

Risk Assessment & Safe System Of Work for Covid-19 Working

Company	Apollo Cradles Ltd – Offices and Workshops at Carlton, Barnsley, S71 3HX		
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Approved by	Darren Brady & Joe Hooper		
Accepted by (customer)	Darren Brady and Joe Hooper		
Date	6 th June 2020	Review Date	As soon as new guidance issued.
Reference/Revision Number	MA7206 (Office)		

Additional measures to be take during COVID-19 Virus Working

To be read in conjunction with Site Specific Risk Assessment for Tasks (Usual Work Place Risk Assessments) associated with the Well Being of Workers

Site Induction:

All Inductions/ instructions from reception to work to be conducted with the Social Distancing guidelines maintained. Visitors are to wait at the entrance line to wait for their temperature to be checked. Anybody with a temperature at 38 Degrees Celsius or above will be asked to sit in the meeting room for 15 minutes to allow their body to cool (core temperature drop after physical exertion). If their temperature remains at 38 degrees or above after 15 minutes they will be asked to leave site/ go home. All temperature checks to be recorded. In addition staff to be protected by optional face mask whilst conducting the temperature check.

Access / egress to site:

Ensure you enter the building through the main reception doors each morning for Temperature Checks (hand held infra-red initially – eventually remotely read), optional at the end of each day. At the entrance to the Building ensure hands are sanitised using the facilities supplied at the entrance. Stop any personnel from entering the building with a temperature of 38 Degrees Celsius or Higher.

Welfare arrangements:

Breaks to be staggered to avoid congregation in kitchen area as there is a maximum of 1 person allowed in the kitchen at any one time, ensuring social distancing at all times. Cooking on site to be prohibited during this interim period, staff can consume home prepared food and warm food at work. Ensure durations are not exceeded so that people do not overlap on their breaks. 2m social distancing marks/ measures to be placed on the floor around congregation hotspots such as the reception area. If the Kitchen is busy during the time in which you are supposed to have your break, then leave and report the issues to your line Manager

Medical arrangements:

Additional measures to be provided for First Aiders given the additional risks posed by CV19 and how to protect themselves and others.

Resuscitation UK guidance to be issued to first aiders:- <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

Supervision arrangements

Supervisors/ Line Managers to monitor the arrangements to ensure that Social Distancing is maintained.

General Principles

- All workers to stay away from the workplace for a minimum of 7 days if they are displaying symptoms of Covid-19, or a minimum of 14 days if anyone they live with are displaying symptoms. Workers that are Self-Isolating or Shielding are to discuss with their line manager prior to attempting to return to work.
- Non-essential physical work that requires close contact (less than 2m) between workers shall not be carried out. Where work requires closer than 2m working then workers will be provided with FFP2 minimum Respiratory Protective Equipment (RPE) and the workers Face Fit Tested in line with the Control of Substances Hazardous to Health Regulations 2002 (as Amended 2004)
- Work requiring skin to skin contact shall not be carried out
- Plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned/ disinfected after use and not shared between workers, Alternative is to bag up and to leave for 72 hours for the virus to die off on it.
- Single use PPE should be disposed of safely so that it cannot be reused.
- Staff are not to congregate outside of the building such as when waiting to enter the building
- Stairs should be used in preference to lifts or hoists
- Where lifts or hoists are used then this is limited to 1 person at a time and only to be used by Vulnerable and High Risk Personnel only.
- Regularly clean touchpoints, doors, buttons etc.
- The manufacturer/ supplier of the Air Conditioning/ Ventilation System has confirmed that the units will not circulate contaminated air (recirculation) in line with HSE and HVCA guidance.
- Staff should work side by side (maintaining 2m social distance at all times) or facing away from each other rather than face-to-face.
- 2m Social distancing marks will be provided at people's work desk to help prevent colleagues encroaching into their social distance.
- Workers will be encouraged to increase the frequency of their cleaning procedures around their desks. Employed cleaners will be utilised to provide a clean workplace/ This may mean asking staff to vacate their desk in the day if necessary for cleaning staff to wipe down workstations with disinfectant.
- Staff should travel into work on their Bicycle, Walk in, travel in their own vehicle, try to avoid public transport.
- All workers to report to Management they have over any concern regarding the Management of Covid-19 at Apollo Cradles Ltd

Responsible Personnel:

Darren Brady & Joe Hooper – Directors.

Appendix A

Risk Assessment:

RISK ASSESSMENT

Site: Apollo Cradles (Carlton)		Site Risk Assessment		Task or work operation		All potential Activities within the offices and workshop areas including Scaffold Services	
Date of Assessment		06/06/2020		Assessors Name		Michael Bailey (Q1tum Ltd) Assisted by Darren Brady & Joe Hooper	
Severity				Likelihood			
1 – Minor accident (First Aid)		2 – Major accident (RIDDOR)		3 – Fatality		1 - Low	
						2 – Medium	
						3 – High	
Risk Rating & Control & Monitoring Protocols							
1-2: Work may proceed in accordance with policy and procedures			3-5: Work may proceed providing stringent control measures have been implemented (e.g. permit to work, monitoring, etc.)			6-9: The work cannot commence until alternative method of work or additional control measures implemented	

Hazard	Hazard Effect	Persons at Risk	Initial Risk Level		Risk Score	Control measures	Residual Risk Level		Risk Score	Accepted
			Severity	Likelihood			Severity	Likelihood		
Travel to Work	<ul style="list-style-type: none"> a. Exposure to Covid 19 virus. b. Long term health issue c. Indirect fatality 	All Persons at Work	4	2	8	Where possible all Staff and Contractors to travel via bicycle, walk, or in their own vehicle. Face mask should be used by all persons in the car if sharing vehicles. Hand sanitiser is used before entry into the vehicle. Communicate with the passenger prior, to ask if any symptoms present in them or anyone they live with. If so do not permit into the vehicle	4	1	4	YES

Access / Egress To Both Buildings	<ul style="list-style-type: none"> a. Exposure to Covid 19 virus. b. Long term health issue c. Indirect fatality 	All Persons at Work	4	2	8	<p>Wash hands immediately, or Use hand sanitiser prior to entering site and as you have entered site. All workers to be temperature tested by use of hand held infra-red thermometer or similar before allowing entry. Access to be denied where individuals temperature is 38.0 degrees Celsius or higher. Individuals are not to rush to hospital, but will be advised by Management what to do next, which is to sit quietly (isolated) for 15 minutes to allow them to cool down.</p> <p>Parking to be controlled to maintain social distancing in the car parks.</p>	4	1	4	YES
Working within 2m of fellow worker	<ul style="list-style-type: none"> a. Exposure to Covid 19 virus. b. Long term health issue c. Indirect fatality 	All Persons at Work	4	2	8	<p>All work tasks will be conducted with a minimum distance of 2m between yourself and fellow workers.</p> <p>Use mechanical aids to assist (such as moving items with a fork lift truck) and reduce the need to work within 2m of a fellow worker.</p> <p>Where 2m distance cannot be observed such as on 2 people lifts then the Company will ensure a minimum standard of FFP2 RPE, face mask is provided. Where these are worn all workers will be Face Fit Tested (passed) and trained in their correct use.</p>	4	1	4	YES
General work duties conducted at Desks/ Workstations	<ul style="list-style-type: none"> a. Exposure to Covid 19 virus. b. Long term health issue c. Indirect fatality 	All Persons at Work	4	2	8	<p>Wash hands regularly for a minimum of 20 seconds but workers encouraged to wash for 40-60 seconds when using soap & water / 20 -30 seconds when using hand sanitiser.</p> <p>Congregating hot spots such as drinks areas, to be re-planned and to social distancing signage to encourage safe distances between personnel.</p>	4	1	4	YES

General Access and Egress around the Offices and use of Meeting Rooms	<ul style="list-style-type: none"> a. Exposure to Covid 19 virus. b. Long term health issue c. Indirect fatality 	All Persons at Work	4	2	8	Signage to be displayed throughout the building to act as a reminder on good practice and use of no entry signs and markers at reception area. Social Distancing to be maintained at all times. Meeting Rooms to be managed to maintain social distancing. Meetings are to be encouraged by Zoom and other such appropriate on line video conferencing media.	4	1	4	YES
Spread of Covid-19 through heating and ventilation systems such as Air Conditioning Units	<ul style="list-style-type: none"> a. Exposure to Covid 19 virus. b. Long term health issue c. Indirect fatality 	All Persons at Work	4	2	8	Cooling, Heating and Ventilation is provided through a fresh air – airt conditioning unit system. The Ventilation Company has confirmed that the units that do not recirculate the air (as per HSE and HVCA Guidance).	4	1	4	YES
Spread of Covid-19 through regular touch points	<ul style="list-style-type: none"> a. Exposure to Covid 19 virus. b. Long term health issue c. Indirect fatality 	All Persons at Work	4	2	8	Cleaning regime to be maintained at all times. Cleaning materials are provided for all workers to clean shared PC's and for them to clean their work equipment (desks, equipment etc) prior and during use.	4	1	4	YES

Use of site Welfare Facilities, Eating and Leisure Facilities	<ul style="list-style-type: none"> a. Exposure to Covid 19 virus. b. Long term health issue c. Indirect fatality 	All Persons at Work	4	2	8	<p>Wash hands before entering the Welfare/ canteen/ kitchen facilities with soap/ hand sanitiser. Maintain a 2m minimum distance between your self and fellow workers. Where this is not possible leave the area immediately and contact your line Manager / Supervisor.</p> <p>Make yourself familiar with times allocated for use of the Welfare facilities. If leaving site ensure site access routes are observed and the signing in / out of site procedure is followed.</p> <p>Toilets to have numbers restricted by closing off Urinals to limit personnel entering the toilets. Disposable cups to be removed from the water dispensers, staff to use their own vessels only.</p>	4	1	4	YES
Emergency arrangements on site	<ul style="list-style-type: none"> a. Exposure to Covid 19 virus. b. Long term health issue c. Indirect fatality 	All Persons at Work	4	2	8	<p>Prior to starting work ensure that you are familiar with any new site-specific arrangements regarding first aid / trauma resources / personnel. First Aiders to be provided with suitable and sufficient guidance on resuscitation as provided by Resuscitation UK.</p> <p>Fire alarm testing to continue as normal. Fire Drills are to be suspended during this Covid-19 control time period</p>	4	1	4	YES

Dealing with deliveries/ contractors/ visitors to site.	<ul style="list-style-type: none"> a. Exposure to Covid 19 virus. b. Long term health issue c. Indirect fatality 	All Persons at Work	4	2	8	<p>All persons entering the Building are to be Temperature Checked first.</p> <p>Ensure all visitors are vetted first and do not permit visitors into the building without an appointment. All visitors to maintain 2m social distancing and host to remind visitors of this.</p> <p>All essential Maintenance Contractors only to be permitted to the building.</p> <p>Delivery drivers to leave their parcel outside of the reception area – reception not to sign any documentation/ tablets.</p> <p>With larger parcels then Delivery drivers not to enter the building without being invited, social distancing to be maintained (even if the driver is wearing a mask).</p>	4	1	4	YES
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Control measures (hierarchy of eliminate, reduce, isolate, control, PPE)

Only travel to work if you feel 100% fit and well. Avoid touching anything where possible, return home immediately if you feel unwell, follow the [guidance on self-isolation](#)

Follow [Government Guidance](#). Stop all non-essential visitors. Comply with staggered welfare timings. Introduce staggered start and finish times to reduce congestion and contact at all times. Allow plenty of space (two metres) between people waiting to enter site.

Require all workers to wash or clean their hands before entering or leaving the site. Regularly clean common contact surfaces e.g. handles, banisters, printers/copiers, screens, telephone handsets, desks, tools, plant controls. Consider holding meetings outdoors wherever possible. Drivers to remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. Stairs should be used in preference to lifts or hoists. Work requiring skin to skin contact should not be carried out. Where possible plan other work to minimise contact between workers. Regularly clean the inside of vehicle cabs between use by different operators. **If close contact is required, refer to the additional measures risk assessment.**

Wash hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle