

DATE OF ASSESSMENT: 29TH MAY 2020

What are the hazards?	Control Measures	Persons at Risk
<u>Phase 1</u>		
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Coming into close contact (within 2 metres for 15 minutes or more, face to face within 1 metre, in the same car or cab) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<ul style="list-style-type: none"> ● To follow government guidelines on social distancing ● Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed ● Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance. ● Travel only for purposes approved under Government guidelines; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) ● To continue following ongoing government guidance ● If required to self-isolate, stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required ● Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020 ● Follow good NHS hygiene measures at all times ● Avoid all visitors to your home unless they are providing a medical requirement ● Do not approach delivery staff, allow packages to be left on the doorstep ● Do not take any antibiotics as they do not work against viruses. 	<p>Individual workers</p>

<p>Suspected case whilst working on site</p>	<p>If a worker develops any of the following whilst at work</p> <ul style="list-style-type: none"> • a high temperature • a new persistent cough • shortness of breath • a loss of, or change to, your sense of smell and/or taste <p>you should</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Contact NHS 111. 4) Cough or sneeze into a tissue and put it in a bin, or you do not have tissues, cough and sneeze into the crook of your elbow. <p>You must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>	<p>Individual workers</p>
<p>General travel, including foreign travel</p>	<ul style="list-style-type: none"> • Do not travel unless you cannot work from home or are deemed a key worker – implement teleconferencing for meetings • Where an individual has recently returned from overseas, they should self / home isolate themselves in accordance with current government guidance. • Please continue to follow any further national government advice provided • All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible 	<p>Individual workers</p>
<p>Access / egress to site</p>	<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> 1) Stop all non-essential visitors 2) Introduce staggered start and finish times to reduce congestion and contact at all times 3) Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring 4) Require all workers to wash or clean their hands before entering or leaving the site 	<p>Individual workers</p>

	5) Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times	
Deliveries of Goods (small)	<ul style="list-style-type: none"> • Ensure that delivery drivers remain safe when delivering goods. • Leave deliveries at the door and do not enter the premises 	Third party and individual workers
Deliveries of Goods (bulk)	<ul style="list-style-type: none"> • Delivery driver to remain at his/her vehicle maintaining a 2 m social distance from other delivery drivers and/or Hutchinsons staff. • Delivery driver to open the vehicle and unstrap the load. • HLH staff to unload the vehicle using forklift. • No paperwork to be signed on receipt of delivery. 	Third party and individual workers
Inclement weather – cold temperature allows disease to survive	<ul style="list-style-type: none"> • Maintain good hygiene measures at all times • Appropriate respiratory protective equipment (RPE) masks to be considered as last resort however face fit test (FFT) must be completed to ensure mask effectiveness. 	Individual Workers
Poor hygiene	<ul style="list-style-type: none"> • Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site • Regularly clean the hand washing facilities and check soap and sanitiser levels • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. • Wash hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush. • Provide suitable and sufficient rubbish bins with regular removal and disposal. 	Individual workers

<p>Driving and other staff whilst off-site</p>	<ul style="list-style-type: none"> ● Sanitise vehicle before use. ● Wherever possible use the same vehicle each day. ● Load own vehicle. ● When making deliveries <ol style="list-style-type: none"> 1. Deliver to the designated point. 2. Limit contact with others and at all times adhere to social distancing guidelines. 3. Do not obtain signatures on delivery paperwork. 4. Sanitise both before and after making a delivery. 5. Do not allow others to assist with unloading (unless a forklift/driver are required when social distancing measures should be adhered to.) ● Use gloves when refuelling vehicles before returning to depot. ● On return to depot <ol style="list-style-type: none"> 1. Sanitise the cab and remove and dispose of all rubbish. 2. Wash hands and/or sanitise when entering depot premises. 	<p>Individual workers.</p>
<p>Mental Health</p>	<ul style="list-style-type: none"> ● Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. ● Regular communications to staff reminding them of what support is available, especially through Westfield Health. 	<p>All employees</p>

What are the hazards?	Control measures	Persons at Risk
<u>Phase 2</u>		
Customers allowed back into depots	<ul style="list-style-type: none"> ● Adhere to social distance markers both inside and outside of the premises. Signage on door reminding all of 2 m distance required. ● Sanitise hands immediately on entering the premises. ● As government guidelines dictate, relevant PPE to be worn (e.g. face masks/gloves etc). ● Ensure that maximum number of people in any one area is not exceeded. Signage will indicate numbers permitted. ● All staff to enforce social distancing measures with Customers, Deliveries/Collections and Employees which will be overseen by the Site Safety Officer. ● Main building entrance to be used for entry/exit. ● On departure all public work surfaces (counters and door handles etc) to be sanitised. ● Account or card sales only, no cash to be transacted. ● No visitors on site are permitted beyond the reception area. 	Customers and individual workers.
Third party couriers: Deliveries and collections – entry to the premises.	<ul style="list-style-type: none"> ● Adhere to social distance markers both inside and outside of the premises. Signage on door reminding all of 2 m distance required. ● Sanitise hands immediately on entering the premises. ● As government guidelines dictate, relevant PPE to be worn (e.g. face masks/gloves etc). ● Ensure that maximum number of people in any one area is not exceeded. Signage will indicate numbers permitted. ● All staff to enforce social distancing measures with Customers, Deliveries/Collections and Employees which will be overseen by the Site Safety Officer. ● Main building entrance to be used for entry/exit. ● On departure all public work surfaces (counters and door handles etc) to be sanitised. ● Account or card sales only, no cash to be transacted. Card machine to be used with all parties adhering to 2 m social distancing. 	Third party couriers and individual workers.

No visitors on site are permitted beyond the reception area.

- Still need to offer welfare facilities to visitors (drivers etc) if requested.
- Visitor should be accompanied to toilets.
- Toilets then cleaned down immediately after visitor has left.

What are the hazards?	Control measures	Persons at Risk
<u>Phase 3</u>		
Employees: Phased return to the workplace	<p>Employees should return to work in small numbers in a planned and phased manner.</p> <ul style="list-style-type: none"> Returning staff to be reminded of the controls that are in place at each specific location. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> Adhere to social distance markers both inside and outside of the premises. Signage on door reminding all of 2 m distance required. Ensure that maximum number of people in any one area (including toilet and kitchen facilities) are not exceeded. Signage will indicate maximum numbers permitted in each area. All staff to enforce social distancing measures with Customers, Deliveries/Collections & Employees which will be overseen by the Site Safety Officer. Main entrance, at the front of the premises, to be used for entry/exit. Those who have been relocated within offices are to return to their original workstations and if social distancing cannot be adhered to within offices then alternative locations, such as “redundant” meeting rooms will be utilised to provide a safe space to work in. Desks will be re-spaced and/or clearly identified as to which ones can be used at any one time to ensure that the 2m distancing is in place. Workstations that have been occupied by others whilst individual have been homeworking should be deep cleaned prior to staff returning. As the number of staff on the premises increases there should be increased emphasis on hygiene with additional “wipe downs” especially of shared equipment. Continue use of GoTo and other remote meeting software with no more than six people meeting in person at any one time. Meeting rooms chairs to be removed if they do not comply with 2m distancing measures. Vulnerable people are not to return to the workplace until they have been given permission to do so by the relevant body. 	Individual workers

	<ul style="list-style-type: none"> Return to work interviews to be conducted with all who are returning to work. Working from home rota system: Staggered working times or a fair WFH rota to be adhered to. <p><u>Site Hygiene</u></p> <ul style="list-style-type: none"> Provision of cleaning materials and notices displayed to remind all that shared facilities (i.e. kettles, microwave, printers, copiers etc) are to be sanitised after use. On arrival each individual to take their own temperature (laser thermometer) and record if it is under or over 37.8°. If over 37.8° the individual must not enter the premises, they should go home and seek immediate medical attention. Sanitise hands immediately with alcohol based handwash available on entering the premises and re-sanitise or thoroughly wash hands regularly throughout the day. As government guidelines dictate, relevant PPE to be worn (e.g. face masks/gloves etc). All staff to sanitise their own workstation both at the start and end of each day. All staff to be advised to clean their own workstation down at midday, and before eating) with an alcohol wipe. Toilet and shower facilities to be cleaned twice a day (midday and evening). Tissues to be made available in work areas. No hot-desking or sharing of desks is permitted. Water dispensers to be cleaned with disinfectant wipes before and after every use. Kitchen/canteen facilities – stagger lunch breaks to ensure that these areas do not become over populated. No buffet lunches/external catering to be provided. Unless privacy is a specific requirement of a role, then doors will be propped open. Ventilation – keep common areas well ventilated at all times. 	
<p>External Visitors to the Company</p>	<ul style="list-style-type: none"> On arrival each individual to take their own temperature (laser thermometer) and record if it is under or over 37.8°. If over 37.8° the individual must not enter the premises, they should go home and seek immediate medical attention. Contact details sheet is to be completed by the meeting host to capture the visitor/s name/s, address/es, e-mail address/es and phone number/s to then be retained by the company for 14-day for track and trace purposes. 	