

Covid-19 Risk Assessment issue 4

Area / Task	What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action & when is the action needed by?
Who should go to work?	Contraction of COVID-19 resulting in Mild COVID-19 symptoms, a severe respiratory condition or death.	Clinically extremely vulnerable, clinically vulnerable & colleagues with additional needs.	<ul style="list-style-type: none"> • Colleagues to inform Laleham if they are classified as clinically vulnerable / extremely clinically vulnerable or are living with people who are classified as extremely clinically vulnerable • All clinically extremely vulnerable or clinically vulnerable colleagues that return to work post absence complete return to work review and risk review based on Job role and function. • Symptom guidance and Self-isolation procedures in place. 10-day self-isolation period included in guidance. • National COVID-19 testing for colleagues advised for anyone reporting self-isolation due to signs or symptoms of COVID-19. • Contact risk assessment process in place for all confirmed positive COVID-19 tests reported. • Staff & team traceability using attendance records and rotas • HR guidance and support for colleagues. • Welfare and support in place via line managers or HR teams. • Absence monitored daily via specific COVID-19 code and tracker. 	<p>Ongoing monitoring of colleague absence and monitoring for vulnerability (e.g. new and expectant mothers / clinically & extremely vulnerable colleagues).</p> <p>Ongoing communication reminding colleagues to advise the company of any change in circumstances and or if they are showing any symptoms of COVID-19</p> <p>Tier system in place within UK. Management team aware of potential for isolation or shielding of vulnerable groups based on feedback from colleagues or Tier 4 level guidance. Tier status monitored and communicated during regular COVID-19 meetings.</p> <p>PHE & Local authority reporting of positive cases / contacts to be completed when identified.</p> <p>Regular welfare calls & communication briefings.</p>	<p>HR & Management teams – Ongoing.</p> <p>HR & Management teams – Ongoing</p> <p>HR & Management teams – Ongoing</p> <p>HSE & HR Teams</p> <p>HR & Management teams – Ongoing</p>

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<p>Social distancing at work</p>	<p>Contraction of COVID-19 resulting in Mild COVID-19 symptoms, a severe respiratory condition or death.</p>	<p>All colleagues, visitors or contractors</p>	<ul style="list-style-type: none"> • Home working rotas & reduced numbers in shared office areas. • Staggered arrival / departure times for shifts, controlled access/ egress from the building. • Signage and information posters erected at all entrance areas. • Handwash or hand sanitiser stations at entrance / exit points • Identification & management of proximity tasks that cannot be controlled with 2M Social distancing or 1M with risk mitigation. Use of specific PPE or methodology of task where identified which may include limited work teams or fixed pairs etc. • Social distancing screening or barriers in areas where 2M social distancing is not possible or 1M with risk mitigation is required. • Regulation of high traffic areas to maintain social distancing e.g. change over areas, entrance / exit routes • Reduced meetings and increased use of Microsoft teams / Shortel systems for hosting larger team meetings. • Social distancing screens or controls within office areas to ensure 2M distance or 1M with risk mitigation is maintained. • Meeting room social distancing numbers and guidance in place, cleaning and sanitising materials available within meeting rooms. 	<p>Continual monitoring of colleague numbers and shift change over to ensure social distancing is being adhered to within car park and entrance areas. Where required introduce new or additional controls if concerns are identified.</p> <p>Monitoring of proximity tasks and ensure that agreed controls are being adhered too</p> <p>Monitor Gov.UK guidance on social distancing rules and update guidance and controls as appropriate</p>	<p>Operation management & HSE teams</p> <p>Operation management & HSE teams</p> <p>Operation management & HSE teams</p>
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<p>Social distancing at work (Cont.)</p>	<p>Contraction of COVID-19 resulting in Mild COVID-19 symptoms, a severe respiratory condition or death.</p>	<p>All colleagues, visitors or contractors</p>	<p>Seating labels provided to allow social distancing to be maintained.</p> <ul style="list-style-type: none"> • Canteen areas modified layout and demarcation to ensure social segregation during use. Break times for operational teams staggered to reduce user numbers. • Social distancing controls within canteen kitchen areas to ensure 2M distance or 1M with risk mitigation is in controlled during food production • Contactless payment in canteen areas and additional Pre -packed food available in vending or display units on Alton / Kirkham sites. • Smoking shelter and car park area signage and demarcation • Locker / Shower and Washroom area use reduced by staggered breaks and shift patterns, Social distancing rules and max capacity use in place where required. • First aid provision and treatment plans in place for accident / incident management. Use of facesheild & aprons during treatment. Gov.uk & Resuscitation council guidance shared with first aid teams on all sites. • Fire evacuation drills suspended guidance and information shared on evacuation plans via team brief. 		
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<p>Managing customers, visitors & contractors</p>	<p>Contraction of COVID-19 resulting in Mild COVID-19 symptoms, a severe respiratory condition or death.</p>	<p>All colleagues, visitors or contractors</p>	<ul style="list-style-type: none"> • Restriction of visitors & contractors to sites to business critical only • Contractor & visitor management includes pre visit health questionnaire and COVID-19 site controls. • Electronic visitor management system in place for visitor history • Contactor out of hours working where possible and work area isolation to reduce interaction between colleagues and visitors/contractors as much as practicable. • Track and trace system in place as part of Customer/Contractor records 	<p>Site contact to monitor visitor / contractor during visit to ensure social distancing and COVID controls are being adhered too.</p> <p>Removal of face masks required when using visitor management system for recording photograph</p> <p>Customer & contractor visit check list and risk plan to be used for Customer/ contractor visits. Documentation to be returned to HSE team after visit.</p>	<p>Site contact for visitor / contractor</p> <p>Site contact for visitor / contractor</p> <p>Site contact for visitor / contractor</p>
<p>Cleaning the workplace</p>	<p>Contraction of COVID-19 resulting in Mild COVID-19 symptoms, a severe respiratory condition or death.</p>	<p>All colleagues, visitors or contractors</p>	<ul style="list-style-type: none"> • List of identified contact or risk areas collated, and increased frequency of cleaning completed by trained colleagues. The frequency of risk areas and method of cleaning will be defined within local procedures & records • All Cleaning solutions in use compliant to BS EN 1276 • Cleaning of shared workstations and shared equipment prior and after use • Cleaning of workstations & equipment control panels etc part of shift handover. • Site GMP cleaning in place which supports daily or weekly cleaning of all areas / departments as part of local cleaning procedures, regimes and records. 	<p>Ensure cleaning logs are maintained for identified areas.</p> <p>Specific guidance for cleaning after a known or suspected case to be followed. This has been downloaded but will be checked on Gov.UK prior to use</p>	<p>Department managers</p> <p>HSE Team & Department managers</p>

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<p>Workforce management</p>	<p>Contraction of COVID-19 resulting in Mild COVID-19 symptoms, a severe respiratory condition or death.</p>	<p>All colleagues, visitors or contractors</p>	<ul style="list-style-type: none"> • Grouped shift teams in place as far as practicable, shift pattern & rotation overlap reduction in place. • Transfer of materials & goods from different areas or departments identified. Sanitising of goods or equipment in place where required. • Work related travel restrictions in place both customer/ supplier visits and site to site. Essential travel only. Business travel approval by Senior management. • Holiday approval process in place which includes return from abroad review for self-isolation periods or testing. • Return to work process in place for staff returning to work following self-isolation or sickness. • Weekly company brief communicated to all colleagues via email or hard copy. • Employee forum / works council / HSE committee meetings held to review changes or updates to COVID controls. • Business continuity plan (BCP) meetings held as required to review and implement group / Gov.uk & local changes. This includes senior managers from across the group. • Mental health first aid and support via health shield in place for colleagues. 	<p>Colleagues to ensure that PPE for public transport i.e. Plane, Train or other is worn in accordance with Gov.UK requirements. PPE for work travel available on request.</p> <p>Colleagues to ensure that the venue and accommodation are identified as COVID-19 Secure at time of booking travel. Colleagues should be aware of local host controls or requirements in advance of travel.</p> <p>Colleagues to follow Gov,UK & DCC guidance for travel including pre travel testing requirements and self- isolation rules when travelling or returning from work travel abroad</p> <p>Colleagues to follow Gov.UK guidance on return to the UK from personal travel. Self-isolation rules or testing requirements must be followed prior to return to work.</p> <p>Ensure COVID-19 controls and changes to social distancing procedure changes are included and documented as part of return to work process</p>	<p>All colleagues</p> <p>All colleagues</p> <p>All colleagues</p> <p>All colleagues</p> <p>Department manager & HR</p>
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Workforce management (cont.)	Contraction of COVID-19 resulting in Mild COVID-19 symptoms, a severe respiratory condition or death.	All colleagues, visitors or contractors	<ul style="list-style-type: none"> • Visual communication and guidance via TV Slideshows or posters on sites with latest Gov.UK and company guidance. • Induction and company training in place for new staff or agency staff in place. 	<p>Content monitored and updated as required by HR, HSE & IT teams</p> <p>Slide content updated as required to reflect current guidance, to be monitored and updated as required</p>	<p>HR, HSE & IT teams</p> <p>HR, HSE & Agency teams</p>
Inbound and outbound goods	Contraction of COVID-19 resulting in Mild COVID-19 symptoms, a severe respiratory condition or death.	<p>All colleagues, visitors or contractors.</p> <p>Delivery or Collection drivers</p>	<ul style="list-style-type: none"> • Pick up and drop off procedures for Goods in / goods out in place. • Signage & Information on social distancing requirements in place • Driver welfare facilities separate to Laleham Staff (Kirkham & Alton sites). Morecambe access & local controls to Logistics centre facilities in place. • Driver Key and documentation handover review completed. Use of bags and hand sanitisers in place. • Specific goods in / goods out teams in place to reduce risk of transfer. • Cleaning of FLT, PPT & Manual pallet truck controls, seats or handles. Prior and after use / signage in place on equipment. 	Signage and information to be reviewed and aligned with current guidance as required	Warehouse & HSE Teams

Completed by Paul Harris (Group HSE Manager) Date: 04/01/2021 Review: 04/01/2022

Risk assessment reviewed and approved by local employee forums & Laleham senior management team.

Review of Gov.UK guidance documents are completed at the time of version update issue. This document will be updated in the event of any significant change in Covid-19 guidance from government, HSE or other regulatory bodies. Risk assessment linked to local site assessments RAS596 (Alton), RA324 (Kirkham) & RA24 (Design plus Morecambe)

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Issue History

- Issue 1 New assessment based on Gov.uk guidance document 'Working Safely during Covid-19 in factories, plants and warehouses' issued 11/5/2020 Issue 1.0
- Issue 2 Assessment review and update following new Gov.uk guidance document 'Working Safely during Covid-19 in factories, plants and warehouses' issued 24/6/2020 review and update inclusive of version 3.0
- Issue 3 Assessment review and update to incorporate Gov.uk guidance documents "Working Safely during Covid-19 in factories, plants and warehouses' issued 12/8/2020 review and update inclusive of version 8.0
- Issue 4 Assessment review and updated to incorporate Gov.UK guidance document "Working Safely during Covid-19 in factories, plants and warehouses' issued 01/01/2021. Review and update inclusive of 13/12/2021 & 21/12/2021 updates