



# COVID-19 Risk Assessment Document

\*Review of assessment is required annually (minimum) or if substantial change

Task/Activity			
COVID-19 (Corona Virus) - Assessment of business activity throughout a global pandemic			
Task Description			
<p>The business and senior management are closely following government protocol and guidelines, whilst also carrying out additional measures to ensure all employees and the customers are kept as protected as reasonably practicable</p> <p>COVID-19 can be contracted directly through touching a surface or object which has been contaminated or transferred through coughing and sneezing. A lack of awareness or understanding about the virus can increase the risk of both contraction or transmission of COVID-19. Vulnerable persons are at an increased risk of COVID. A vulnerable person is classed as someone with a weakened or lowered immune system or someone suffering from long term health conditions such as: Diabetes, Cancer, Chronic lung disease or other underlying health problems.</p> <p>Where poor social distancing is practiced there is an increased risk of contraction &amp; transmission. Typical symptoms include: High Temperature over 37.8 degrees and a continuous dry cough and the loss of smell or taste</p>			
Personnel Involved			
Employees / Contractors / Customers			
Potential Hazards			
-Transmission of COVID-19	-Contraction of COVID-19	- Flu like symptoms	-Shortness of breath
-Continuous Cough	-High Temperature	-Pneumonia	-Fatality/Death
-Loss of Smell	-Loss of Taste		
Current Controls			
<p><b>Health:</b></p> <ol style="list-style-type: none"> <li>If development of COVID-19 symptoms occur at work employees must report their condition to HR or line Manager immediately, go home and self-isolate. They must contact NHS 119 and arrange for a COVID-19 test. This test must be carried out in the first 8 days of having symptoms. The new NHS COVID-19 App is the most convenient method to confirm symptoms and book a test, alternatively online (<a href="http://www.gov.uk/get-coronavirus-test">www.gov.uk/get-coronavirus-test</a>). If the test results come back negative, they are to return to work on receipt of evidence following approval from HR and their line Manager</li> <li>If the individual is experiencing breathing difficulties, then the emergency services are to be called and the call operator must be informed that the individual has COVID-19 symptoms.</li> <li>If a member of the household shows symptoms, then the employee must self-isolate for 14 days, however they are expected to arrange a test for the household member during the first 8 days, so the effected employee will be able to return to work when there is evidence of negative results</li> <li>Persons worried about symptoms of COVID-19 being shown by a colleague, should contact their line manager or HR immediately to inform them.</li> <li>A RIDDOR report should be completed for any employee who has caught COVID-19 from their workplace.</li> </ol> <p><b>Working Environment:</b></p> <ol style="list-style-type: none"> <li>Where possible meetings are to be held remotely through conference calls or Video meetings (Programmes such as Teams or Skype). If this is not possible, then meetings/discussions should be held in larger meeting rooms maintaining social distancing.</li> <li>A 2-meter distance between all persons (other than household members) is to be maintained following social distancing guidelines. Where social distancing cannot be followed then control measures will be put into place, such as the use of PPE, facial coverings etc.</li> <li>The number of persons in an office at any one time is to be limited. Depending on the size of the office depends on how many are allowed in at any time. (Must follow social distancing guidelines)</li> <li>Windows and doors are to be open as much as possible to provide natural ventilation, use of air con is preferably limited where possible.</li> <li>Work should be planned to minimise contact between co-workers and customers.</li> </ol>			



11. When staff need to work together on a task, then the team must keep to the same groups each time (work bubbles) and work in a group as small as practicably possible.
12. PPE will be provided to staff. This PPE will be replaced on request – PPE will include: Nitrile Gloves (Essential), Alcohol Gel (Essential), Waterless Soap or Heavy-Duty Engineer Wipes with Alcohol content, E45 Cream or equivalent for sensitive skin to prevent dermatitis, Anti-bacterial wipes/sprays and facial coverings (Masks)
13. Desk arrangements have been rearranged to provide more space between individuals and large clear screens have been installed to reduce face to face working
14. Employees are encouraged to keep to working in their departments or in bubbles limiting the number of individuals they may come in to contact with.
15. A procedure has been created if someone in the workplace has symptoms or tests positive for COVID-19. This can be found on the myconnect system, COVID-19 Shared folder or from a line manager.

#### **Off-Site Working:**

16. When a technician is out on site/farm they must limit or have zero contact with the customer. The technician should call ahead to ensure preparations are made on site to follow social distancing guidelines.
17. Managers should contact customers ahead of attendance on site in order to establish what COVID-19 safety control measures they have in place & also establish if anyone on site are showing symptoms of COVID-19.
18. The use of connected support, providing remote diagnostics must be utilised allowing prioritisation of machine repairs and breakdowns.

#### **Hygiene/PPE:**

19. Hands are to be regularly washed for a minimum of 20 seconds with soap and water. Hand washing must also be done after: coughing, sneezing, handling of documents, on arrival of work, handling of money, use of the toilet, before: eating food, preparing food, smoking/vaping, leaving work, arriving of home etc.
20. If in a situation where hands cannot be washed with soap and water then an alcohol based gel can be substituted (Minimum if 60% alcohol content). If soap and water or alcohol-based gel is not available, all persons are expected to wear disposable latex free gloves.
21. Everyone should avoid touching their face with unwashed hands, especially avoid touching their nose, eyes and mouths.
22. Posters and various other media throughout the building are providing constant reminders to wash hands, use hand sanitiser and to keep to social distancing rules.
23. Where essential physical work requiring close contact between workers takes place, the persons involved must wear latex free gloves, overalls and face masks. Hands must be washed after using equipment being shared.
24. Clothes/Overalls are to be washed on a hot wash regularly. If an employee runs out of workwear/PPE, they are to inform their line manager who will discuss replacements.
25. All surfaces are to be cleaned and disinfected at the start and end of the working day, in addition to regular intervals throughout the day for heavily used areas.
26. Cleaning and disinfecting of equipment, machinery and tools must be carried out after each and every activity.
27. Records must be maintained for regular cleaning and sanitising of all high usage and touch areas
28. All materials used for cleaning and disinfecting are to be placed in a rubbish bag with the bag tied up and securely placed in external waste bin.
29. Procedures are in place to ensure depots do not run out of essential product such as: Toilet Roll, Paper Towels to dry hands after washing, Hand Soap for dispensers, Anti-bacterial wipes, Anti-bacterial surface sprays, Large dispensers of alcohol based gel and any other necessity cleaning or self-hygiene product
30. Posters regarding the correct removal of face masks have been posted throughout the premises
31. Posters regarding the correct removal of gloves have been posted throughout the premises

#### **Public Access:**

32. Goods delivery drivers are to report to reception. Parts deliveries must be dropped off in designated areas limiting any contact with employees.
33. A log of visitors, contractors or customer attending meetings for a prolonged period are kept ensuring there is a robust track and trace system if an outbreak were to occur. The log includes Name, Company, date, time of arrival and departure, contact information and vehicle registration – Does not include customers collecting parts.



- 34. Contractors are required to provide Risk Assessments before they are allowed to work on site
- 35. All customer/visitors are encouraged use sanitiser before entering the building.
- 36. All premisses must display the NHS QR code on all entrances

**Opening of Stores:**

- 37. Continue to encourage parts sales to be pre-ordered by customers over the phone before they visit the depot to reduce time spent on site. Payment will be taken over the phone where possible, unless they are a customer with a credit account.
- 38. Introduction of a one way system on the shop floor with stickers to show the direction of the system.
- 39. Clear screens have been installed at all counters to keep distance between staff and customers
- 40. The number of customers in the store at any one time must be controlled to maintain social distancing. Signage must be displayed at the store entrance to advise of this restriction.
- 41. New Government legislations requires all customers visiting our retail shops to wear a face covering. If they fail to do so they could face a £200 fine for the first offence, reduced to £100 if paid within 14 days. Subsequent offences up to a maximum of £6,400 fine. Potential employer liability fine of up to £10,000
- 42. If a customer does not have a face covering and requires retail assistance, our employees can offer a disposable mask to help prevent a lost sale and wear one themselves.
- 43. Large posters detailing restrictions to customers have been placed at all entrances and throughout the building
- 44. A bell will be placed at the entrance to the building for customers to call for assistance if they do not have a face covering and require assistance.
- 45. ALL employees must wear face coverings in the retail shop areas – without exception. Face coverings can only then be removed if behind an approved Perspex screen for protection. (Maps of restrictive areas are provided to all employees) Not following this rule can result in a £10,000 fine

**Travel:**

- 46. When more than one employee travels in one vehicle, face coverings are provided and must be worn in addition to complying with the government guidelines on social distancing. Windows are to be opened if possible.
- 47. Non-essential use of public transport is to be avoided where possible. Where public transport cannot be avoided then PPE must be worn.

**Machinery:**

- 48. Any Plant/Vehicles/Forklifts used by different employees must be sanitised before and after use. A Checklist is provided to ensure no areas are missed.

**Other:**

- 49. Safety videos have been sent to all employees through the online H&S training portal to inform them of corona virus hazards and safety precautions to follow to protect themselves and others
- 50. Management are reviewing and updating staff on GOV.UK Coronavirus (COVID-19) latest guidance for: Employers and Businesses, Social Distancing, Vulnerable People, Shielding & Protecting persons defined on medical grounds as extremely vulnerable and cleaning of non-healthcare settings.
- 51. Continued monitoring of the national situation & following all advice provided by the government
- 52. Social distancing has been reduced to 1m plus. However, the 2m rule will still be followed to reduce risk of transmission or contraction of the virus.
- 53. A log of all activity requiring close working must be kept.
- 54. Training providers have returned to in class training. Rules and information have been communicated to all relevant employees to ensure the correct precautions are followed when on the training site.
- 55. All employees have a duty to report any failing in COVID control measures or circumstances which will result in an increased risk of infection to management

**Recommended Further Controls To Action**

- 1. Employees visiting customer premises should also be logged and documented to ensure the track and trace system is robust – This is logged through the employee's diaries or outlook calendar
- 2. Ensure employees and customers do not become complacent resulting in a relaxation of controls.
- 3. Employees are encouraged to download the new NHS COVID-19 App, to support track and trace and aid the diagnosis and booking of a coronavirus test.



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 reavalleytractors.com  
 altegra.co.uk



Other Notes			
<p>The Government and NHS are releasing updated advice daily, any changes effecting the business, employees and visitors to sites will be communicated accordingly.</p> <p><b>Avoid complacency.</b> Confirmed positive coronavirus cases are increasing around the country, with local lockdown areas increasing daily. Keep contact to others in the workplace to a minimum, where possible stay within regular groups and areas.</p> <p>All employees have a duty to report any failing in COVID control measures or circumstances which will result in an increased risk of infection to management</p>			
Level Of Risk – Please Circle			
Likelihood	Extremely Unlikely - 1 2 3 4 5 - Almost Certain		
Severity of Hazard	Little/No Harm - 1 2 3 4 5 - Catastrophic		
Risk Rating (Likelihood X Severity)			
Medium – Activity should be controlled whilst safe working environments are monitor and maintained			
Assessed			
Assessed by	Glenn Logan	Verified by	Orchid Wenlock
Signatures	X	X	
Date Assessed	01/10/2020	Review Date	01/11/2020
Recommendation's Actioned?			