



RISK ASSESSMENT - COVID19 CORONAVIRUS

Risk assessment - topic/area covered	
Location(s):	Paul Hartmann Limited - Heywood Site
Department/staff:	Warehouse and Offices
Tasks/activities:	Working during the COVID19 coronavirus pandemic
Other information:	This risk assessment is based on Guidance issued by the UK Government 15 th April 2021 Working safely during COVID-19 in factories, plants and warehouses - Guidance for employers, employees and the self-employed 15th April 2021

Risk assessment sign off			
Prepared by:	Richard Smith (OTC Consultancy Ltd)	Signature:	Date: 28 th April 2021
Reviewed by:		Signature:	Date:
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient. Government advice is continually being updated during the Covid19 Pandemic and this risk assessment should be reviewed in accordance with any new advice that is issued.		



Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks
1	13.05.2020			Draft for comment.
2	28.05.2021			Annual Review

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Hazard

The risk assessment must recognise the Covid19 virus as a hazard. It should also reflect that the virus 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). The risk assessment should conclude that if it is passed from one person to another, while many survive infection, some may die from the disease. **It should be regarded as a high hazard.**

Likelihood

Exposure

Consideration must be given to how exposed people are. There are a host of questions to consider:

- While at work how might employees meet people with the disease, how frequently and for how long?
- How do employees travel to work and does this expose them to public crowds?
- Do you know which employees have vulnerable medical conditions that make them more susceptible to the disease? How do you capture this information?
- Do you know which employees have people in their household who may have increased exposure to the disease?
- If someone in an employee's household must isolate, what will you require your employee to do?
- Where are employees meeting people who may have the disease and does this increase exposure?

(E.g. in a confined space, in a well-ventilated environment or outside).

Once the answers to these questions are understood, controls to mitigate them can be better considered and implemented.



Control

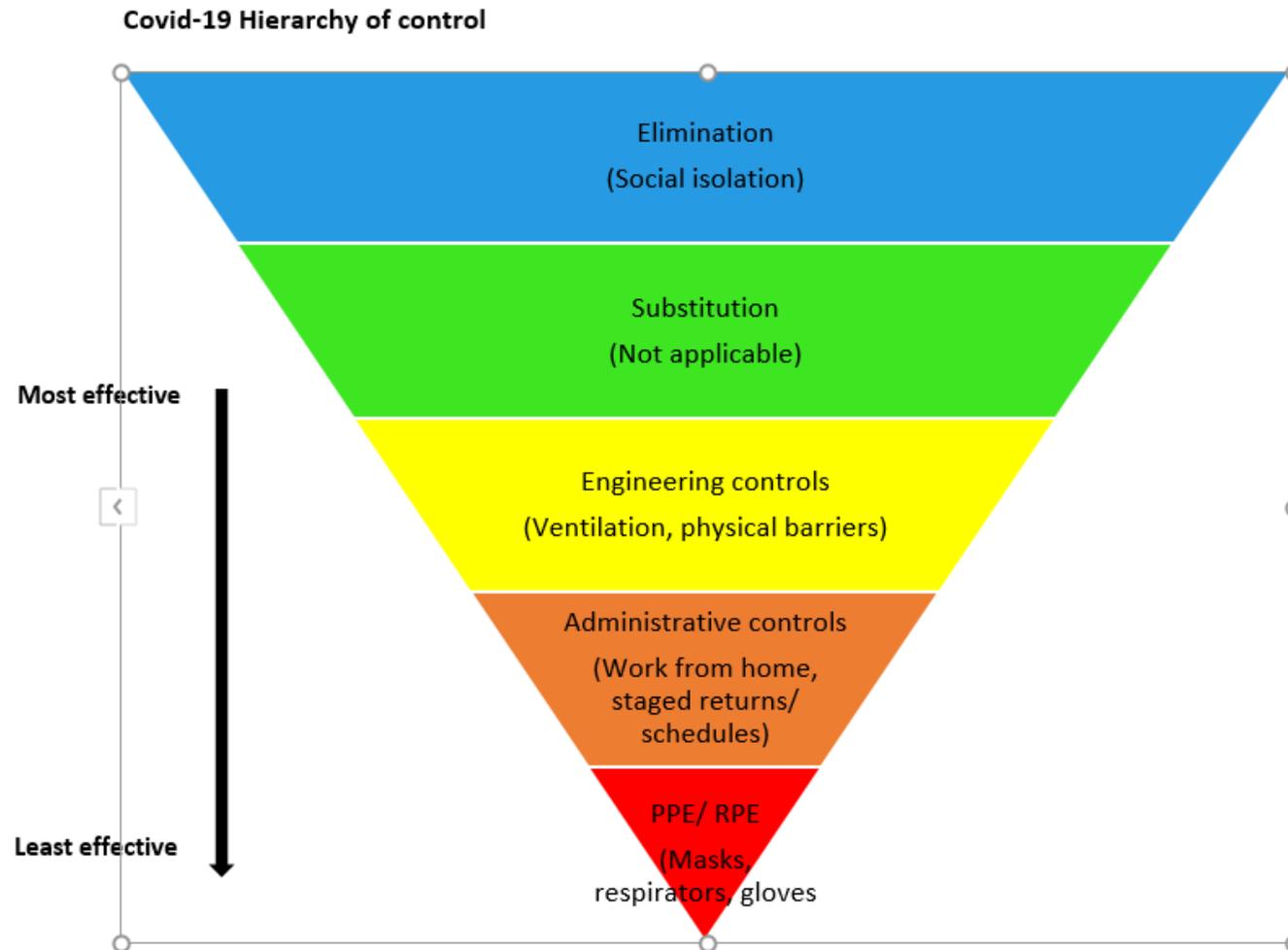
The safety hierarchy of control can serve you well in considering what can be done.

Any mitigation controls devised and implemented must reduce exposure of employees and anyone else who could be infected by your employees.

Control considerations must include identification of those who may have the disease, preventative measures and what to do if you find if an employee has contracted the disease.

In other words, there may be elements of management systems design to think about. Decisions about what may be done must be realistic and reasonably practicable: achievable given the resources you have.

Health and Safety professionals will be familiar with the hierarchy of risk control. Elimination is the best form of control. Can we eliminate the virus? Only through vaccination so there is little that can be done by organisations. They are reliant on government response. Organisations should monitor vaccine availability and the priority of their workforce in any future vaccination programme so that arrangements can be made



promptly. (Social distancing and staying at home are not forms of elimination, but an administrative control).



Next in descending order is substitution: replacing the virus for something less harmful is not possible.

Engineering controls are things which place a physical barrier between the person and the hazard, or provide mechanical reduction of the hazard. exposure.

Placing screens between people (e.g. office workers) will interrupt the flow of air from one person to another and therefore provide protection.

Administrative controls provide the best options for most organisations. The risk assessment must consider how you will keep the workplace and equipment clean, adjust your working practices and ensure people are safe.

Questions and considerations about designing a safe workplace should include:

- Can we redesign the workplace to maintain social distancing?
- Can you repurpose meeting rooms to spread employees out?
- Can you reduce space pressure by reducing the number of employees required to work in an area (e.g. a proportion remains working from home)?
- Where are the places where people find it difficult to avoid one another (e.g. security points, lifts, stairs, lobbies, canteens, toilets, resource rooms, hot desks)?
- What can you do to smooth out their use and reduce this pressure (e.g. phased shift and break times, closure)?
- Can you provide more hand washing or sterilisation facilities around the workplace?
- Have you noted the places where most people commonly touch (e.g. equipment control panels, handles, handrails, kettles, hot desk surfaces)?
- Cleaning is a vital control and deserves some careful thought:



- Have you considered how you keep commonly touched surfaces sterile and how much more frequently they need to be cleaned?
- Are you using an effective strength of cleaner to kill the virus?
- Have you amended cleaning checklists to ensure all areas that need it are being frequently cleaned?
- Have you considered the impact on your cleaners or cleaning contract?
- Cleaners are being sent to places where we believe the virus may have been left on the surface, they have a different exposure compared to other employees:
how will you protect them?
- As they clean the viral loading on cloths will increase, so do they have enough to be able to change frequently?
- Where and how do they dispose of contaminated cloths? Questions and considerations about work equipment include:
- Can equipment be allocated to an individual rather than shared?
- If equipment must be shared, then how will it be cleaned between uses (e.g. phones, desks, vehicle cabs, control panels)?
- If someone falls ill with Covid-19, what deep cleaning processes will be necessary on the equipment they have been using?
- What washing/hand sterilising facilities are available to workers and how frequently should they wash their hands to reduce potential viral load and spread on equipment and in the environment?



Questions and considerations about safe systems of work include:

- Can work sequencing be reorganised to avoid employees being in close contact with others?
- When this cannot be avoided, can the time they are in contact be minimised or can they work facing away from one another?
- Can you transfer some risk by using suppliers to take over some aspects of your production or work?
- When employees and contractor must work together, how will you agree Covid-19 control standards? What adjustments to contractor control may be necessary?

Questions and considerations for safe people

- Is it necessary to know if employees are harbouring the disease and are perhaps asymptomatic?
- If so, do you test temperature regularly during the day, or do you rely on routine antibody testing?
- What do your employees need to know about the disease and how they may contract if going to and from work, at work, or from their household? How will you deliver this knowledge?
- How do you ensure workers know what Covid-19 controls are required in their work?
- Do employees know how they can reduce exposure to the virus travelling to and from work? What advice can be provided?
- What process have you got for employees to report possible infection or exposure, and what do you then require them to do?



- Advice on Covid-19 is constantly changing, how will you keep current with advice and how will you update your employees?
- What do your managers need to know to enable them to supervise effectively? How will this be communicated and how will they be held to account for delivering this requirement?
- Where temporary workers are used, how will you ensure their competency in applying Covid-19 controls? What changes are necessary to your induction programme?
- Are employees following the rules and if not, why not?
- How will you effectively screen for health considerations in new employees to avoid inadvertently employing vulnerable people in work that exposes them to the virus?
- How do you manage people with special needs?
- What provision is in place for supporting employees with increased levels of anxiety in this pandemic or have suffered personal loss as a result of it?

The last resort in the hierarchy of risk control is personal protective equipment.

- It is considered the weakest control because it relies on people using it correctly.
- It introduces many possibilities for error: being the right specification, its cleanliness, its storage, its replacement and availability.
- There has been much discussion about the provision of PPE in the media, but this is focused on the medical care environment, not in normal workplaces.



PPE Considerations include:

If gloves are provided, the virus can still be transferred to the surface. If the wearer then touches their face, they could contract the disease.

Frequent hand washing, or sterilisation is a better option.

The wearing of a paper face mask may reduce the virus being spread from the wearer to others, but its effectiveness of protecting the wearer is debateable. In any case the longer it is worn, the greater the potential viral loading on its surface. Touching the mask and then the face may increase exposure if masks are not changed regularly. If they are taken off and left lying around, potentially this increases exposure to others who may come into contact with it e.g. cleaners.

Plastic aprons will provide some protection for clothing, but rarely cover the sleeves which may come into contact the face too. There is much debate about the non-medical usefulness of PPE in this pandemic. Many scientific studies are being undertaken to improve our knowledge. Far better for organisations to seek to control exposure rather than rely on PPE. Prevention is a more effective principle. While provision may reduce employee anxiety, its effectiveness in general working situations has yet to be fully proven.

All of these questions and considerations relating to workplace, equipment, safe systems of work and people will lead to the design of good procedures and management systems that will help to reduce exposure to the virus. Risk Management Finding answers to the questions posed in this guide will provide a list of possible controls that can be implemented. A risk assessment does not control risk.

It is the actions of individuals who apply controls that mitigate risk. The risk assessment must result in a risk control action plan making it clear who will do what and by when. The successful delivery of this plan must then be monitored.

Spending effort on developing and applying controls bespoke to the organisation's circumstances is a waste of time unless performance is monitored over time. Plans need to be in place for routinely reviewing the effectiveness of the controls you devise. It is vital to ensure that these controls are maintained and even improved as our knowledge about the virus, its transmission and its control develops.



Boards of companies will also need to be kept informed of progress and performance. They are concerned about the integrity of their workforce if the organisation is to remain productive. As part of risk management, consideration must be given to what must be reported to the Board and how frequently so performance can be measured.

A final note of caution. Do not lose sight of the normal activity safety and health risks posed by your operations. It remains important to maintain effective control of exposure to these risks too.

Key								
L: Likelihood	5	5	10	15	20	25	High risk: 15-25	High-risk activities should cease immediately.
	4	4	8	12	16	20		Further effective control measures to mitigate risks must be introduced.
	3	3	6	9	12	15	Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		
	1	1	2	3	4	5	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
		1	2	3	4	5		
S: Severity				DR: Degree of risk			RR: Residual risk	
Guidance.	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.) 							

PPE assessment		Note. In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
			Yes				Yes	
Additional requirements:	Gloves should be worn whenever it is practicable to do so. FFP3 face masks should be worn in high risk environments only - i.e. Sales staff visiting Hospitals / Care Homes. Staff who deal with deliveries have been provided gloves and face mask to use if they feel the need to protect themselves. All staff are issued with personal hand sanitiser.							
Note. PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								



Risk assessment										Actions Required
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			
			L	S	DR		L	S	RR	
Working during the coronavirus pandemic	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> You must follow the government's guidance on working during the pandemic. (https://www.gov.uk/coronavirus) You must only travel to your workplace if your work absolutely cannot be done from home. If you leave your home, you should minimise any time spent outside and ensure that you are two metres apart from anyone not in your household. If you are unable to maintain this distance, you must stop working. These rules must be followed at all times. Avoid Public Transport where possible to travel to work. 	1	5	5	<ul style="list-style-type: none"> Keep up to date with the latest Government Advice on Covid 19 Controls for working safely. COVID 19 Signage displayed at site entrances. COVID SAFE certificate displayed at entrance. Risk Assessment uploaded to Hartmann Website. Allow people to work at home, where role allows this duration of the pandemic and in accordance with government and HARTMANN policies.. Visual Management Guides show 2M distance separation i.e. floor markings / signage to show safe working distances. Temperature Checks for workers / visitors before entry to the site is permitted. Completed DAILY. Alternatives to public transport encouraged. Staff undertake 2 NHS Lateral Flow Tests per week and report their results to site via NHS SMS / Email of result.



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Work on premises controlled by others during the pandemic	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Only attend the premises if it is to complete critical works. You must avoid attending unless your work absolutely cannot be done at home. Before attending, check that the premises have made suitable and sufficient arrangements for managing the risks associated with coronavirus. This includes ensuring there are appropriate washroom and welfare facilities. Management to ensure all persons attending the premises are made aware of any additional/new rules imposed by the premises controller. All persons to follow these rules at all times. 	1	5	5	<ul style="list-style-type: none"> Staff working from home have been provided with Computer Equipment / Office chairs if required. Staff complete a self assessment DSE form. Regular Mental Health welfare checks and meetings are conducted online via Line Management. Access to "Healthy Hartmann" Online resources. Sales Staff are working from home at present. They may require medical grade PPE to visit Care Homes / Hospitals etc once these sites allow visitors again. Conduct as many meetings using online tools (MS Teams / Zoom / Skype etc) Visitors must have an appointment - visitors to fill in self declaration form and must pass a Visitor Temperature Check undertaken with non-contact thermometer. Hand Sanitising Gel is provided and must be used. Maintenance Contractors must disinfect equipment / use PPE where appropriate and maintain 2M physical distancing. Jungheinrich Engineers have procedures for servicing FLT's with disinfection protocols.

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If you may be exposed to the Covid-19 virus	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home for seven days. If you live in a household with someone who has the symptoms above, you must stay at home for 10 days from the day their symptoms started. If you develop symptoms, you must stay at home for seven days from the start of your symptoms. You must follow the government guidance on coronavirus. (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/). 	1	5	5	<ul style="list-style-type: none"> Staff must be honest and report any COVID19 Symptoms. Track and Trace persons who have had contact with that person, get them to self-isolate and attend an NHS COVID19 Test Centre. Staff must self isolate if a member of their household is infected with COVID19, even if they are well.

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Preventing infection spreading	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Wash your hands with soap and water often - do this for at least 20 seconds. Use hand sanitiser gel if soap and water are not available. Wash your hands regularly throughout the day. Use hand sanitiser regularly throughout the day. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Dispose of tissues in appropriate waste receptacles as quickly as possible. Maintain the two-metre distance rule at all times. Do not touch your face or eyes if your hands are not clean. 	1	5	5	<ul style="list-style-type: none"> Offices - Low Risk 3 Persons Upstairs with individual Offices so maintaining separation. 4 Persons downstairs with separation. Meetings - where possible are conducted using MS Teams / Skype from the persons desk. Face-to-Face Meetings only take place with 2M distancing in Place. In the Boardroom it would be advisable to place markings showing 2M separation distances. Stairs - Due to low numbers it is not necessary to introduce one-way system for stairs, this may need to be reviewed if occupancy increases. Warehouse Office - Polycarbonate screen to separate the desks installed. A 2M separation Line implemented in warehouse office for when warehouse staff come into the office - particularly for the morning Temperature Checks - this should be a 1 in 1 out system and the employees should queue up outside the office in the corridor at 2M intervals. Warehouse Order Terminals - 2M line marked in front of each terminal so staff can visualise the safe distance to stand when talking to a



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										<p>colleague. The sides of the terminal have barriers - but these could be improved by placing a polycarbonate screen to stop face to face contacts below 2M separation.</p> <ul style="list-style-type: none"> • Common Use Equipment - Office Printers, Pallet Wrapper / Compactors / Battery Chargers / Door Controls / Man Up FLT provided with Disinfectant Wipes to clean the equipment between users. • Warehouse Staff Briefings - undertaken in the warehouse and not in the boardroom (where they are usually conducted) as there is not enough room. 2M distance observed. • Staff use their own personal Rider Operated Pallet Truck or FLT. Disinfect at start and end of each shift, signage in place. In case of Breakdown - alternative truck will have a deep clean before the FLT is used. • Facemasks are worn when walking around the site and in communal areas, except when eating and drinking. • Ventilation will be provided wherever possible by opening windows. • HSE guidance permits Air Conditioning to be used, as long as some windows are open to provide replenishment of air. (This is reduced

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										<p>the efficiency of air conditioning but is the only permitted way to use the AC systems)</p> <ul style="list-style-type: none"> All offices / meeting rooms that are in use have an occupancy limit based on social distancing measures. All visitors to site must be approved in advance, they must produce a Valid NHS Lateral Flow Test result (SMS /Email) showing a Negative result in the last 48Hours. Staff / Visitors are been asked to voluntarily share their vaccination status.
Using welfare facilities	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Wash your hands with soap and water before and after entering a welfare facility. Do not use the facility if you are unable to maintain the two-metre distance rule at all times. If you are unable to take breaks in the welfare facilities due to overcrowding, you should report this to management, and 	1	5	5	<ul style="list-style-type: none"> Main Warehouse Canteen tables spaced 2M apart. Chairs removed & only 1 chair per table. Signage on each table limiting to 1 person, and signage not to move chairs of tables. Kettles / Toasters etc regular cleaning throughout the day. Vending Machines - disinfectant wipes provided next to the machine, so that key pads can be wiped down between users. The

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						alternative arrangements may need to be made. <ul style="list-style-type: none"> • One person has been assigned to provide Toast and Drinks during breaks, that person has to ensure that they clean their hands thoroughly and wear protective gloves whilst handing food and drinks. • Toilets should be regularly cleaned - larger toilet facilities on site should have a restriction on numbers who can use them to maintain social distancing rules. 				machine signage is applied instructing users to do this. <ul style="list-style-type: none"> • PPE for person designated to make toast and drinks / strict handwashing regime, following 20 Second rule. • Toilets are supplied with handwashing facilities and Hand sanitising gel and signage. • Smoking Area - 2M distance markings in this area.



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Following prescribed safe systems of work	Staff, contractors and others	Accident or injury caused by working in an unsafe manner.	3	5	15	<ul style="list-style-type: none"> Under no circumstances are you to complete tasks that you're not deemed competent in or authorised to perform. There are to be no exceptions to this rule. If you need to complete new duties, you will be trained in the safe systems of work prior to completing it. Prescribed safe systems of work must be followed at all times. If you cannot do so, e.g. the required PPE is not available, you must not do the job. The safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job or anyone else who may be affected. 	1	5	5	<ul style="list-style-type: none"> Training Records reviewed- checked expiry dates and training i.e. First Aid / FLT Licence etc. ongoing as needed All other H&S requirements i.e. workplace inspections / supervision remain in place during the COVID19 Pandemic. Training Courses resumed in Covid Secure Training Venues for Key Workers.

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Following prescribed safe systems of work (cont.)	Staff, contractors and others	Accident or injury caused by working in an unsafe manner	3	5	15	<ul style="list-style-type: none"> There may be times due to staff absences when direct supervision levels may be lower than normal. During these times staff are expected to maintain normal working practices. Anyone failing to do so will be subject to the organisation's disciplinary procedures. If your pre-start check identifies any safety-critical faults, or a fault is identified during use, normal rules apply. The equipment must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe. If training that has a fixed expiry date runs out (First Aider / FLT Driver etc) site management will speak to the training provider to seek guidance. In many instances, grace periods are being extended to reflect the lack of available courses. 	1	5	5	

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First Aid (CPR)	First Aiders	CPR has been recognised as Aerosol Generating - if the person who requires CPR is COVID19 + there is a significant risk of infection for first aiders undertaking CPR.	4	5	20	<ul style="list-style-type: none"> Resuscitation Council Guidelines have been adapted for the COVID19 Pandemic - NO RESCUE BREATHS are to be given. Apply Defibrillator as per training Apply Dampened cloth or Facemask over the patients mouth and nose. Complete Chest Compressions. Dial 999 and instruct them that CPR is in progress in compliance with COVID19 Protocol. First Aider should wear Face Mask (Preferably FFP3) Nitrile Gloves / Safety Glasses and Plastic Apron. 	1	5	5	<ul style="list-style-type: none"> Retrained First Aiders on current Protocol for Covid19 Pandemic - Online Meeting planned taking place. First Aiders have access to the required PPE. Defibrillator will need decontamination after the medical emergency. New CPR Protocol Poster displayed next to AED. Staff may need counselling after CPR as it is less likely to be effective with the current protocol and ambulance response times are longer. The ambulance staff may not undertake full resuscitation procedures during the pandemic, and may transport to A&E where staff with appropriate Air Fed Respirators will undertake resuscitation.



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Goods In & Out - HGV Drivers arriving at Site	HGV Drivers / Couriers / Hartmann Staff	<p>Drivers entering site - most travel from continental Europe in other COVID 19 affected areas.</p> <p>Drivers require paperwork signing - contact with contaminated equipment.</p> <p>Drivers requesting entry to site for welfare facilities</p>	3	5	15	<ul style="list-style-type: none"> Restrict Access to Site where possible / drivers to remain in vehicle whilst loading /unloading. Toilet Facilities for HGVs are available at Heywood Truck Stop on the far end of the industrial site. If drivers insist on using Hartmann Facilities (Legal Requirement) then a designated toilet will be made available. 				<ul style="list-style-type: none"> Designated Warehouse Disabled Toilet (HGV Drivers Only) - fit temporary lock to the outside to prevent unauthorised usage by Hartmann Staff - Warehouse Supervisors Rob & Ross have a key, as well as site cleaner. Sign on Desk with 2M line at Goods IN door - Driver rings doorbell - enters and waits at line. When requested they leave paperwork on the desk and step back. Hartmann Staff then sign paperwork and step back. Driver then collects paperwork. Sanitiser Gel provided at the desk. If driver has to enter beyond the signing desk, they must apply Hand Gel, they must pass the Hartmann Temperature Check and Fill in Visitor form, they must be escorted to and from the toilet, so they don't come into contact with other employees.



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Post & Deliveries to Reception	Reception / Office Staff	Courier could be Covid19+ risk of infection	3	5	15	<ul style="list-style-type: none"> Reception staff instruct couriers to leave parcels in reception entrance. Courier / Royal Mail can sign on behalf of customer. If possible Post and Parcels can be left in quarantine area for 72hrs - the virus is thought to not be active beyond this time. If 72hrs quarantine cannot be undertaken, decontaminate outer packaging using disinfectant wipes. Provide PPE Gloves and Facemask to employees dealing with couriers if they want to use it to minimise risk of contact. 	1	5	5	<ul style="list-style-type: none"> Training for staff handling post and packages. Reduction in employee personal packages delivered to the workplace, during the Covid19 pandemic to reduce the number of packages arriving into the workplace. Reception has good COVID19 signage and Hand gel provided. Access is restricted by means of electronically controlled door with intercom. COVID Safe Workplace Certificate & Other Signage displayed Covid Control Point Desk in Reception, a prominent entry point where forms are filled in, temperatures taken and sanitiser gel is provided. NHS Track and Trace QR Code is provided and Checks of Lateral Flow Test results are provided.

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Emergency Visitor Breakdown Maintenance	Staff, Contractors & Visitors	Emergency Engineers may be visiting lots of sites with greater risk of transmission, Due to Emergency Requirement may not have undertaken a Lateral Flow Test	3	5	15	<ul style="list-style-type: none"> Normal Site protocol is for Visitors to provide NHS SMS / Email showing a Negative Lateral Flow Test within the last 48 hours. Breakdown / Emergency could lead to problems where engineer cannot access site. 	1	5	5	<ul style="list-style-type: none"> Site holds a small stock of NHS Lateral Flow Tests to test a contractor / visitor who cannot provide evidence of a Negative Lateral Flow Test in the Last 48 Hours. Visitor will be taken from Reception to outer doors of 1st Aid Treatment Room, where they will be given a Lateral Flow Test Kit and asked to undertake a test or take the test in their own vehicle. They will then be asked to wait in their vehicle for 30 minutes while the result is received. The result will be recorded on the NHS Site and they will receive a SMS with the result. If the result is negative then entry will be permitted. If the result is Positive, then will be refused entry to site, and advised to book an NHS PCR Test to confirm the result.