods</p> <p>If workers have no option but to travel together journeys should be with the same people and limited so there is a spare seat between individuals. Windows should be opened to encourage ventilation and people should not face each other</p>	<p>Managers to ensure work is organised so staff can travel to site individually where possible</p>
<p>Offices / Work Areas</p>	<p>There is a risk of infection through failure to maintain social distancing</p>	<ul style="list-style-type: none"> • Offices/work areas must be designed so that 2m social distancing can take place. This may involve reducing the number of people in the area or altering the configuration of the tables/desks to enforce social distancing • “Hot desks” are not permitted • Avoid sharing pens and or other objects. Where this is not possible anti-bac wipes should be used between use • Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face • Using a consistent pairing system if people have to work in close proximity 	<p>Only where it is not possible to move workstations further apart, using screens to separate people from each other</p>	<p>Managers to ensure offices / work areas are reviewed to ensure the number of people who need to use them or the configuration of tables/desks allows for social distancing</p>

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<p>Social Contact</p>	<p>There is a risk of infection through failure to maintain social distancing</p>	<ul style="list-style-type: none"> • All staff must be aware of the 2m social distancing rule • All staff must have courtesy for other staff and maintain social distancing • Staff must not gather in communal areas • Staff must not hold doors open for others as this will encourage breaking social distancing • Use of electronic solutions such as phone/e-mail/Skype must be considered as a primary communication over face to face meetings • Do not enter occupied offices without an invite and where it is clear that social distancing measures can not be maintained • Identify high traffic areas such as staircases / toilet and avoid during peak times 		<p>Managers to enforce social distancing</p>
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<p>Poor Hygiene / Cleanliness</p>	<p>Increased occupancy will increase the risk of infection even where measures are put in place to try and restrict infected people entering the facility</p>	<ul style="list-style-type: none"> • Cleaning programmes to be developed and implemented into each facility to ensure all “high touch” points are regularly cleaned • Sanitising stations should be operational in entrances to facilities • Staff to have access to hand cleaning materials in kitchens and toilets • Cleaning products to be made available in high usage areas such as offices/kitchens etc. This will include single use wipes and a selection of sprays/solutions for wider areas • Anti-bac wipes to be made available in all office/work areas to allow users to clean their space and equipment regularly • Where possible and without interfering with fire protection or security doors should be left open to reduce the need to open / close regularly 	<p>Personal Hand sanitiser should be available to all staff</p> <p>Disposable gloves can be worn to reduce contact with surfaces</p>	<p>Managers to ensure staff complete local cleans using provided cleaning materials or report shortage in cleaning materials</p> <p>Service Centre / Branch Managers to ensure cleaning programmes are implemented</p>
<p>Smoking Areas</p>	<p>There is a risk of infection through failure to maintain social distancing</p>	<ul style="list-style-type: none"> • Wash hands before and after smoking due to the obvious hand to mouth transfer • All staff must be aware of the 2m social distancing rule • Staff must not hold doors open for others as this will encourage breaking social distancing 		<p>Managers to ensure smokers are aware of the “Primary Rules” and it is enforced</p>

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<p>Visitors</p>	<p>Unnecessary visitors pose an increased risk of contact with infection</p>	<ul style="list-style-type: none"> • There will be no access to unsolicited visitors • The use of electronic solutions such as Skype must be considered as a primary communication over face to face meetings • Visitors should be prevented from access if they have a persistent cough or a temperature <37.8°C • Visitors should maintain 2m social distancing and hand shaking is not permitted • Visitors to site must be restricted as much as practical and considered business critical • Any visitor must be accompanied to a safe area e.g. suitable meeting room and restricted from free access to the facility 		<p>Managers to ensure visitors are kept to a minimum and are managed when in our facilities</p>
<p>Kitchen / Break Areas</p>	<p>Being a high traffic area there is an increased risk of social distancing conflict and poor hygiene resulting in infection</p>	<ul style="list-style-type: none"> • Cleaning programmes must ensure regular cleaning of kitchen/break areas • “Personal Hygiene” posters must be displayed and followed • “Kitchen Etiquette” posters must be displayed and followed • Stagger break times to reduce pressure on break rooms or places to eat • Bring your own food and drink where possible • Kitchens should be used by 1 person at a time 	<p>At BELFOR House the Board room will be used as a break room to accommodate people. At other BELFOR Branches this should be copied using meeting/training rooms where necessary and possible</p>	<p>Managers to ensure kitchen/break areas are kept clean and kitchens are used by 1 person at a time</p>

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<p>Toilets / Welfare Areas</p>	<p>Being a high traffic area there is an increased risk of social distancing conflict and poor hygiene resulting in infection</p>	<ul style="list-style-type: none"> • Cleaning programmes must ensure regular cleaning of toilet/welfare areas • “Personal Hygiene” posters must be displayed and followed • Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities • Toilets should be used by 1 person at a time 		<p>Managers to ensure toilets/welfare areas are kept clean and used by 1 person at a time</p>
<p>Meetings / Training</p>	<p>Multiple people in close proximity poses an increased risk of infection</p>	<ul style="list-style-type: none"> • The use of electronic solutions such as Skype / Nimble must be considered as a primary communication over face to face meetings • Only essential training should take place e.g. legal requirement or business critical where it is necessary to be face to face • Only absolutely necessary participants should attend meetings / training and should maintain 2m separation throughout • Consider holding meetings / training outdoors wherever possible or in well ventilated rooms with social distancing where possible • Avoid sharing pens and or other objects. Where this is not possible anti-bac wipes should be used between use • Providing hand sanitiser in meeting rooms • Following meetings / training the cleaning products provided must be used to clean all surfaces which may have been contacted 	<p>Be aware the potential increased demand for kitchens/break areas and toilet/welfare areas as a result of training in our facilities</p>	<p>Managers to ensure meetings are kept to a minimum and avoid face to face where possible</p> <p>Head of Training to ensure face to face trainings are essential and kept to a minimum with enforced social distancing and hygiene standards</p>

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Deliveries / Collections	Giving access to delivery drivers poses a risk of increased risk of contact with infection	<ul style="list-style-type: none"> • Clear instructions should be given on where deliveries /collections should be made to. This will reduce unnecessary contact • Deliveries / collections should be made to a safe area where 2m social distancing can be maintained • Do not sign paperwork or electronic devices. Provide your name • If FLT's are needed to collect deliveries the delivery driver should prepare the collection and then move away to allow 2m social distancing • At BELFOR House all collections will be made in the reception area where social distancing can be maintained • Where possible, using the same pairs of people for loads where more than one is needed • Drivers must still be allowed access to welfare facilities 	Where necessary order larger quantities or bulk collections to reduce the frequency of deliveries	Managers to enforce control measures
Accidents, Security / Incidents	The immediate incident should take place over COVID controls	<ul style="list-style-type: none"> • In an emergency, i.e. a first aid incident or fire or where emergency plans need to be implemented people do not have to stay 2m apart if it would be unsafe or delay taking action to mitigate a risk • People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands 		Managers to ensure Head of Compliance is made aware of any emergencies

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Forklift Trucks	FLT's are used by multiple staff and can therefore pass on infection	<ul style="list-style-type: none"> • FLT's should be cleaned using anti-bac wipes after each usage • Operators must ensure they do not encroach on 2m social distancing when they are operating the FLT 		Managers to enforce control measures and ensure cleaning supplies are available
IT	Due to contact with multiple people/devices the IT Manager is at a greater risk of infection or spreading infection	<ul style="list-style-type: none"> • All staff must phone or e-mail the IT Manager to arrange support. They must not access his work area unless invited • The IT Manager must use electronic solutions such as "shadowing" / Skype etc. as a primary communication over face to face meetings • The Blue Room at BELFOR House will made available to the IT Manager as a work area to assist with social distancing • IT Manager should ensure 2m distancing when working on a device in-situ • The IT manager must wear disposable gloves when working on other peoples devices in-situ • If the IT manager needs to work on hardware in occupied offices unless it is urgent then this should be limited to non-peak times e.g. before 8am or after 5pm, weekends or request the office is vacated where practical • If the IT manager needs to work on laptops/tablets etc. then anti-bac wipes should be used to clean the device before works start 		<p>Managers to enforce face to face access restrictions with the IT Manager</p> <p>Finance Director to ensure IT Manager follows control measures and has access to necessary PPE and cleaning materials</p>
Vending Machines	Being a high traffic area there is an increased risk of social distancing conflict and poor hygiene resulting in infection	<ul style="list-style-type: none"> • "Vending Machine" poster must be displayed and followed 		Managers to enforce control measures and ensure cleaning supplies are available

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Lifts	Multiple people in close proximity poses an increased risk of infection	<ul style="list-style-type: none"> Lifts should not be used where possible Only one person at a time should use the lift Cleaning programmes must ensure regular cleaning of the lift 		Managers to enforce control measures and ensure cleaning supplies are available
Face Coverings	The use of face coverings is not a legal requirement and offers minimal protection	<ul style="list-style-type: none"> PPE must be worn as per TSRA where operational works are taking place in warehouse areas e.g. P2 RPE when completing chemical cleans Face coverings can be worn by staff where they want to unless it interferes with other required PPE 	Face coverings may be made available by BELFOR but there is no legal requirement	Managers to ensure face coverings do not interfere with PPE or is used as a substitute to suitable PPE
Overnight Accommodation	Multiple people in close proximity poses an increased risk of infection	<ul style="list-style-type: none"> Managers are only to consider overnight accommodation for business critical training or meetings where electronic solutions are not suitable BELFOR are using a supply partner who are only using hotels designated for facilitating "Key Workers" which must comply with Government guidance BELFOR will only book single occupancy rooms unless the person can provide proof of shared household status 		Managers to ensure the usage of overnight accommodation is essential to the fulfilment, safety or management of a project
Reviewed Date	N/A		Next Review	12 Months
Steve Emery CMIOSH				