



Corporate Covid-19 Risk Assessment Form

Site Ref No: SHE - CV/001

TASK / ACTIVITY / AREA	ASSESSED BY	DATE OF ASSESSMENT	NEXT REVIEW DATE
The control of Covid-19 in the Workplace	Tulip Covid-19 Incident group	15/05/2020	Weekly
Background			
<p>As a business each individual site has conducted a specific risk assessment, to identify potential areas where our employees and visitors might come into contact with coronavirus. These assessments also outline what controls they have put in place to reduce this likelihood to the lowest possible level.</p> <p>This assessment is based on controls made available at all our sites.</p> <p>The recognised hierarchy has been used to decide which control would be most feasible and which have been adopted.</p>			

No	HAZARD	PERSONS AT RISK	CONTROLS	CURRENT RISK		
				H	M	L
1	Contact with coronavirus	All persons on all sites contractors visitors	1. Elimination of hazard. <ul style="list-style-type: none"> Only staff that cannot work from home and are site essential will attend a site. Home workers are regularly contacted for a welfare check. All staff have been made aware that they must not attend work if they or a member of their household has any symptoms typical of Covid-19. Guidance on testing and isolation has been given to all staff and is displayed throughout sites. Highly vulnerable or particularly at-risk staff that cannot work from home have been furloughed. Where possible working arrangements have been made so that particular staff can work in lower populated areas. Thermal imaging cameras have been installed at all sites to check staff and visitor temperatures before they enter the workplace. Return to work procedures for all staff who have been off due to any illness contain specific questions and controls for those who may have been off with suspected or confirmed Covid-19. Additional hygiene routines have been introduced and additional personnel have been allocated to ensure continuous sanitising of frequently touched surfaces and shared equipment. 			L



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2	<p>Physical distancing Potential spread of Covid-19 physical distancing in working environment: Areas where >2m is generally maintained, only occasional very short durations (less than 15 minutes) at <2m</p>	<p>All persons on site Contractors Visitors</p>	<p>2. Substitution of Hazard,</p> <ul style="list-style-type: none"> Not Possible as this is particular to Covid-19 Where possible if the work can be altered to provide greater social distancing, this has been done. <p>3. Engineering controls</p> <ul style="list-style-type: none"> One-way systems at staff entrances, exits and, where possible, around the work area with floor markings and directional signage. Removal of turnstiles where beneficial. Additional hand sanitiser stations at all entry points. Screens at driver and visitor interactions points. Wherever possible physical screens have been installed where staff face each other and are less than two meters apart within production areas. Physical screens have been installed where staff are less than two meters apart and stand side by side within production areas. Floor markings to indicate where to stand to achieve best social distancing while working or queuing. Additional seating and smoking facilities provided to enable social distancing. <p>4. Administrative controls</p> <ul style="list-style-type: none"> Covid-19 awareness training, briefings and posters at every site. Regular audits and assessment reviews at each site to ensure compliance with procedure and maintenance of controls. Staggering of shift change times and breaks to reduce potential exposure time. Organising offices to ensure staff can maintain more than 2 meters while seated. Restrict numbers in communal areas such as office kitchens and meeting rooms so distance can be maintained. Replace face to face meetings with virtual meetings. Keep desks clear and sanitise regularly. Sanitise all shared equipment such as printers, phones, photocopiers and radios. Behavioural safety reporting (>2 Meters) through company STAR Card initiative. 			L



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			5. Personal protective clothes and equipment <ul style="list-style-type: none"> • Latest government advice is that: When managing the risk of COVID-19 additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace and needs to be managed through social distancing, hygiene and fixed teams or partnering - not simply resorting to PPE. • Visors and masks are available to help with concerns related to Covid-19 transmission. In addition, visors and masks are available to those who help administer first aid and in ear temperature checks. • Ensure all PPE remains personal or is cleaned and sanitised thoroughly between users. 			
3	Physical distancing Potential spread of Covid-19 physical distancing in working environment: Areas where >2m is not always possible, frequent very short durations (less than 15 minutes) at <2m	All persons on site	In most cases, the above will ensure our staff have the lowest possible chance of contracting Covid-19 Where controls are not possible at all times, any potential exposure will be very short such as passing each other or handing something over. Further mitigating actions include: <ul style="list-style-type: none"> • Increasing the frequency of hand washing and surface cleaning. • Keeping the activity time involved as short as possible. • Using screens or barriers to separate people from each other. • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. • Reducing the number of people each person has contact with by using 'fixed teams or partnering 		M	

CONCLUSION OF RISK	L Acceptable risk –	COMMENTS	Risk controls are reviewed daily in line with government guidelines.
	M review and Monitor		

L= Low risk Best Practice	Acceptable. Regular review to ensure controls are effective.
M= Medium Risk Regular review required	Acceptable. Need for constant review of all other containment measures.
H= High Risk Stop and improve	Unacceptable. Addition containment measures needed before work continues