

## COVID-19 Workplace risk assessment

<b>Site</b>	High Wycombe		<b>Date of completion</b>	14/05/20
<b>Assessment completed by</b>	HSE Manager & Site Manager and HR Manager			
<b>Hazards associated with the coronavirus</b>	<b>Risks to employees/visitors</b>	<b>Existing control measures</b>	<b>Additional control measures or other required actions</b>	<b>Responsible person and planned completion date</b>
Infection prevention and employee safety				
Threat to employee health and wellbeing from transmission of the coronavirus while at work	<p>Possible transmission of the virus to employee from other employees or site visitors</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> </ul> <p>people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</p>	<ul style="list-style-type: none"> <li>Use of existing public health campaigns to support health and hygiene in the workplace;</li> <li>cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it)</li> <li>Wash hands regularly with soap and water for at least 20 seconds; use hand sanitiser gel if soap and water are not available</li> <li>All employees to practice effective social distancing while in and around the workplace and when travelling to and from work by: <ul style="list-style-type: none"> <li>Avoid non-essential contact with others</li> <li>Always maintain a safe distance of at least 2 metres (about 3 steps) from others.</li> <li>Avoid physical contact (e.g. handshakes, etc)</li> <li>Adjustments to the workspace/rotas/work patterns/procedures necessary to facilitate social distancing in the workplace</li> </ul> </li> <li>Use of available technology to facilitate meetings. i.e. Teams, Skype or phone</li> <li>Return to work procedures for all employees after sickness and holiday absence.</li> </ul>	No additional measures identified at this point	All measures in place

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		<ul style="list-style-type: none"> <li>• Adequate personal protective equipment is available and issued as required.</li> <li>• Face coverings available for any employee.</li> <li>• Increase in frequency of cleaning in the workplace; targeting high use areas, touch points (door handles, door finger plates), documented cleaning procedures in place, areas allocated to prevent them being missed. Documented cleaning actions, who cleaned what and when.</li> <li>• Correct cleaning solutions and equipment in place along with adequate PPE.</li> <li>• Essential training only. Where possible complete via video conferencing. If physical presence required, social distancing measures in place.</li> <li>• Contactless hand sanitisation stations at all entry/exit points and toilets throughout the site</li> <li>• All visitors and employee's temperature checked on entry to site.</li> <li>• All site visitors required to complete health screening 24 hours prior to coming to site.</li> <li>• Reduced headcount on site limited to 50% of any team or department at any one time.</li> <li>• Office layouts changed to maintain social distancing.</li> <li>• Use of dividing screens in production &amp; lab areas where distancing cannot always be maintained.</li> <li>• Signage and other visual prompts used throughout the site</li> <li>• Increase of changing room facilities and canteen space to maintain social distancing.</li> <li>• No sharing of desk or other equipment. Systems in place where equipment share is required.</li> </ul>		
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		<ul style="list-style-type: none"> <li>• Clean desk policy with all employees required to clean and sanitise their workstations at the start and finish of each day.</li> <li>• Sanitisation equipment placed throughout site</li> </ul>		
<b>Cases of Possible Infection On-site</b>				
Employees becoming unwell while on-site or reporting absence after being on site in the previous 24 hours.	High risk or transmission	<ul style="list-style-type: none"> <li>• If an employee becomes unwell in the workplace with coronavirus symptoms, they should be sent home and advised to follow the current Government advice to self-isolate</li> <li>• Contact tracing procedures in place to identify the areas the employee used and who they have had contact with. Classifying each contact as either High risk or low risk</li> <li>• All surfaces in the identified areas will be systematically cleaned and the events recorded using the “Case Log”.</li> <li>• Cleaning contractors use disposable cloths or paper roll and an effective cleaning solution.</li> <li>• Cleaning contractor to use and supply appropriate PPE</li> <li>• Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste.</li> </ul>	No additional measures identified at this point	All measures in place
<b>Higher Risk Areas of the Workplace</b>				
Potential enhanced risk of transmission in areas such as toilets, canteens and other communal spaces	<ul style="list-style-type: none"> <li>• Heavily used areas of the workplace are more likely to present an infection transmission risk</li> <li>• Essential for employees and visitors to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination</li> </ul>	<ul style="list-style-type: none"> <li>• Increased personal hygiene standards implemented and the importance of following these standards communicated to all employees and visitors at all times when on site i.e. regular handwashing, using tissues and disposing of them appropriately, etc</li> <li>• Managers and Supervisors to ensure that adequate hand cleaning resources are provided; at various</li> </ul>	No additional measures identified at this point	All measures in place

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	<ul style="list-style-type: none"> <li>• The number of people using the toilets at any one time may compromise their ability to comply with social distancing</li> <li>• Increased risk of people coughing and touching door handles, taps and toilet flush handles</li> </ul>	<ul style="list-style-type: none"> <li>• points throughout the site. Regular checks to ensure that the supplies remain fully stocked</li> <li>• Use of visual prompts throughout the site to remind all employees of the importance of effective and increased hand washing.</li> <li>• Limits on the number of employees who can use toilets at any one time to ensure social distancing</li> <li>• Contactless hand sanitation stations located throughout site</li> <li>• Lifts limited to one person at a time.</li> <li>• No sharing of desks or other equipment. Where sharing is required sanitising procedures in place</li> <li>• Clear desk policy, all employees clean and sanitise workstations at start and end of day, with cleaners also sanitising desks at the end of each day.</li> <li>• Increase in environmental cleaning, in and around toilets, canteens and tea hubs; special attention paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc.</li> </ul>		
<b>Staffing Levels</b>				
<p>Low staffing due to high rates of absence or employees having to self-isolate.</p>	<ul style="list-style-type: none"> <li>• Employees may get sick with coronavirus infection</li> <li>• People who have symptoms must “self-isolate” at home for 7 days from the start of symptoms to prevent them from passing the infection on.</li> <li>• Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home</li> </ul>	<ul style="list-style-type: none"> <li>• Employees who are showing symptoms of the COVID to follow the absence reporting procedures and not attend site. Changes to the sickness scheme have been implemented to discourage employees from trying to come to site when showing the symptoms.</li> <li>• Increased use of remote working to reduce the number of employees onsite. Only essential employees to attend site and split shifts used to minimise the risk of the virus spreading around any one team.</li> <li>• Increase in locker and canteen facilities to maintain social distancing.</li> <li>• Managed breaks in place to maintain social distancing.</li> </ul>	<p>No additional measures identified at this point</p>	<p>All measures in place</p>

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	for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.			
<b>Business Continuity &amp; Emergency Response</b>				
<p>Crisis management and business continuity hazards caused by the pandemic emergency.</p> <p>Unable to provide adequate emergency cover for Frist and or Fire evacuations.</p>	The crisis threatens business continuity and ability to deliver essential services to our customers	<ul style="list-style-type: none"> <li>Established site-based coronavirus risk management team</li> <li>Business continuity plans to be updated and effectiveness checked with the reduction of onsite head counts and increased likelihood of key personnel being unavailable due to the coronavirus.</li> <li>Devise appropriate business recovery plans and keep under constant review</li> </ul>	No additional measures identified at this point	All measures in place
<b>Information</b>				
Hazards caused by lack of information or inaccurate information being circulated	The crisis is not only accompanied by a large amount of official guidance, some of which needs interpretation, but also by misinformation, rumor and “fake news” or “myths”	<ul style="list-style-type: none"> <li>To ensure the safety and wellbeing of all employees: <ul style="list-style-type: none"> <li>Published strategies and information will be based on guidance from official sources i.e. Government or industry bodies</li> <li>Employees given regular consistent and clear messages</li> </ul> </li> <li>Site risk management team to monitor official advice carefully and update all policies and procedures accordingly</li> <li>Senior leadership teams briefed and kept up to date</li> <li>Awareness of fake news and discourage the circulation of misinformation</li> </ul>	No additional measures identified at this point	All measures in place
<b>Communication</b>				
Threat to effective communications	The crisis threatens communications with clients/customers/suppliers	<ul style="list-style-type: none"> <li>Multiple communication methods used to ensure that all employees receive the right communications.</li> </ul>	No additional measures identified at this point	All measures in place