

General Health and Safety

© 2019 T100 Risk Manager [6.1]

INSTRUCTIONS

ASSESSMENT STAGE: Complete section **A1**; Identify hazards and assign pre and post likelihood and consequence scores (using a 3x3 or 5x5 matrix) in section **A2**. Control Measures to reduce risks can then be added.

Section A1 - Assessment Information

Reference / title	HR 128 2.0 COVID-19
Location	Morgan grp Ltd
Org group	Morgan Grp Limited
Activity / item / area	COVID-19
Person(s) at risk	Contractors, Employees, Visitors, Vulnerable Persons
Contract description	
Contract site	All Sites

Risk matrix	5x5
Assessor	Rhydian Jones
Assessment date	19/05/2020
Reviewed by	Rhydian Jones
Reviewed date	19/05/2020
Monitoring frequency	Every 1 month
Next review due	11/06/2020

Section A2 - Risk / Control Measures

Category	General		
Hazard	Virus transmission for staff in workplace or through workplace activities (COVID-19)		
Pre-Control Risk Level	Likelihood	Consequence	Total
	4	4	16
Post-Control Risk Level	Likelihood	Consequence	Total
	2	4	8

Control Measure	Advice displaying current COVID-19 symptoms and self-isolation advice is posted and updated in line with Public Health advice.
Control Measure	Employees with vulnerable health conditions as defined by Government advice are advised to shield at home.
Control Measure	Floor marking signs are displayed across all areas reminding of the 2m Social Distancing requirements.
Control Measure	Where Social Distancing cannot be maintained, staff advised to minimise face to face contact and keep this to less than 15 minutes, and working side by side where possible.
Control Measure	Regular announcements on tannoy system to remind employees of Social Distancing requirements.
Control Measure	Sanitiser sprays provided to regularly clean down machinery which is shared. Adequate supplies of sanitiser is retained on all sites.
Control Measure	Only essential site visits are permitted i.e. material deliveries and essential site maintenance. All non-essential visits are not permitted.
Control Measure	Meetings with customers/suppliers to take place using technology such as video conferencing.
Control Measure	Nothing to be left behind in shared areas such as canteen/kitchen to allow better surface cleaning to be carried out.
Control Measure	Employees encouraged to use utilise outside areas where available to take break periods.
Control Measure	Do not touch any paperwork when carrying out inspections, where possible please refer to documentation such as RAMS, Permits etc via email
Control Measure	Take drinking water/hot drink with you to work and where possible avoid using the canteen facilities. When eating use your own cutlery and when drinking use your own cup.
Control Measure	Employees shall not share a vehicle when driving to site and will travel to site individually. Employees must ensure that they take a 15 minute break every 2 hours when driving to ensure adequate rest is achieved (Refer to Safe Working Procedure 025 - Dri
Control Measure	Where Social Distancing cannot be reasonably avoided, additional PPE will be required, such as FFP3 Face mask if working in confined/close proximity to others. (Face fit test certificate required)
Control Measure	Staggering of shift patterns to ensure minimal number of employees are on site at any one time.
Control Measure	Air Conditioning Systems regularly serviced by competent person
Control Measure	All staff members are fully briefed with the current advice on staying protected through the company lines of communications - this is via regular email updates to administrative staff, and copies posted on noticeboards.
Control Measure	Employees are reminded to update the employer if their current health status changes and if they are displaying any symptoms of COVID-19, and must follow the self-isolation requirements.
Control Measure	Posters are displayed in all areas clearly explaining Social Distancing rules and to maintain a 2m distance.
Control Measure	Line markings are in place in areas which are deemed as a choke points - e.g. Clock in/out area enabling staff to safely maintain a 2m distance when in this area.
Control Measure	CCTV regularly monitored to ensure compliance with Social Distancing.
Control Measure	Staff instructed to follow high levels of personal hygiene by regularly washing hands for 20 seconds. Guidance on hand washing techniques posted in hand washing areas.
Control Measure	Regular contract cleaning continuing, with particular attention to common areas and common touch points.
Control Measure	Staff who are able to perform their duties from home are to work from home.
Control Measure	Any briefings such as tool box talks to be conducted in the open air to smaller numbers.
Control Measure	Break times staggered to reduce numbers in shared areas - with clear Social Distancing guidelines noted on all canteen tables.
Control Measure	No sharing of pens, laptops, ipads/Tablets - When signing in/out use your own pen
Control Measure	Employees advised to avoid touching face with unwashed hands
Control Measure	Employees attending works on customer sites as part of installation work are to follow the social distancing guidance and always adopt robust hygiene measures on arrival.
Control Measure	When driving, clean and disinfect vehicle (levers, gear stick and steering wheel) upon departure from site.
Control Measure	Employees advised not to car share when travelling to work
Control Measure	Delivery drivers encouraged to stay in their vehicles where this is practicable.
Control Measure	Limited persons at any one time in confined spaces such as locker rooms / changing areas to ensure Social Distancing is met

Category	General		
Hazard	Psychological / Staff Wellbeing		
Pre-Control Risk Level	Likelihood	Consequence	Total
	3	3	9
Post-Control Risk Level	Likelihood	Consequence	Total
	1	3	3

Control Measure	Regular communication lines are established with staff by line managers, such as team meetings via video conference, daily check ins to ensure staff wellbeing is monitored.
Control Measure	Workloads are monitored by the department line manager.
Control Measure	Concerns on workload issues or support needs are escalated to line manager.
Control Measure	Shared distribution of workload regardless of roles to adapt to changing demands.
Control Measure	Teams have established strong relationships and open communications and operate in a supportive culture.
Control Measure	Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs

Category	General		
Hazard	Changes in Emergency Provision		
Pre-Control Risk Level	Likelihood	Consequence	Total
	3	4	12
Post-Control Risk Level	Likelihood	Consequence	Total
	1	4	4

Control Measure
Site visits only be conducted if essential and emergency procedures will be communicated on arrival.
Job sheets to be un-signed to minimise social contact and copies of completed job sheets to be emailed as confirmation of maintenance etc.
Where essential maintenance required, this is scheduled to take place when work areas are un-occupied to reduce social contact.
Changes to fire safety and first aid provision to mitigate reduced staff in buildings/site is reviewed on a regular basis
Employees involved in First Aid provision should ensure they follow strict hygiene measures if providing treatment and coming into contact with a person in an emergency cannot be avoided.
All visitors temperature to be checked upon arrival (37.8C is threshold for mild fever)
Social distancing requirements included on all inductions / work permit issues.
Intruder/Fire alarm call out list updated.
In an emergency situation such as an accident, fire or break in, people do not have to stay 2m apart if it would be unsafe
Visitor records are maintained in the event of contact tracing being required

Category	General		
Hazard	Increased home working resulting & use of Display Screen Equipment (DSE)		
Pre-Control Risk Level	Likelihood	Consequence	Total
	2	2	4
Post-Control Risk Level	Likelihood	Consequence	Total
	2	1	2

Control Measure
All staff given sufficient information, instruction and training in use of equipment.
Free eye tests are provided to all employees using DSE.
Ensure correct workstation setup and posture prior to starting work.
Employees working at home to conduct DSE self-assessment and to advise H&S Department of any issues.
Managers to ensure that staff know how to adjust equipment or own comfort.
Ensure regular work breaks to avoid injuries / strain.

