

Covid-19 Company Risk Assessment

Activity Assessed:	COVID-19	Assessment Date:	01/02/2021 (Version 5)
Name of Assessor:	Ben Whitehouse- Group Head of Compliance	Review Date:	End of every week or after new Govt advice

Context

The COVID-19 Pandemic (COVID-19) is affecting all spheres of life globally. Following Government guidance, we have completed a risk assessment below which looks at the measures we need to take to prevent the spread of COVID-19.

Hazard

COVID-19 is a virus that is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). If the virus is passed from one person to another, while many survive infection, some may die from the disease and it should therefore be regarded as a high hazard.

Persons at Risk and How They Might be Harmed

Employees are exposed whilst at work and whilst travelling to work. Customers and contractors may be exposed when on site. Many people who contract the virus will only experience mild symptoms and will be off work for a period of 14 -21 days according to the social isolation guidance. Some people will become seriously ill and require hospital treatment and in the worst-case scenarios this can lead to death. There are also some employees who are categorised as high risk due to medical conditions they currently have and will have been told to shield by their GP.

Assessment

Should be conducted in accordance with the principles of the Hierarchy of Control and would need to consider the following. The aim should be to keep the potential for contraction of the disease as low as reasonably possible

Teams

Senior COVID steering team = Group CEO, Group Engineering & Projects Director, Group Head of Compliance & Group Human Resources (HR) Manager + other senior managers when required

Group Compliance Department = department responsible for health, safety, environmental compliance plus other areas

HAZARD	RISK LEVEL WITHOUT CONTROLS	CONTROL MEASURES	RISK LEVEL AFTER CONTROLS	RESPONSIBILITY
<p>Outbreak of COVID-19</p> <p>Risk of: Infection</p> <p>Risk to: All persons</p>	HIGH	<ul style="list-style-type: none"> ▪ Employees educated on the symptoms of COVID-19 through communications/poster campaign ▪ Promote the importance of social distancing and good hygiene measures ▪ All symptomatic employees to stay at home and follow advice of 111 ▪ Government guidance on self-isolation observed by all staff ▪ Staff all encouraged to download NHS111 App and sign in with QR codes found in reception areas ▪ All government guidance and controls observed ▪ Departmental specific COVID-19 risk assessments/Safe Systems of Work ▪ All workers who can work at home to do so – only returning when cleared by Group Head of Compliance ▪ Lateral flow testing across the Group being used, with spare kits available for potential outbreak 	MEDIUM	<ul style="list-style-type: none"> ▪ Senior COVID steering team ▪ Group Compliance Department
<p>Employees showing poor hygiene controls</p> <p>Risk of: Infection</p> <p>Risk to: All workers</p>	HIGH	<ul style="list-style-type: none"> ▪ Persons should cover their mouth and nose with a tissue (not your hands) when they cough or sneeze. ▪ The used tissue should then be placed in the bin immediately. ▪ Persons should then wash their hands with soap and hot water for a minimum of 20 seconds. CATCH IT, BIN IT, KILL IT ▪ Staff encouraged/educated on need to wash hands more ▪ Extra handwash/sanitising facilities installed – including on entry to operational buildings ▪ Spot checks and audits in place. Non-compliance may constitute disciplinary action, potentially even gross misconduct ▪ Communal touchpoint equipment (vending machines/microwaves) that are deemed a risk are to be turned off/removed 	MEDIUM	<ul style="list-style-type: none"> ▪ Employees ▪ Group Compliance Department ▪ Senior site management
<p>Employee with symptoms / close contact with persons with symptoms/contacted by NHS Test & Trace</p> <p>Risk of: Flu-like symptoms,</p>	HIGH	<ul style="list-style-type: none"> ▪ An employee who is symptomatic/lives with someone who is symptomatic/has been contacted by NHS Test & Trace (via the app) must self-isolate in line with latest government advice ▪ The employee should then contact the company and update them in relation to their condition and advice they have been given. ▪ The Employee must only return to work when the self-isolation period is over, and symptoms have gone. Proof may be requested. 	MEDIUM	<ul style="list-style-type: none"> ▪ Employees ▪ Departmental manager ▪ Group Compliance Department

<p>Pneumonia, Breathing difficulties, Death</p> <p>Risk to: All persons</p>	<p>HIGH</p>	<ul style="list-style-type: none"> ▪ If an employee becomes unwell with COVID-19 related symptoms whilst on site, they must make their way to a confined area, and contact their manager or a member of management with immediate effect. ▪ The person will be advised to liaise with their GP / Government helpline to seek further advice before leaving site, to ensure they reduce the likelihood of infecting other persons ▪ COVID-19 assessments to be completed by employee's manager/Group Head of Compliance ▪ The working area of any employee who suspects they may have contracted COVID-19, (including welfare facilities), will be subject to a "deep clean" in accordance with Government guidance. ▪ All sites now have anti-bac fogging machines that are used periodically and also in reactive events if someone has been on site and tested positive ▪ Any employees who may have been within 2 metres for a period of 15 minutes or more with the employee who has contracted COVID-19 will be spoken to and will be sent home as a precaution and their condition will be monitored before returning to work ▪ However, the individual's identity will not be disclosed during any communication / updates to staff 	<p>MEDIUM</p>	
<p>Third Parties visiting group sites</p> <p>Risk of: Infection</p> <p>Risk to: All persons, including work colleagues</p>	<p>HIGH</p>	<ul style="list-style-type: none"> ▪ All visitors to site must be deemed business critical ▪ Must be cleared by Head of Department/Group Head of Compliance ▪ Every visitor must complete COVID questionnaire prior to visit ▪ Contractor competency form updated to request COVID-19 information as part of RAMs/contractor supplied paperwork ▪ Consider timing visit during quieter hours/weekend ▪ Third parties comply with site rules on COVID-19 protection at all times ▪ Welfare facilities (including sanitising and handwashing facilities) will be made available ▪ Visitor to be kept to one room wherever possible during visit ▪ Forest Contact is responsible for safety of visitor ▪ 3rd parties to wear face masks at all times in buildings ▪ 3rd parties to check in with QR code posters found in reception areas ▪ If visitor/contractor is moving through areas of Forest Staff then they will be required to have a Lateral Flow Test before being allowed around site. 	<p>MEDIUM</p>	<ul style="list-style-type: none"> ▪ Group Head of Compliance ▪ Heads of Department ▪ Hosts of visitors/contractors

<p>Staff visiting 3rd party premises</p> <p>Risk of: Infection control</p> <p>Risk to: All persons, including work colleagues</p>	HIGH	<ul style="list-style-type: none"> ▪ Check made on third party site COVID-19 controls prior to visit ▪ COVID-19 Government supplied certificate signed off and returned ▪ Employee trained on relevant Safe System of Work which covers the visit and also safe controls for service stations and even hotels. ▪ Correct PPE provided and training provided in specific Safe Systems of Work. For example, the correct use of faceshields and gloves are covered to ensure safe and proper use. Spot checks undertaken by Management and Group Compliance Department to check on compliance ▪ Forest employee to leave the site or not even enter if not deemed safe upon arrival 	MEDIUM	<ul style="list-style-type: none"> ▪ Group Compliance Department ▪ Sales Directors ▪ Head of Transport & Logistics ▪ Transport Managers
<p>Persons returning from travel in a High-Risk area</p> <p>Risk of: Infection control</p> <p>Risk to: All persons, including work colleagues</p>	HIGH	<ul style="list-style-type: none"> ▪ Employees must follow Government advice if they have returned from travel to any of the “high-risk” areas (as defined by Government). ▪ Depending on location, there may be a requirement for the individual to “self-quarantine” if they have abroad within the last 14 days, even if they do not have any of the symptoms. ▪ The individual should liaise with their GP, call the Government helpline to notify them of their travel, current status and to receive further advice. ▪ The Company will also advise the individual not to return to work until after the quarantine period is over and any symptoms have gone. ▪ Company monitors Government’s list of countries and territories exempt from advice against ‘all but essential’ international travel ▪ Holiday forms updated to ensure worker is asked if they are going abroad and this is documented on the holiday form ▪ Agencies are doing the same for their supplied workers 	MEDIUM	<ul style="list-style-type: none"> ▪ Employees ▪ Heads of Department ▪ Group Head of Compliance ▪ Group HR Manager
<p>Limit work trips / no travel for non-essential purposes</p> <p>Risk of: Increased exposure, Infection</p> <p>Risk to: Employee travelling, all persons</p>	HIGH	<ul style="list-style-type: none"> ▪ The Government will provide advice in relation to what is classes as essential travel – domestic and abroad and their guidance must be followed at all times. ▪ Consideration will also be given to work trips, with all nonessential trips reviewed and decisions made as to whether the trip will be postponed on an individual basis, taking circumstances at the time into consideration i.e. purpose of trip, area of travel, methods of travel, infection control procedures etc ▪ Employees would be asked to inform their manager of any forthcoming travel plans, prior to travel, including personal travel. ▪ Any worker who has to travel abroad must be ‘essential/business critical’ and cleared by the Group Head of Compliance. They will also 	LOW	<ul style="list-style-type: none"> ▪ Heads of Department ▪ Group Head of Compliance ▪ Group HR Manager

		have to follow the Government rules on quarantine.		
<p>Higher risk groups</p> <p>Risk of: Infection</p> <p>Risk to: Elderly, Pregnant women, Pre-existing medical conditions</p>	HIGH	<ul style="list-style-type: none"> ▪ Consideration must be given to allowing high-risk individuals to work from home, particularly if there are COVID-19 cases confirmed near the workplace. ▪ GP advice to be followed ▪ The company will review the situation regarding localised cases on an on-going basis and ensure good communication with all high – risk individuals. ▪ Company may use the furlough scheme for workers who are considered vulnerable and who cannot work from home. 	MEDIUM	<ul style="list-style-type: none"> ▪ Group Head of Compliance ▪ Group HR Manager ▪ Heads of Department
<p>Internal cleaning</p> <p>Risk of: Infection</p> <p>Risk to: All persons</p>	HIGH	<ul style="list-style-type: none"> ▪ A cleaning regime is in place within the company, with dedicated cleaning personnel (internal & external) in place to ensure the workplace, including welfare facilities is serviced and suitably cleaned on a regular basis. Particular focus on touchpoints such as stair bannisters/door handles ▪ Staff are encouraged to disinfect their workstations during the day, particularly after eating and returning from the toilet. ▪ All shared equipment is to be cleaned after use and during day ▪ Clean down stations to be installed across company ▪ Appropriate cleaning products identified and distributed along with instruction ▪ Spot audits on the cleaning/COVID-19 compliance ▪ Communal drinks supplies removed from kitchen areas ▪ Vending machines and any other high risk communal kitchen devices are turned off across sites ▪ Signage and information setting out clear rules for cleaning down kitchen equipment after use 	MEDIUM	<ul style="list-style-type: none"> ▪ Site Operations Management ▪ Site Maintenance Management ▪ Departmental Supervisors/Managers
<p>Social distancing</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	HIGH	<ul style="list-style-type: none"> ▪ Persons must undertake advice from the Government with regards to social distancing at all times. ▪ Company will continue to adopt its 2 metre rule but is aware of change to 1 metre rule made by Government ▪ In addition, persons will be advised whilst at work to: <ul style="list-style-type: none"> ❖ Suspend meetings with external persons unless business critical ❖ Review all activities to ensure they can be made safe. If they 	MEDIUM	<ul style="list-style-type: none"> ▪ Senior COVID steering team ▪ Group Compliance Department ▪ Site Operations Management ▪ Line Managers, Supervisors &

		<p>cannot then they will be suspended.</p> <ul style="list-style-type: none"> ❖ Operate a policy of staggered lunches and breaks to reduce footfall in these areas at any one time ❖ Encourage remaining a distance of 2 metres from work colleagues where possible ❖ Maximum occupancy of rooms and work areas identified ❖ Review work schedules, internal start and finish times, shift patterns, working from home etc ❖ Redesign processes to ensure social distancing is in place ❖ Conference calls to be used instead of face to face meetings ❖ Ensure sufficient rest breaks for staff & employees allowed to eat at their desk or extra outdoor spaces made for operational staff rather than canteens being used. ❖ Staff canteen, welfare facilities and smoking areas to comply with social distancing requirements and cleaning. To be removed if not used safely or properly. ❖ Consideration to be given to a one-way system on pedestrian walkways, including clock out areas ❖ Floor marking to promote social distancing required where staff assemble i.e. canteen, welfare facilities ❖ Prevent employees moving around site from department to department ❖ Promote 'eyes on the job' to stop face to face interaction – workers also work side by side ❖ Faceshield visors now mandatory in all operational areas, including being worn by office staff who are in the operational areas ❖ Perspex screens to be used in office settings where required ❖ Risk assessments completed before work allowed to continue and Safe Systems of work in place ❖ Spot audits on Social Distancing & COVID-19 compliance ❖ Employees informed on car sharing rules and registers to be made to ensure car sharing bubbles are in place. Staff encouraged to wear masks 		<p>Team Leaders</p>
<p>Personal Protective Equipment</p>	<p>HIGH</p>	<ul style="list-style-type: none"> ▪ Wearing of Gloves ▪ Where the company has identified the wearing of gloves as a 	<p>MEDIUM</p>	<ul style="list-style-type: none"> ▪ Group Compliance Department

<p>Risk of: Infection, Eyes, mouth and nose</p> <p>Risk to: Individuals dependent on tasks performed</p>	HIGH	<p>requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <ul style="list-style-type: none"> ▪ Faceshields are provided to all workers who require them due to this being identified on departmental risk assessments ▪ Spot audits on the cleaning/COVID-19 compliance ▪ Masks provided to field sales staff and all company fleet drivers 	MEDIUM	<ul style="list-style-type: none"> ▪ Site Operations Management ▪ Line Managers, Supervisors & Team Leaders
<p>Drivers</p> <p>Risk of: Increased exposure, Infection</p> <p>Risk to: Drivers</p>	HIGH	<ul style="list-style-type: none"> ▪ Procedures in place for Drivers to ensure adequate welfare facilities available during their work as well as advice on safe use of petrol stations & shops ▪ Number of vehicles with 2 drivers restricted unless unavoidable ▪ Faceshields, hand sanitiser, gloves are provided ▪ Drivers must ensure they comply with the good personal hygiene guidance at all times. ▪ Temperatures taken at start of shift and again at end of shift ▪ Customers given instruction to ensure they stay in house during deliver, not sign for delivery ▪ Clean down stations in Transport Yard to ensure vehicles cleaned during driver swap over and every vehicle cleaned at end of shift at site wash down area and documented records kept ▪ Spot audits on the cleaning/COVID-19 compliance ▪ Fogging machine has now been purchased to be used on each vehicle at the end of the day 	MEDIUM	<ul style="list-style-type: none"> ▪ Group Compliance Department ▪ Sales Directors ▪ Head of Transport & Logistics ▪ Transport Managers
<p>Mental & Physical Health of workers, especially homeworkers</p> <p>Risk of: Mental/Physical health issues</p> <p>Risk to: All persons</p>	HIGH	<ul style="list-style-type: none"> ▪ Management will promote mental health & wellbeing awareness to staff during the COVID-19 outbreak and will offer whatever support they can to help. ▪ Regular wellbeing meetings between homeworkers and their managers ▪ DSE workstation advice provided and assessments undertaken where needed ▪ Workers can return if working at home proving to be risk to physical or mental wellbeing of an employee ▪ Occupational health referrals to be used where required. 	LOW	<ul style="list-style-type: none"> ▪ Group Head of Compliance ▪ Group HR Manager ▪ Group Heads of Department & their Line Managers