

2021

Coronavirus COVID-19 Risk Assessment

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Coronavirus COVID-19 Risk Assessment

Introduction

The COVID-19 pandemic has produced the need for Omega to assess the additional risks to staff, workers, customers and visitors when working at or visiting Omega offices and/or our customer's sites. The main risk control will always be through isolation (working from home where possible), social distancing, personal hygiene and the last resort will be personal/respiratory protective equipment. Not only are these controls an existing obligation under health and safety law, it is also a minimum requirement requested by the Government guidance. Omega has a legal and moral duty to meet and go above the benchmarks set.

This Risk Assessment will be read in conjunction with Omega's other significant risk controls, our customers control measures for COVID-19 and any site rules when visiting their premises/sites. However, all Omega employees have the right to refuse to work due to valid safety concerns and they are instructed to stop work and contact their supervisor/manager in such situations.

When drafting our back to work sustainability plan all employee's representatives and the Omega Unite safety representative were consulted and requested to participate in finalising the last revision of the document.

This Risk Assessment will be briefed and made available to all employees of Omega and posted on the website so it can also be accessed by our stakeholders. The arrangements to control risk will always follow the hierarchy of control where possible starting by eliminating the risk in the first instance and personal/respiratory protective equipment being the last resort as long as this does not affect the Company's other significant risk controls.

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Procedure

The procedure followed meets the requirements of the Management of Health and Safety at Work Regulations 1999 (regulation 3) and the general duties under the Health and Safety at Work etc. Act 1974 (Section 2 & 3) for the assessment of risks that may arise from the work activities.

Omega Red have assessed the risks of transmission of the COVID-19 virus that may arise from their work activities, the consequences of which may affect their employees, visitors, contractors, members of the public or other persons. This process also assessed the risk to work equipment, property and premises.

The hazard is the potential of transmission of the Covid-19 virus via contact with person and/or objects, the risk is the likelihood and severity that an employee could be infected. Also when producing this risk assessment, the Company considered its vulnerable people, e.g. employees with underlying health conditions, pregnant employees and employees who have not attained the age of 18 (young workers).

The methods used for this risk assessment are Qualitative assessment simply putting the risk rating as Low, Medium or High and Quantitative where there is a simple equation to give the risk a value. this is seen using a scale of 1-25. This equation takes the form of Severity of transmission (1-5) X Probability (1-5) improbable to frequent chance, that somebody could be contaminated by this hazards, together with an indication of how serious the harm could be. We have also colour coded the severity as shown in the below table.

Severity	Risk			Probability	Key S = Severity P = Probability R = Risk (S x P = R)
Fatality from transmission of virus	5	X	5	Frequent	
Transmission - severe - admitted to hospital	4	X	4	Probable	
Transmission - mid symptoms - self-isolation	3	X	3	Occasional	
Transmission - low symptoms - self-isolation	2	X	2	Possible	
No transmission	1	X	1	Improbable	
Risk rating	1-7 Low	8-15 Med.		16-25 High	

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Risk Assessment									
Task / Activity	Hazard	Risk	Without Controls			Control Measures to Reduce the Risks	With Controls		
			S	P	R		S	P	R
Returning to Work	Coronavirus COVID-19	Contraction of the virus from a person and/or objects causing respiratory infection	5	4	20	Where employees can work safely from home then they will continue to do so unless it is unsafe on a more permanent basis, due to their working environment and/or their mental wellbeing. DSE risk assessment must be completed by all employees working from home. All offices will meet COVID Secure requirements. When managers are deciding who will return to the office or working back on site and at what stage, clinically vulnerable employees should be returned last where possible after speaking to those individuals to ensure that they are happy with the Company's recommendation and where we are not introducing other risks to them e.g. considering again, their mental wellbeing. No employees will be treated differently because of their condition but they must be kept safe.	5	2	10
Re-induction Training	Significant Health & Safety Hazards	Injury to employee(s), incidents and or near misses	5	4	20	Managers/Supervisors or the SHEQ Manager will re-induct all employees reminding individuals of the Company's significant risks and the control measures to eliminate or reduce the residual risk to an acceptable level. Company policies and procedures will also be discussed at these refresher training meetings. Employees will also be updated on the temporary and/or the permanent changes to the working procedures/processes to control the risk of contracting COVID-19.	5	1	5
Personal Hygiene	Coronavirus COVID-19	Contraction of the virus from a person and/or objects causing respiratory infection	5	4	20	Employees are to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying them with disposable towels and not the hand dryers. Hand dryers are to be disabled for the period of risk. Employees to visit: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ . for further guidance on hygiene. Signage and hand sanitiser stations will be set up around the Company premises to remind employees to clean their hands. Also employees are to be instructed that handwashing/sanitising is mandatory on entry/exit of the Company premises and when attending/leaving our customer's sites. Employees to cover their nose and mouth with tissue and/or their inner arm to catch any coughs and sneezes so to prevent droplets getting airborne, they are to dispose of any contaminated tissues in the correct manner. Follow <i>Catch it, Bin it, Kill it</i> and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.	5	2	10

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Travelling to and from Work	Coronavirus COVID-19	Contraction of the virus from a person and/or objects causing respiratory infection	5	4	20	<p>Office staff will be requested to try and avoid public transport if that's possible. They should consider cycling, walking and only car share when they have no other option. When car sharing employees should avoid facing each other as much as possible and ensure good ventilation in the vehicle by having windows down, also utilising seating within the vehicle that helps maintain maximum distancing from one another. Employees should also don a face covering as an extra precaution.</p> <p>Where public/private transport must be used, employees must use face coverings for the duration of the trip and also try to sit away from other people whenever possible. Face coverings will be provided for individuals requesting them from the management team. Face coverings must be used in enclosed public or communal areas as an additional control measure for COVID-19, they may also be needed outside where social distancing cannot be met (2m). Training will be arranged upon request on the correct donning of the covering.</p> <p>Site based employees working in pairs sharing a vehicle should be kept together and not swapped around by the branches where possible. They should keep as far apart in the vehicle as possible by not using the middle seat, open the windows for ventilation and always face forward. Employees should don a face covering as an extra precaution. Employees must limit who they see out of work to the reduce risk of contracting the virus from another family member or from a friend, follow the latest Government guidance.</p> <p>Employees must wash hands for 20 seconds using soap and water or use hand sanitiser/wipes if soap and water are not available after filling up the vehicle with fuel at garages. Disposable gloves should be used when available.</p> <p>Drivers to clean their vehicle, at least daily, using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during journeys e.g. steering wheel, gear stick, seat belt, controls etc. Cleaning products will be provided by the Company.</p> <p>Face covering should only be used be considered/used where the 2 meters social distancing guidelines cannot be met in the first instance.</p> <p>Employees must avoid touching their face at all times (especially their eyes, nose and mouth).</p>	5	2	10

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Travelling around site (driving at work)	Coronavirus COVID-19	Contraction of the virus from a person and/or objects causing respiratory infection	5	4	20	When travelling at work on site or between site locations, employees should travel alone unless they have no option but to share the vehicle due to the distance needed to travel or the risks involved with the work. When travelling together a face covering should be worn. Wherever possible employees are to maintain a distance of two meters and avoid touching their face (especially your eyes, nose and mouth). Maintain good ventilation in the vehicle (e.g. keeping the windows open) and always face away from each other during the journey where possible. Employees to wash hands for 20 seconds using soap and water or hand sanitiser/wipes if soap and water are not available before <u>entering/after</u> getting out of the vehicle. Drivers are to regularly clean the vehicle, at least daily, using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during journeys as list above.	5	2	10
Returning to work following the Furloughed period			5	4	20	Employees will be instructed in writing when they are required to return to the office, this will be in stages to control risk and employees must raise any concerns to their manager about returning to the working environment so they can be addressed as required. Managers to have face to face catch up meetings with returning employees, 2 meters apart or one meter plus with risk mitigation such as screens (where two meters is not possible) explaining what the new control measures will be until the restrictions are fully lifted by the Government. The controls discussed will be in line with the government guidance at that time. Employees will either had previously been or will be re-inducted within the first 4 weeks of returning to work after being furloughed.	5	2	10
Cleaning			5	4	20	The offices will be cleaned daily and the cleaning company will be instructed to concentrate on thoroughly cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as toilet sinks, door handles, printers, the reception area, using any appropriate cleaning products and methods. Touch points must also be cleaned throughout the day by staff. Employees should ensure their work area is <u>clear</u> of paper, personal objects, food and sweets so that their desk, keyboards, mouse and screen can be cleaned adequately daily. Cleaning products will be provided so that employees can also clean their work area before and after work as an additional precaution.	5	2	10

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Personal / Respiratory Protective Equipment (RPE, PPE & Face Coverings)	Coronavirus COVID-19	Contraction of the virus from a person and/or objects causing respiratory infection	5	4	20	<p>Employees will be provided with all the Personal Protective Equipment they require to complete their work safely. This will be issued free of charge and replaced on an old for new basis. Employees must look after their equipment as per the training they have received and this must be stored in a safe and dry location when not in use.</p> <p>Task specific PPE/RPE will also be provided as required or upon request and the above requirements are also applicable. All equipment issued will meet any conformity requirements.</p> <p>Disposable face coverings will be made available upon request for employees and will be available at entry points to the Company premises. This additional protection must be used following Government guidance for controlling the risk of contracting the virus. Following social distancing and personal hygiene guidelines must be prioritised over face coverings where possible. When entering enclosed public or communal areas including public/private transport/Company offices/branches/stores, face coverings must be worn except when sat at your desk with adequate social distancing or other risk mitigation in place.</p> <p>Face coverings must <u>not</u> be used as task specific risk control measures, any breaches of this policy will be fully investigated and could invoke the disciplinary procedure.</p>	5	2	10
Plant and Equipment			5	4	20	<p>Plant operators e.g. fork lift truck operators or employees responsible for using pallet trucks should clean this equipment daily or more often if it is used by more than one employee.</p> <p>Managers must ensure that all statutory requirements continue and all equipment that requires a thorough inspection, PA Testing, Calibration or a LOLER inspection should be completed by a competent person on expiry and the Company databases are to be kept updated. Any equipment expired these inspections should be removed from service, marked 'Do Not Use' and quarantined.</p> <p>Hand tools and equipment should be wiped down by employees that may have been contaminated while working e.g. left on canteen tables, using alcohol based liquid/wipes (60-95%) or cleaning disinfectant. Products will be made available by the relevant supervisor/manager. SDS will be reviewed so no other risk is introduced by the additional substances.</p>	5	2	10

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Suspected Transmission of the Virus	Coronavirus COVID-19	Contraction of the virus from a person and/or objects causing respiratory infection	5	4	20	<p>Employees must report immediately to their supervisor/manager if they and/or other persons that live with them show any signs of the COVID-19 flu like symptoms e.g. new persistent cough, high temperature, loss of/change in taste/smell or if they have been contacted by the NHS Test & Trace team. Employees must self-isolate for 10 days if showing symptoms themselves or if a case is confirmed at home and they must not come into work or get into a Company vehicle.</p> <p>Employees with symptoms must then arrange for a test immediately to confirm if they have the virus or not. If confirmed, the employee will be requested by the NHS and their HR manager to state where they have been working and who they have been in contact with from 2 days before becoming symptomatic and up to 10 days after. The government has defined this has a 'contact', this may include a work colleague, family member or someone you live with, a sexual partner, someone you have had face-to-face/skin-to-skin contact with (within 1m), someone you have spent more than 15 minutes within 2 meters (without risk mitigation). Following advice from Group HR, the relevant manager may then need to contact other employee(s) and/or client(s) deemed necessary, informing them of the risk of transmission.</p> <p>Further advice on this process can be requested from the Group's HR team.</p>	5	2	10
Signage, Markers and Barriers			5	4	20	<p>Signage will be posted and positioned around the Company premises by managers restricting the use of certain access/egress points and stairs for certain departments so that employee numbers can be limited in these areas to reduce risk, however in an emergency standard procedures will be followed and the nearest exit will be used.</p> <p>Where possible signage will also be used to reference any one way routes around the premises including any floor markings that may be required.</p> <p>Where the 2 meters social distancing rule cannot be adhered to in the office when seated, risk mitigation should be in place so that the employees are either seated back to back, side by side and a protective screen is used to control the risk. Desks should be pulled apart or employees should be seated elsewhere where possible in the first instance.</p> <p>Employee numbers using the kitchens, toilets, meeting rooms and canteens will be reduced. Managers will be decided locally on the reduced numbers following advice from the Company's Health & Safety manager.</p> <p>Face covering signage should also be displayed at all entry points.</p>	5	2	10

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Breaks	Coronavirus COVID-19	Contraction of the virus from a person and/or objects causing respiratory infection	5	4	20	<p>Employees are to wash hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before taking their breaks and/or smoking.</p> <p>Breaks will be arranged by between managers at different times so the canteen or restroom etc. will be less congested and/or employees should consider having their breaks in their vehicle or eat their cold food at their desk.</p> <p>Employees should try not to touch door handles/surfaces before/while eating respectively and wash hands for 20 seconds using soap and water or use your hand sanitiser/wipes once leaving the canteen or rest area. However, employees should not put themselves in danger following this requirement e.g. the handrail should still be used when using stairs.</p> <p>Users of the facilities are to maintain their social distance from their colleagues and/or visitors, a distance of 2 meters unless risk mitigation is in place where this is not possible. Where risk mitigation is not in place employees should raise their concerns to others who encroach within 2 meters of them while they are seated, eating and/or drinking but be polite when doing so.</p> <p>Employees must put all rubbish straight in the bin and not leave it for someone else to clear up, especially used tissues.</p> <p>In the Omega offices, any crockery/cutlery used must be washed by the user or put into the dishwasher to help reduce risk of contamination.</p> <p>Payments for food and drinks at external premises should be made by contactless wherever possible so employees are not touching money previously handled by others.</p> <p>Face covering should be worn when not seated.</p>	5	2	10

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Visiting and/or working on customer's sites	Coronavirus COVID-19	Contraction of the virus from a person and/or objects causing respiratory infection	5	4	20	Once at the workplace employees are to keep 2 meters away from anyone whenever possible, unless risk mitigation is in place e.g. face coverings worn. Coverings should be worn in all communal areas e.g. reception & induction rooms. Employees should refrain from any physical contact with their work colleague(s) or anyone else e.g. don't handshake or touch hands etc. and don't touch your face. Where face to face working is essential, use risk mitigation and limit the exposure time to less than 15 minutes where possible. Employees should follow the site safety rules including any additional measures put in place to control the risk unless they feel unsafe. Employees will not be disciplined for stopping work and raising any valid safety concerns to the management, however they must speak to the person putting them to work first. Employees should consider taking their work clothes off at the door when entering/getting home, they should shower and/or wash hands thoroughly before touching anything in the house to prevent the potential of cross contamination at home to help protect their family or others living with them.	5	2	10
Meetings/Inductions (to be read in conjunction with the Omega visitors RA)						Meetings should be via telephone / video conferencing only, where possible. If a face to face meeting is required, then social distancing should be adhered to, face coverings must be worn and limit the exposure time where possible. Host is to consider having the meeting outside in the open air to help reduce risk if you are only meeting one person. Meeting room doors are to be marked up with the maximum occupancy of 4 and signage should be displayed reminding attendees to either wash hands for 20 seconds or use hand sanitiser. Host will carry out a brief induction to attendees on the Company's COVID-19 control measures in place for them as well as the normal safety measures. Host should escort visitors around the building, only meeting rooms should be used, where possible, and a record of their visit must be recorded in the signing in/out register. Visitors must confirm that they or anyone they live with have not had confirmed COVID-19 or that they have been asked to self-isolate in the last 10 days.			

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Entering the Omega offices	Coronavirus COVID-19	Contraction of the virus from a person and/or objects causing respiratory infection	5	4	20	<p>Site based employees visiting the branches to load up / off load must stick to the stores area. Numbers in the stores must be limited so social distancing can be met at all times. If it is essential to enter the offices where staff are working, then face coverings must be worn and hand sanitiser must be used by the site based employees before entering the office.</p> <p>Managers/supervisors should brief site based employees in the stores areas or in their branches meeting room following social distancing guidelines. Where this is not possible them the 1m+ rule should be followed with risk mitigation e.g. a face covering is to be worn by both, the member of staff and the site based employees.</p> <p>Managers must ensure that they or one of their reports temperature checks all staff working from the office, this should be completed first thing in a morning and after lunch following the guidance of the latest TBT sent previously.</p>	5	2	10
Staying away from Home			5	4	20	<p>Employees/supervisors are to be instructed by their line manager to check that any accommodation arranged by them meets the social distancing guidelines and the supplier has enhanced controls in place for cleaning the rooms etc. following guests leaving, they should also be able to demonstrate that they are COVID Secure.</p> <p>Additional safety risks should not be introduced by employees travelling more and not staying in accommodation, travelling means employees will gradually become more fatigued throughout the week, putting them, their colleagues sharing the vehicle with them and other road users at greater risk. Employees should also have 11 hours uninterrupted breaks between shifts, travelling would increase the hours considerably in a working day.</p>	5	2	10
Ventilation			5	4	20	<p>Do not use an enclosed area where possible, if you have no choice then;</p> <p>Reduce the number of employees using the enclosed area e.g. small meeting room and do not use this area unless one of the below risk controls are in place.</p> <p>Use natural ventilation within the enclosed area/office e.g. open windows, prop open doors and use air vents to allow natural air to flow.</p> <p>Use mechanical ventilation within the enclosed area/office by using fans to help bring in fresh air from outside.</p>	5	2	10