Halewood International Group COVID-19 Risk assessment

Assessment carried out by: Ian Greenall (Grad Iosh) Group Health & Safety Manager   **Date assessment was carried out:** 18/05/2020   **Date of next review:** 18/06/2020

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do you need to take to control the risks?
Risk of contracting COVID-19 whilst travelling to and from work	Employees contracting COVID-19	• All employees who cannot work from home are encouraged to use their own private transport to get to work where possible or walk, run or cycle. • Consideration will be made locally on how employees travel between sites. Government guidance on travel has been communicated via company intranet.	• Employees to be reminded to regularly check the company intranet for updates to safety guidance
Risk of contracting COVID-19 from close proximity or physical contact with other people whilst arriving on leaving site.	Employees, Contractors Visitors and Customers contracting the virus.	• We have clearly marked out 2m floor spacing's at the main site entrances and exits to assist employees in maintaining 2m social distancing whilst using access and egress points (i.e. gates, doors and turnstiles) • We have manufactured and bottled hand sanitiser to WHO guidance and issued bottles to employees for personal use. • Signage has been displayed at entrances to sites, providing information on social distancing and hygiene requirements • Access area touch points are regularly cleaned. Anti-bacterial wipes have been located around site to aid touch point cleaning.	• Management teams will monitor entrances and exits to ensure Social Distancing is maintained.
Risk of contracting COVID-19 from close proximity or physical contact with people on site at starting/ finishing	Employees, Contractors Visitors and Customers contracting the virus.	• We have staggered operational shift start and finish times to aid social distancing • Shift briefings will be held in areas where 2m social distancing is achievable • 2m floor markings and social distancing signs have been placed at all clock card machine locations. • Clock card machines are contactless (I.D Swipe)	• Management teams will enforce and monitor to ensure Social Distancing is maintained.
Risk of contracting COVID-19 from shared communal area and welfare facilities	Employees, Contractors Visitors and Customers contracting the virus.	• Departmental break times have been staggered • Maximum occupancy has been implemented in canteens and kitchens • Seating has been removed/ rearranged or cordoned off to ensure 2m social distancing • Hand washing facilities are available and anti-bacterial wipes have been provided in all kitchens and canteen areas • Increased hygiene schedules have been implemented in shared areas, to include: • Tables and worktops wiped down with antibacterial spray/wipes after use as are frequently touched shared equipment i.e. kettles, refrigerators, microwaves, vending machines etc. • Crockery and shared utensils removed from use and replaced with disposable items as necessary. • Toilet facilities have been reviewed and where necessary sinks and urinals have been taken out of use to ensure 2m social distancing is achieved. • Social distancing and hygiene signage has been placed in all communal and welfare facilities • A Portacabin has been positioned away from the main site to accommodate essential contractors communal requirements	• Departmental management teams are to enforce and monitor hygiene and social distancing measures are being followed.
Risk of contracting COVID-19 during close proximity tasks	Employees, Contractors Visitors and Customers contracting the virus.	• To maintain 2m social distancing wherever possible while in work and ensure the safety of operational staff from Covid-19 in accordance with Government Guidelines, we have created and implemented a COVID 19 point of work risk assessment: http://intranet/covid/SitePages/Home.aspx • Where the social distancing guidelines cannot be followed in full in relation to a particular task, we will consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between our staff. • Close working will only be carried out if the risks can be mitigated to as low as reasonable practical. • We will also utilise MHE wherever possible to minimise two person lifts • PPE is readily available as a last resort	• Line managers to agree and implement control measures and sign off point of work risk assessments
Refuelling vehicles	Employees contracting the virus.	• Drivers to follow forecourt rules and use of disposable gloves when refuelling vehicles • Neoprene gloves to be worn when filling forklift LPG trucks/exchanging gas bottles. • Lift truck operators will be issued with their own neoprene gloves so as not sharing PPE.	• Fleet manager to communicate any changes to vehicle/driver policies

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do you need to take to control the risks?
Transmission of virus from person displaying the symptoms of COVID-19	Employees, Contractors Visitors and Customers contracting the virus.	• Employees who are displaying symptoms (namely high temperature or a new, continuous cough, loss of smell /taste) have been informed not to not attend work, ring 111 and follow guidance given. • If an employee whilst in work feels they are developing COVID symptoms, they must remove themselves immediately from the workplace and organise a Covid-19 test using the link below. https://www.gov.uk/apply-coronavirus-test-essential-workers • Employees must remain away from work until; • A negative test result is returned. Once this is confirmed you will be expected to return to your next available shift and present proof of a negative test to both your line manager and HR. • A positive test result is returned. Once this is confirmed you will be expected to remain isolated for the following 7 days as per Government guidance. Should you continue to feel unwell a second test must be completed until a negative result is returned whilst reaming isolated and away from work. • Employees returning to work following a period of self-isolation due to displaying COVID-19 symptoms or being in contact with someone who has, are assessed prior to returning and monitored to ensure full recovery, are fit to resume normal activities and risk of passing infection to others is avoided. • All work areas/surfaces that the symptomatic person has come into contact with will be thoroughly cleaned and disinfected.	• HR to record all reported COVID isolations/cases • HR to monitor track and trace events
Employees who are vulnerable or have underlying health issues becoming seriously ill due to contact with COVID-19 in work	Employees contracting the virus.	• Employees who are classed as "Clinically extremely vulnerable" or those living with someone who is "clinically extremely vulnerable" will not be asked to return to the workplace unless guidance permits or circumstances allow. • Where possible they will continue to work from home, or if this is not possible, they will be furloughed.	
Risk of contracting the virus from contractors or suppliers attending site	Employees, Contractors Visitors and Customers contracting the virus.	• Visitor attendance to site has been suspended • Non-essential contractor visits have been suspended • All deliveries onto site are pre scheduled • Booking in areas for visiting commercial drivers have been altered to ensure social distancing is achievable • Screens are installed at dispatch windows • POD post boxes in place for submitting/receiving paperwork • Signage has been displayed at the site entrance and loading/offloading points to ensure visiting drivers are aware of the site rules • Our sites are keen to support suppliers in their COVID-19 mitigation controls and so our toilet facilities and hand washing facilities are available to them. • Existing Permit to work systems remain active • Essential contractors to provide updated RAMS	
Risk of transmission due to unavoidable contact between two people in a first aid/emergency	First aiders and injured parties contracting the virus	• Whilst our first aiders will never refuse to provide treatment, where possible, the first aider will provide a means of treatment (such as a plaster) to the injured person for them to self-administer. Employees are encouraged to treat their own minor injuries. • First aiders should, if possible limit their interactions with ill or injured colleagues to those who have serious conditions only and limit their treatment of injuries to critical cases. • A Covid kit containing reusable face masks, a disposable face shield and nitrile gloves has been placed in all our first aid kits. • In an emergency, e.g. fire or an accident. People do not have to stay 2m apart if it would be unsafe. • Guidance in relation to administering first aid and CPR during the Covid pandemic has been posted on the company intranet • Existing accident, incident and near miss reporting procedures remain in place.	
Increase in existing 'non COVID-19' risks	Employees, Contractors Visitors and Customers contracting the virus.	• The changes associated with the implementation of COVID guidance have not created any additional risks. • Existing risk assessments and safety arrangements remain in place.	

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do you need to take to control the risks?
Risk of transmission of COVID-19 in company vehicles	Company vehicle drivers contracting the virus	• We will plan for essential journeys only, keep the same driver allocated to the same vehicle and avoid car sharing were possible. • Driver briefings will be communicated with instruction to maintain social distancing were possible • Antibacterial wipes and hand sanitiser has been provided in all company vehicles • Drivers will clean down the vehicle cab before and after each journey, paying particular attention to the steering wheel, gear stick, handbrake and other controls as well as the grab handles used for getting into and out of the cab.	• Sites that operate team deliveries will implement their own local systems
Transmission of COVID-19-19 during security arrangements	Security staff, Employees, Contractors and Visitors contracting the virus.	• Social distancing and hygiene signage has been posted around the gatehouse area • Drivers counter has been located further away from the guard's position and a flexi glass splash screen installed to ensure social distancing. • Access to the gatehouse is made via contactless swipe cards • Exit release door buttons and non-staff entry door bells are regularly sanitised • Random search selection buttons are used and will be wiped down with antibacterial wipes after every use. Wipes to be disposed of correctly immediately after use. • GSTS security staff are aware of the site rules	• GSTS security company have provided guidance to all their staff in relation to COVID protection whilst carrying out their duties and will enforce & monitor
Poor communication in relation to COVID-19 Employee Consultation/ Communication Information & Guidance	Employees, Contractors Visitors and customers contracting the virus.	• Halewood International Group (HIG) will constantly review risks posed by the spread of COVID-19 to employees, customers and anyone else in relation to the business. • Our Heads of Departments are constantly monitoring and reviewing working practices and should any changes be required they will be communicated and implemented to all relevant employees via their management teams. • Any urgent communication will be done immediately, verbally or by telephone and then in writing via memorandum and also posted on the company intranet alert system and notice boards. • HIG will display the COVID-19 SECURE poster at all of its sites to show that we have complied with the government`s guidance on managing the risks from COVID-19 • HIG has implemented a COVID-19 conversation strategy where each departmental manager will hold weekly conversations (or more frequently if information or guidance changes) with employees to listen and talk about their work and how we are managing risks from COVID-19. We will continue to consult with our employees throughout our COVID-19 journey. • Methods of 2 way communication are in place for employees in work, but also for furloughed and working from home staff. • Wellbeing support channels are available via Line management and the HR department • Regular checks are being made with all employees to communicate changes, support concerns and to ensure people do not feel isolated or fearful of changes to standard working practices.	
The spread of Coronavirus COVID-19 Hygiene / Hand Washing	Employees, Contractors Visitors and customers contracting the virus.	• Hand washing/drying facilities with soap & water are in place. • Disposable paper towels and disposal bins have been introduced to minimise the use of hand-dryers. • Additional sanitising stations have been strategically located around the site • Regular checks are made throughout the day to ensure the sanitiser units are topped up • Signage in place across the site and regular reminders are communicated to ensure stringent hand washing is taking place. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • HIG has manufactured and bottled hand sanitiser in line with WHO guidance and made this available to all employees for personal use • In line with Government guidance, COVID facemasks are not mandatory but support will be offered to employees wishing to wear them • Existing food manufacturer hygiene measures remain in place	• Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do you need to take to control the risks?
The spread of Coronavirus COVID-19 Returning to work	Employees contracting the virus.	• Employees returning to work from self-isolation, working from home or furloughed will require authorisation to return from the head of their department using form FM662 • Each department will have a return to work plan and all returning employees will be given a full induction delivered by their line manager which will include: • Our social distancing and enhanced hygiene principles • Changes to pedestrian routes and one way systems • Familiarisations with the site COVID plan and risk assessment • New operating models in their areas of work • Staggered start/finish times • Business continuity fixed teams/Hours/days to be worked	
The spread of Coronavirus COVID-19 Social Distancing		• We have undertaken a detailed survey of the site to identify areas that required additional COVID 19 safety arrangements. From this, we created a written COVID safety plan and have since implemented over 250 safety measures helping to keep our employees and others safe and ensuring compliance with the government's guidance on managing the risk of COVID-19. The COVID plan has been posted on the company intranet http://intranet/covid/SitePages/Home.aspx • Where possible, employees to continue to work from home to reduce the number of employees on the premises at the same time. • Where possible, to comply with the 2m guidance we have added controls to the way people flow in and out of operational areas and offices. These controls include: One way pedestrian systems and allocated entry and exit doors. 2m signage, floor markings and taped 2m spacing guides. • We have staggering arrival, departure and break times to reduce crowding into and out of the site. • Social distancing is also to be adhered to in allocated smoking areas. • Car parking space is sufficient to allow 2m social distancing • We have reduced congestion by allowing the use of some final exit doors creating additional separate entry/exit points • We have displayed signage across the site to remind employees and any visitors to maintain social distancing. • Where appropriate we have reorganised office layouts to help maintain social distancing (new seating plans agreed, desks relocated, taken out of use, chairs removed, maximum occupancy displayed etc.) • When employees are visiting customer's premises they must maintain social distancing, follow any guidelines for the customer's premises and observe any instructions given to them. • Many of our doors have contactless swipe entry and touch points are being regularly sanitised • Staff can change into work uniforms on site using appropriate facilities/changing areas, where social distancing and hygiene guidelines can be met. • Site access permissions are controlled via the Tensor security swipe system. We have also restricted access to some departmental areas using temporary barrier tapes. • The lift between finance and exec offices has been restricted to maximum 1 person occupancy, signage applied and sanitiser in place • We have diverted pedestrian traffic away from high traffic areas including corridors and staircases to maintain social distancing. • Were possible we have reorganised offices so workstations are 2m distance apart, some have been positioned so work can be carried out side by side or facing away from each other. Were this hasn't been possible we have installed flexi glass screens. • Seating plans have been prepared and desks assigned to individuals. • We have removed shared or hot desks. • Floor tapes have been used to mark out 2m distancing in all workplaces and walkways • Kitchens and Canteens have been allocated maximum occupancy limits and signage displayed • Shifts are in place in operational areas to restrict the number of employees interacting with each other • We are promoting conference phone/video calling to avoid in person meetings • Only absolutely necessary participants should attend meetings and maintain 2m distance • Meetings will be held outdoors or in well ventilated rooms whenever possible • Hand sanitiser and antibacterial wipes have been provided in meeting rooms	• Site managers will inspect their premises and create a COVID plan to record changes to be implemented in each work area, as required to achieve COVID-19 guidance compliance. • All sites to prominently display the COVID-19 Secure poster https://assets.publishing.service.gov.uk/media/5eb97021d3bf7f5d43765cbf/staying-covid-19-secure.pdf • Changing room locker space (Male& female) to be reorganised to ensure 2m social distancing