

H a z a r d n u m b e r	What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks from the hazard?
1.	Spread of Covid-19 Coronavirus from lack of hand cleanliness	<ul style="list-style-type: none"> a) Staff b) Visitors to your premises c) Cleaners d) Contractors e) Drivers f) Anyone else who physically comes in to contact with you in relation to your business 	<ul style="list-style-type: none"> 1) Hand washing facilities with soap and water in place with stock of consumables monitored to ensure continuity of supply. 2) Stringent hand washing taking place. 3) Drying of hands with disposable paper towels. (preferred over hand dryers) 4) Gel sanitisers (>60% Alcohol) in any location where washing facilities are not readily available. 5) Use of moisturisers encouraged to help prevent any skin damage 6) Staff are encouraged to report any skin problems and carry out self skin checks as part of a skin surveillance programme, regular clinical skin checks are suspended at present, we have no history of skin issues among staff so this is low risk, the following poster is displayed to assist self checking https://www.hse.gov.uk/skin/posters/skindermatitis.pdf 7) Where gloves are used in the normal day to day operation then staff have been trained on how to remove gloves using the following, hands should be sanitised at the first opportunity after removing gloves https://www.hse.gov.uk/skin/posters/reusablegloves.pdf https://www.hse.gov.uk/skin/posters/singleusegloves.pdf 8) Common use tools and test equipment sanitised before and after use by an individual, this includes fuels quality equipment and maintenance tools 9) Encourage brother's keeper philosophy 10) Communicate regularly and effectively all the above using verbal and written methods including signage for all persons who enter our buildings, vehicles or yards 11) Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed.
2.	Spread of Covid-19 Coronavirus from lack of Cleaning	<ul style="list-style-type: none"> a) Staff b) Visitors to your premises c) Cleaners d) Contractors e) Drivers f) Anyone else who physically comes in to contact with you in relation to your business 	<ul style="list-style-type: none"> 1) Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. 2) Frequently cleaning and disinfecting vehicle surface, switches, dials, handles that are touched regularly. 3) Remove the risk of communal touch points where possible for example leaving doors open if not fire doors and if they are use door closers such as dorgard if possible. 4) Encourage brother's keeper philosophy 5) Hot desks are only used if no alternative is possible, before leaving the user must sanitise the area, and all associated equipment, e.g. phone, desk, chair, screen, keyboards and mouse the risk of cross contamination. The next user must re sanitise the whole area again before commencing work. 6) Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed.

3.	Spread of Covid-19 Coronavirus from lack Social Distancing	<ul style="list-style-type: none"> a) Staff b) Visitors to your premises c) Cleaners d) Contractors e) Drivers f) Anyone else who physically comes in to contact with you in relation to your business 	<ul style="list-style-type: none"> 1) Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre guidance 2) Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. 3) Signage and markings used as visual reinforcement 4) 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. 5) Redesigning tasks, where possible to ensure social distancing in place. 6) Vehicles are to be single person occupancy where possible, exceptions would be for safety critical training or assessment if no alternative is available. Ventilation is to be used at maximum and windows open is recommended, the time together in the cab is minimised to only what is necessary. Face coverings shall also be worn. 7) Conference calls to be used instead of face to face meetings. 8) Ensuring rest breaks for staff include sufficient time to remove PPE safely and sanitise 9) Social distancing adhered to in canteen area, lockers rooms and smoking area. 10) Where social distancing can't be realistically achieved provide face coverings to reduce the risk of an asymptomatic person transmitting the virus to others, to be worn only when social distancing can't be achieved. Social distancing is the priority control and is far more effective than face coverings in a non-clinical setting. 11) Provide information, instruction and training on the use of face coverings, including the risks from contamination and the importance of continuing with Hygiene, Social Distancing and Cleaning. See North Air Covid 19 notice 15 and 17. 12) Provide suitable disposal for used face coverings, e.g. double bagged with daily disposable from working area but stored for 72 hours before final disposal in normal waste stream. 13) Where social distancing cannot be maintained physical barriers such as screens are installed to keep workers, and in particular, office personnel, segregated. Screens/barriers should be designed to ensure a physical barrier or enforced social distancing decreases the risk of person to person transmission. Where possible screen should be transparent to reduce isolation. 14) Where desks are close to each other e.g. 2 metres or less and screens cannot be installed use back-to-back or side-to-side working (rather than face-to-face) whenever possible. 15) Shifts and teams organised to reduce person to person contact opportunities, with shift patterns adjusted to facilitate. Shift or management handover designed to operate with no direct contact less than 2 metres. 16) Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed.
4.	Persons being at work while they may have Covid 19	<ul style="list-style-type: none"> a) Staff b) Visitors to your premises c) Cleaners d) Contractors e) Drivers f) Anyone else who physically comes in to contact with you in relation to your business 	<ul style="list-style-type: none"> 1) No worker, visitor or contractor or any other person is to be permitted on site if they are showing symptoms of COVID 19, use the Daily Health Check form and in ear digital thermometer to check. 2) If any symptoms are declared or the temperature is over the prescribed limit the person shall not be permitted onto site and must leave immediately 3) Any areas they have come into contact with should be cleaned following UK Government guidelines https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

			4) Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed.
5.	Less persons on site may encourage Hazardous Lone Working activity	<ul style="list-style-type: none"> a) Staff b) Visitors to your premises c) Cleaners d) Contractors e) Drivers f) Anyone else who physically comes in to contact with you in relation to your business 	1) No worker will undertake any task where it has been determined that the task requires 2 persons. If the task is safety critical it still must go ahead with consideration to all items listed in 3 regarding social distancing.
6.	Changes to work security and staffing levels impacting an individual's Health and wellbeing	<ul style="list-style-type: none"> a) Staff b) Visitors to your premises c) Cleaners d) Contractors e) Drivers f) Anyone else who physically comes in to contact with you in relation to your business 	<ul style="list-style-type: none"> 1) Communication with all staff at work is undertaken regularly with updates verbally or if not possible in writing keeping them apprised of site operational standards for Working Safely during the Covid 19 Pandemic. This is done regularly and if anything changes before staff commence their duties. 2) SOCS as a means of 1-1 communication on Covid 19 and normal operational safety and they are continuing while complying with section 3 Social distancing 3) All staff have trained on Brother's Keeper and are encouraged to look out for each other with appropriate reminders and discussions on complying with site control measures 4) All staff are encouraged to use the Employee assistance contact number if they have any wellbeing concerns that they want to discuss with a 3rd party professional. 5) All staff will use Stop Empowerment if they feel at any point, they are unsafe, they will discuss their concerns with the site management immediately to seek a reasonable resolution. 6) Arrangements have been made to ensure that persons working in isolation shall have regular welfare checks to ensure their wellbeing, this could be by in person, phone or electronic message as well as using a man down system in certain circumstances with a higher risk for example a remote VSB or single person site.
7.	Covid 19 affecting the health of Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	<ul style="list-style-type: none"> a) Clinically vulnerable employee may be susceptible to the risk of serious health complication if they are exposed to the virus 	<ul style="list-style-type: none"> 1) Uk.gov guidance on shielding is followed for Clinically extremely vulnerable people. They will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 2) Clinically vulnerable people as defined in guidance below are communicated individually to ensure that they understand all of the listed controls in this document and can comply with them, regular communications are maintained to ensure continued compliance and the ability to raise 1-1 any concerns. See section 6 https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others
8.	Deliveries	<ul style="list-style-type: none"> a) Employees coming in to contact with delivery drivers or contaminated objects that have been delivered 	<ul style="list-style-type: none"> 1) Contact with delivery drivers minimised by applying social distancing rules. 2) Welfare facilities are available to delivery drivers, instruction and signage ensures as far as reasonably practicable that they comply with site hygiene, cleanliness and social distancing rules. 3) Delivered items are treated as contaminated and any person opening and/or handling recently delivered (72

			hours) items must comply with hand washing requirements as soon as practicable after coming in to contact with them. Section 1 and 2 is applicable after 72 hours.
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