

COVID-19 Risk Assessment



1.1 Activity

Title	COVID-19 Workplace Risk Assessment
Location	Crossflight House, Skyway 14, Calder Way, Colnbrook. SL3 0BQ
Risk	The spread of COVID-19
Those at risk	All employees, visitors, cleaners, contractors and members of the public who come into contact with employees

1.2 Person(s) conducting this assessment

Name	Jacqui Tutin / James Kelly	Date	06-Apr-20
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1.3 Assessment Review History

This assessment should be reviewed immediately if there is any reason to suppose that the original assessment is no longer valid or after a reported incident. Otherwise, the assessment should be reviewed, at least every month. The responsible competent person must ensure that this assessment remains valid.

	Issue 1	Review 1	Review 2	Review 3	Review 4
Date due	06-Apr-20	12-May-20	12-Jun-20	16-Jul-20	
Date conducted	06-Apr-20	14-May-20	15-Jun-20	17-Jul-20	
Conducted by	Jacqui Tutin	James Kelly	James Kelly	James Kelly	

2.0 Risk Areas and Controls

Area	Controls required	Additional controls	Action by	Due date	Done date
Hygiene Etiquette	<p>Hand washing facilities with anti-bacterial soap</p> <p>Paper towels/hand dryers for drying of hands</p> <p>See hand washing guidance; https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Antibacterial hand sanitiser available in all areas of the building</p>	<p>Employees are reminded on a regular basis via email and posters placed around the building to wash hands with antibacterial soap and water for at least 20 seconds and the importance of proper drying</p> <p>Also reminded to catch it, bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues are available in all areas of the building</p> <p>Further guidance can be found here; https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	<p>James Kelly</p> <p>Paul Murphy</p>	<p>28-Feb-20</p> <p>and ongoing</p>	<p>28-Feb-20</p>
Cleaning	<p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception and common areas using appropriate cleaning products and methods</p>	<p>Additional clean of building introduced during the working day</p> <p>Antibacterial cleaning materials are available throughout the building for all staff as and when needed</p>	<p>James Kelly</p>	<p>11-Mar-20</p>	<p>11-Mar-20</p>

<p>Social Distancing</p>	<p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by PHE.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Relocating workers to other tasks, where possible</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>More information can be found here: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing https://www.hse.gov.uk/news/social-distancing-coronavirus.htm</p>	<p>Staff are reminded on a regular basis of the importance of social distancing.</p> <p>Limit the number of people in common areas</p> <p>Staff to use phone, email and instant messaging tools rather than face to face contact with colleagues to reduce movement around the building</p> <p>Virtual meetings and conference calls to be used in place of face to face meetings with clients and suppliers</p> <p>2 metre rule also applies to outside areas such as the smoking area</p> <p>Delivery drivers to be directed to the designated area in Transport Control and are not permitted to enter any other area of the building except for the toilets</p> <p>To control foot traffic within the building, office staff are to enter/leave the building via reception. Drivers, Transport and Operational staff via the door in the Transport Control office</p>	<p>James Kelly Paul Murphy</p>	<p>28-Feb-20 and ongoing</p>	<p>28-Feb-20</p>
<p>PPE</p>	<p>Drivers and staff working in the warehouse are required to wear gloves</p> <p>Face coverings are available to drivers and those working in the warehouse for use when it is difficult to observe social distancing</p>	<p>Gloves are available in Transport and Operations/warehouse</p> <p>Face coverings are available in Transport, Operations/warehouse</p> <p>Guidance provided on putting on and removing gloves and face coverings</p>	<p>All Managers</p>	<p>on going</p>	
<p>Symptoms of COVID-19</p>	<p>If anyone becomes unwell with a new continuous cough and/or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance and to self-isolate</p> <p>If a member of staff has anyone in their household showing symptoms, they must stay at home for a period of 14 days. The 14-day period starts from the day when the first person in the house became ill.</p>	<p>First aiders to be provided with additional information on dealing with Covid-19</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>Jacqui Tutin</p> <p>All Managers</p>	<p>on going</p> <p>on going</p>	

