



Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

A handwritten signature in blue ink, appearing to be 'Allan Smith', is written over a horizontal line.

Employer _____ Date 01/06/2020

Who to contact: Allan Smith, QEHS Manager - 07990 554853
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

RA ID	PAN001	Area	All departments			Task	All activities during time of significant virus or disease outbreak					
Activity	Hazards Identified	Current Controls	Persons At Risk	Current			Actions	Target Date	Person Actioned	New		
				Likelihood	Severity	Risk Rating (RR)				Likelihood	Severity	New Risk Rating (NRR)
General work activities/ being at home	Exposure from others as a result of: 1) Living with someone with a confirmed case 2) Coming into close contact (within 2 metres for 15 minutes or more) with a confirmed case Being advised by a public health agency that contact with a confirmed case has occurred	Awareness through government advice, media bulletins and company notice boards	All individuals	4	3	12	Follow the most up to date Government advice by visiting the website: GOV.UK/Coronavirus. Consult the company Coronavirus board for more information.		All Individuals	2	3	6
General travel, including travel to work	As above	As above	All individuals	4	3	12	Limit the use of public transport where possible, wear a face covering and implement social distancing if practical. Use private single occupancy where possible or cycle/walk. If car sharing, limit to fixed groups of occupants if possible		All Individuals	2	3	6
General work activities/ being at home	As above	As above	All individuals	4	3	12	Use telephones or videocalling rather than visiting other offices/households		All Individuals	2	3	6
General work activities/ being at home	As above	As above	All individuals	4	3	12	Follow good hygiene practices at all times. Hygiene posters displayed		All Individuals	2	3	6
General work activities/ being at home	As above	As above	All individuals	4	3	12	Limit visitors to your home in line with the latest Government guidance		All Individuals	2	3	6
General work activities/ being at home	Deliveries - virus spread	As above	All individuals	4	3	12	Do not approach delivery staff, allow packages to be left on the doorstep, non-contact delivery		All Individuals	2	3	6
General work activities/ being at home	Suspected symptoms/prevention	Government advice, media bulletins	All individuals	4	3	12	Do not take any antibiotics as they do not work against viruses.		All Individuals	2	3	6
Assessor: A. Smith/M. Manley												
Original Assessment Date: 18.05.2020												
Date of Last Review: 08.07.2020												
Date of Scheduled Review: 18.11.2020												
THE ALAN NUTTALL PARTNERSHIP LTD Risk Assessment System QEHS IMS 116 R2 APR 2020												

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General work activities/ being at home	Suspected symptoms	Government advice, media bulletins and notice boards	All individuals	4	3	12	Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required		All Individuals	2	3	6
General work activities/ being at home	Exposure to infective agents	Government advice, media bulletins and notice boards	Over 60s (BAME - 55)/expectant mothers/vulnerable persons	4	3	12	Advice from Occupational health provider. Any existing individual risk assessments (vulnerable persons, or new / expectant mothers) reviewed.		H and S	2	3	6
Administering first aid, checking Partner temperatures	Exposure through close contact	Risk assessment	First aiders/ Testers	4	3	12	Produce risk assessment for this specific task - communicate to all first aiders/testers		H and S	2	3	6
General work activities	Exposure from others as a result of: 1) Living with someone with a confirmed case 2) Coming into close contact (within 2 metres for 15 minutes or more) with a confirmed case Being advised by a public health agency that contact with a confirmed case has taken place	Reduced numbers - Government shielding/Company furlough/ Risk assessment	Those with relevant pre-existing conditions	4	3	12	MVV001 Company to ensure extremely vulnerable persons are shielding themselves and following their specific medical advice issued to them. SEE BELOW LISTING FOR EXAMPLES OF CONDITIONS CLASSIFYING THOSE AS EXTREMELY VULNERABLE. Case by case consideration of vulnerable people returning to work, any social distancing measures in place should be rigorously adhered to by the individual.		HR/H and S	2	3	6
Work activities	Contact with delivery drivers	Drivers to stay in cab/social distancing/ additional welfare eqgmt	All individuals	4	3	12	Contact with delivery drivers kept to a minimum through non-signed for deliveries/collections, portable toilet facilities now in place for delivery drivers. All visits to site are controlled.		Line managers, supervisors	2	3	6

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Work activities	Hygiene/ Virus spread	Hand cleaning	As above	4	3	12	Hand cleaning advice communicated to all, additional soap and hand cleaners provided. Antiseptic wipes can be provided on request		HR/ Commercial	2	3	6
General work activities	Suspected case whilst working on site	Social distancing advice/measures	All partners, visitors	4	3	12	If a worker develops symptoms while at work, they should: 1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5) Contact HR before returning to work 6) Arrange a test through the Government website		All individuals	2	3	6
General work activities	Suspected case whilst working on site/Requirement to clean area	Social distancing advice/measures	All individuals	4	3	12	Public health England guidance. Occupational health (OH) service provider for advice. Separate risk assessment MVW002 for cleaning			2	3	6
General work activities	Transmission to family members through work related exposure to infective agent	Reduced numbers - Government shielding/Company furlough	Those with relevant pre-existing conditions	4	3	12	Partners who live with those classed as extremely vulnerable can refer to information on the Coronavirus board, or ring the Coronavirus helpline on 01384 235145		HR	2	3	6
Work activities	Working from home - feeling isolated, or mental health issues through current uncertainty	WFH risk assessment, manager contact/interaction	All partners working from home	3	3	9	Managers keep in touch with their reportees. Regular business updates are issued, including link to the EAP		Line Managers	2	3	6
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Work/personal activities	General travel including foreign travel	Government advice	All individuals	4	3	12	Implement teleconferencing for meetings where possible.If travel unavoidable follow latest Government guidance on travel and check destination conditions or developments before travelling		All individuals	2	3	6
Work/personal activities	General travel including foreign travel	Restrictions on visitors to site, Social distancing	All individuals	4	3	12	Controlled contractor, customer and sales related visits		HR/H and S	2	3	6
Work or site activities	Persons sharing a vehicle		Site workers, surveyors	4	3	12	Fixed partnering to create "Bubbles" in company vehicles. Regular cleandown of company vehicles and fork lift trucks on site		All managers	2	3	6
Work or site activities	Persons staying away from home for work requirements		Site workers, surveyors, salesmen	4	3	12	Check that any hotels for overnight stays are Covid secure before booking		All managers	1	3	3
Work activities	Return to full operational capability (Number of staff on site) - Access / egress to site	Restrictions on visitors to site, Social distancing	All partners, visitors	4	3	12	Limit or control non-essential visits to site, office staff working from home when at all possible, until restrictions ease		Senior management	2	3	6
Work activities	Return to full operational capability (Number of staff on site) - Access / egress to site	Restrictions on visitors to site, Social distancing	All partners, visitors	4	3	12	2 shift patterns have been implemented to reduce numbers on site at any one time		Senior management	2	3	6
Work activities	Return to full operational capability (Number of staff on site) - Access / egress to site, use of toilets, kitchens, walkways and corridors	Restrictions on visitors to site, Social distancing	All partners, visitors	4	3	12	Monitor site access points to enable social distancing – change the number of access points, either increase to reduce congestion or decrease to enable monitoring or facilitate testing. One way systems or floor marking		Senior management	2	3	6
Work activities	Return to full operational capability (Number of staff on site) - Access / egress to	Restrictions on visitors to site, Social distancing	All partners, visitors	4	3	12	Delivery drivers are to follow rules for delivery drivers, using portable facilities		Senior management	2	3	6
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General work/home activities	Poor hygiene/Transmission	Government advice/Information on notice boards	All individuals	4	3	12	Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.		All individuals	2	3	6
General work/home activities	Poor hygiene/Transmission	Government advice/Information on notice boards	All individuals	4	3	12	Additional hand washing facilities to the usual welfare facilities in the form of hand sanitiser		All individuals	2	3	6
General work/home activities	Poor hygiene/Transmission	government advice/Information on notice boards	All individuals	4	3	12	Regularly clean the hand washing facilities and check soap and sanitiser levels		External cleaners	2	3	6
General work/home activities	Poor hygiene/Transmission	Government advice/Information on notice boards	All individuals	4	3	12	Suitable and sufficient rubbish bins for hand towels with regular removal and disposal.		External cleaners	2	3	6
General work/home activities	Poor hygiene of common touch points, both in offices and shop floor - FLT's, printers for example	government advice/Information on notice boards	All individuals	4	3	12	Enhanced cleaning schedules are in place. Sanitiser spray has been provided for common touch points. Fixed users of equipment such as fork lift trucks where possible.		External cleaners	2	3	6
General work/home activities	Poor hygiene in welfare facilities, visitors using facilities	Review of facilities available	All individuals	4	3	12	Consider increasing the number or size of facilities available on site if need be, hiring extra welfare facilities if required - portaloos hired		Senior management	2	3	6
General work/home activities	Poor hygiene/Transmission in toilet facilities	Government advice/Information on notice boards	All individuals	4	3	12	Break times have been increased to reduce congestion in toilets. There are no more than 1 hand dryer per toilet area and paper towels has been provided		Senior management	2	3	6
General work/home activities	Poor hygiene	government advice/Information on notice boards	All individuals	4	3	12	Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.		External cleaners	2	3	6
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Work activities	Virus spread from return to full operational capacity(Number of staff on site)-access/egress	Restrictions on visitors to site, social distancing	All partners, visitors	4	3	12	Cleaning schedule is in place and hand sanitisers and wipes have been provided. Around the factory and where there are common touch points in offices, such as photocopiers		Senior management	2	3	6
Work activities	Return to full operational capability (Virus spread)	Social distancing, hygiene measures	All partners, visitors	4	3	12	Layouts, line set ups and floor markings have been reviewed where practicable to allow socially distanced work, or people to work back to back or side by side		Senior management	2	3	6
General work/home activities	Poor hygiene through lack of cleaning equipment	Government advice/Information on notice boards	All individuals	4	3	12	Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.		Senior management	2	3	6
General work/home activities	Poor hygiene, risk of virus spread during break times	Partners taking breaks at work stations	All individuals	4	3	12	Benches have been closed alternately to enable social distancing during lunch breaks, and Partners have been encouraged to stay at their workstations during breaks		Senior management	2	3	6
General work/home activities	Poor hygiene, risk of virus spread during break times, particularly off site cafes	Partners taking breaks at work stations	All individuals	4	3	12	Partners are encouraged to stay on site during lunch, but if off site food or drink is required, COVID awareness training has been provided (Social distancing)		Senior management	2	3	6
General work/home activities	Virus spread	As above	All individuals	4	3	12	Implement temperature testing of returnees from isolation or sickness (See separate SSOW - MVW001)		Senior management	2	3	6
General work/home activities	Virus spread	As above	All individuals	4	3	12	Communicate latest Government advice on getting tested (Included in Covid awareness training)		Senior management	2	3	6
General work activities	Poor hygiene/Transmission during meetings	Remote meetings	All partners, visitors	4	3	12	Remote meetings are used as first option. All meeting rooms have been spaced out, with hand sanitiser provided. Room users are reminded not to share items such as pens or other objects. If ventilation is not sufficient meetings will be moved outdoors		All partners	2	3	6

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General work activities	Rapid changes in legislation	Government rulings, acts or orders	All individuals	3	3	9	Monitor Government daily briefings and subsequent guidance		Senior management	1	3	3
General work activities	Virus spread from common touch points, such as fingerprint scanners	No Biometric systems on site	All individuals	1	3	3				1	3	3
Re-establishing facilities such as heating ventilation, hot or cold water systems	Stagnant water systems, aair conditioning units	Legionella checks, service visits	All partners, visitors	3	3	9	The building has not been closed down in any areas. Regular Legionella checks have been conducted with flushing of hot and cold water systems where identified by Legionella risk assessment.		External assessment	2	3	6
Heating, ventilation and air conditioning systems	Poor workplace ventilation leading to risks of Coronavirus spreading	Natural and mechanical ventilation, social distancing	Indoor workers in smaller spaces (Offices)	2	3	6	Maintenance of air circulation systems in line with manufacturer's recommendations. Monitor World Health Organisation classification of Coronavirus as an airborne contagion.			2	3	6
In the event of evacuation - Fire, gas leak etc	Social distancing	Government guidance	All people on site	3	3	9	Social distancing will be required, even at times of evacuation, although its recognised there may be some "concertinering" on heavily used areas, such as stairwells. Doors on fire exit routes that may be barred to enable one way systems will be used in this event. Encourage home working has reduced potential numbers at assembly points.		H and S	2	3	6
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In the event of emergency - Fire, gas leak etc, or in the event that first aid is required	Unavailability of competent persons due to furlough or self isolation	Emergency procedures	All people on site	3	4	12	Ensure there is sufficient cover for fire marshalls, sweepers or roll call leaders and first aiders during times of reduced staff levels		Senior management	2	3	6
General work activities	Rapid changes in legislation	Government rulings, acts or orders	All individuals	3	3	9	Government guidance or rulings on measures such as PPE, for example facecoverings on public transport may result in a need for PPE at times of short supply. Government briefings monitored, any PPE needed as a result should be sourced responsibly, so as not to stress NHS supply			1	3	3
For government advice refer to the following: https://www.nhs.uk/conditions/coronavirus-covid-19/ https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/ https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/ https://www.gov.uk/government/publications/coronavirus-action-plan						0						0
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EXAMPLES OF THESE CLASSED AS EXTREMELY VULNERABLE (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.)