



# 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 safely from a **COVID-19 Secure workplace** or work from home
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**

Employer \_\_\_\_\_ Date **23/09/2020**

Who to contact: **Allan Smith, QEHS Manager - 07990554853**  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

RA ID	PAN001	Area	Hinckley - 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: Living with someone with a confirmed case/Coming into close contact 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 ruling or advice by visiting the website: GOV.UK/Coronavirus. Reading the Government's easy-read document for households. Consult the company Coronavirus board for more information.		All Individuals	2	3	6
General travel, including travel to work	Exposure to infective agent	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	Exposure to infective agent	As above	All individuals	4	3	12	Use telephones, emailing or video calling rather than visiting other offices/households		All Individuals	2	3	6
General work activities/ being at home	Exposure to infective agent	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	Exposure to infective agent	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:	20.04.2021
Date of Scheduled Review:	20.04.2022

RA ID	PAN001	Area	Hinckley - 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	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	The most up to date Government guidance will be followed. Any existing individual risk assessments (vulnerable persons, or new / expectant mothers) reviewed. As per RDU advice there is no singling out based on ethnicity, so suitable collective measures will be applied. Questionnaire for those classed as extremely clinically vulnerable		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 - MWW001		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	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/site rules/ additional welfare eqmpt	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

Assessor:	A. Smith/M. Manley
Original Assessment Date:	18.05.2020

Date of Last Review:	20.04.2021
Date of Scheduled Review:	20.04.2022

RA ID	PAN001	Area	Hinckley - 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)
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/Social distancing measures and natural social distancing from the positioning of individual workstations	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) Follow the latest 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 or 119 7) SPOC (A. Smith) to contact PHE if virus spread cannot be reduced.		All individuals	2	3	6
General work activities	Suspected case whilst working on site/Requirement to clean area	Social distancing advice/measures / COVID pack	All individuals	4	3	12	Occupational health (OH) service provider for advice. Government guidance on cleandown. Pack containing separate risk assessment MVW002 for cleaning, and other resources.			2	3	6
General work activities	Transmission to family members through work related exposure to infective agent	Social distancing and hygiene measures	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

Assessor:	A. Smith/M. Manley
Original Assessment Date:	18.05.2020

Date of Last Review:	20.04.2021
Date of Scheduled Review:	20.04.2022

RA ID	PAN001	Area	Hinckley - 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)
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. Non-inducted visitors escorted at all times. Works vans are provided to set individuals and not shared.		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. Increased ventilation (Open windows to introduce fresh air at regular periods)		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, so long as overnight stays are allowed		All managers	1	3	3
Work activities	Return to full operational capability (Number of staff on 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		Senior management	2	3	6
Work activities	Return to full operational capability (Number of staff on site)use of welfare facilities and corridors	Restrictions on visitors to site, Social distancing	All partners, visitors	4	3	12	Floor marking in areas where queues are likely to form. One way system in some corridors is not reasonably practicable, but building is not near capacity so there is reduced traffic		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 temperature testing if used.		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

Assessor:	A. Smith/M. Manley
Original Assessment Date:	18.05.2020

Date of Last Review:	20.04.2021
Date of Scheduled Review:	20.04.2022

RA ID	PAN001	Area	Hinckley - 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)
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	Conduct any training/Inductions or consultations online, remotely or distribute by email. Use a regularly sanitised single access computer for those that do not have email, or display on the notice board.		Senior management	2	3	6
Work activities	Return to full operational capability (Number of staff on site)	Restrictions on visitors to site, Social distancing	All partners, visitors	4	3	12	Screens have been fitted for office environment and urinals closed where closer human interaction is more likely. There is natural machine line segregation on the shop floor.		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	Allow plenty of space between people waiting to enter site. Floor markings have been put down by clocking stations		Senior management	2	3	6
Return to full operational facilities	insufficient worker numbers on site, meaning work can not be done safely (e.g. Manual handling or filling in with untrained staff)	Work planning, training and supervision	All partners, visitors	2	3	6	Efficiencies and production schedules are under constant operational review			2	3	6
Return to full operational facilities	Spread of virus through staff	Social distancing, risk assessment measures, PPE	All partners	4	3	12	Partners are socially distanced and fixed teams due to machine/equipment location, task location and relevant skills so there is a lower risk of virus spread through the workforce. Branded face coverings have been distributed, and although not beneficial when used in addition to existing PPE, further PPE is available on request.		Senior management/All Partners	3	3	9
Return to full operational facilities	Lack of returning worker awareness around training and communication relating to Coronavirus	Government advice/Information on notice boards	All individuals	2	2	4	Awareness training developed that can be completed remotely Covid risk assessment developed All the above to be communicated to all Partners		Senior management	1	2	2
General work/home activities	Poor hygiene/Transmission	Government advice/Information on notice boards	All individuals	4	3	12	Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available		All individuals	2	3	6

Assessor:	A. Smith/M. Manley
Original Assessment Date:	18.05.2020

Date of Last Review:	20.04.2021
Date of Scheduled Review:	20.04.2022

RA ID	PAN001	Area	Hinckley - 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/home activities	Poor hygiene/Transmission	Government advice/Social distancing/ Hands, Face, Space message	All individuals	4	3	12	Partners to source at home test kits from Government approved outlets. Results logged to better mitigate against asymptomatic COVID sufferers transmitting virus. All current measures need to be upheld, despite the vaccination program.		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 hygiene facilities to the usual welfare facilities in the form of sanitising stations.		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 hygiene 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, shared tools or printers for example	government advice/Information on notice boards/ workers own tools	All individuals	4	3	12	Additional cleaning schedules are in place. Virucidal spray has been provided for common touch points. Fixed users of equipment such as fork lift trucks or hand tools where possible. Doors have foot openers.		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		management	2	3	6
General work/home activities	Poor hygiene	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		External cleaners	2	3	6

Assessor:	A. Smith/M. Manley
Original Assessment Date:	18.05.2020

Date of Last Review:	20.04.2021
Date of Scheduled Review:	20.04.2022

RA ID	PAN001	Area	Hinckley - 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)
Work activities	Virus spread from return to full operational capacity (Number of staff on site)	Restrictions on visitors to site, social distancing	All partners, visitors	4	3	12	Create worker "bubbles". Use fixed teams or partnering so that the risk of virus spread through the workforce is reduced		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	enable social distancing during lunch breaks, and Partners have been encouraged to stay at their workstations during breaks		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	Consultation with returnees from isolation or sickness that correct isolation period has been observed		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 (Link 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

Assessor:	A. Smith/M. Manley
Original Assessment Date:	18.05.2020

Date of Last Review:	20.04.2021
Date of Scheduled Review:	20.04.2022



RA ID	PAN001	Area	Hinckley - 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	Rapid changes in legislation leading to organisation not working in compliance	Government rulings, acts or orders	All individuals	3	3	9	Monitor Government briefings and subsequent guidance. Check back regularly for updates.		Senior management	1	3	3
General work activities	Virus spread from poor hygiene in welfare facilities, common touch points in particular	Cleaning schedule/ sanitising products provided	All individuals	4	3	12	Disposable stirrers available and there is an instruction to put used crockery or cutlery directly into the dishwasher. Use own personal foodware and utensils where preferred to reduce use of common objects. User to sanitise hands before entering kitchen. Sanitising wipes provided to wipe over areas touched.			2	3	6
Use of welfare facilities	Cross contamination of common touch points	As above	All individuals	4	3	12	Make individual drinks and do not do "tea rounds"			2	3	6
Re-establishing facilities such as heating ventilation, hot or cold water systems	Stagnant water systems, air 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. If heating and ventilation recirculate forced air then a door or window should be left open to introduce fresh air			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.		H and S	2	3	6

Assessor:	A. Smith/M. Manley
Original Assessment Date:	18.05.2020

Date of Last Review:	20.04.2021
Date of Scheduled Review:	20.04.2022

RA ID	PAN001	Area	Hinckley - 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)
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
General work activities	Improper or overuse of PPE which may not be beneficial for persons with protected characteristics	Social distancing measures, hygiene, Government guidance, notice boards	All individuals	3	3	9	The guidance is clear that the precautionary use of extra PPE to that already worn for a task to protect against coronavirus is not beneficial. Face coverings are mandated as a social protection, i.e. to protect those around us and not the wearer. Partners have been issued non-PPE face coverings to wear when away from their workstation.			1	3	3
Smoking on site	Virus spread in smoking shelters	Social distancing	Smokers	4	3	12	Signage for social distancing put up, smokers not to share from pack			2	3	6
For government advice refer to the following: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/</a> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/">https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/</a> <a href="https://www.gov.uk/government/publications/coronavirus-action-plan">https://www.gov.uk/government/publications/coronavirus-action-plan</a>											0	0

Assessor:	A. Smith/M. Manley
Original Assessment Date:	18.05.2020

Date of Last Review:	20.04.2021
Date of Scheduled Review:	20.04.2022

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.)