

				RISK ASSESSMENT					COVID-19 CRISIS			RA: CVD19-V4		
PROJECT				HAITH GROUP					LOCATION		ARMTHORPE SITE			
PEOPLE EXPOSED TO RISK				TOTAL=SEVERITY X LIKELIHOOD					SEVERITY		LIKELIHOOD		Risk Rating	
Employees	X	Visitors	X	S	L	1	2	3	4	5	1	Very Unlikely	LOW 1-3	
Contractors	X	Public	X	1		1	2	3	4	5	2	Unlikely	LOW/MED 4-9	
Client Staff	X	Young Persons	X	2		2	4	6	8	10	3	Possible	MEDIUM 10-16	
				3		3	6	9	12	15	4	Likely	HIGH 20-25	
				4		4	8	12	16	20	5	Very Likely		
				5		5	10	15	20	25				
PPE SUPPLIED		STANDARDS			REGULATIONS									
1. Gloves		BS EN 388 Mechanical Risk Level 2			HASAWA – Health & Safety at Work etc. Act 1974				The Management of Health and Safety at Work Regulations 1999					
2. Safety Footwear		BS EN 20345			PUWER - Provision and Use of Work Equipment Regulations 1998				Personal Protective Equipment at Work Regulations 1992					
3. Head protection		BS 5240/397			The Electricity at Work Regulations 1989				COSHH – Control Of Substances Hazardous to Health Regulations 2002					
4. Eye protection		BS EN 166 (goggles, spectacles, face shield)			The Health Protection (Coronavirus) Regulations 2020									
5. Overalls		EN ISO 11611-2007												
6. Hearing Protection		EN 352-1 2002 Ear Muffs / EN352-2 2002 Ear Plugs												
HAZARDS				SEVERITY	LIKELIHOOD	TOTAL RISK	CONTROLS				SEVERITY	LIKELIHOOD	TOTAL RISK	
Covid-19 – Exposure from others away from work who are carrying or have symptoms of the virus. (someone in the same household, at a shop, outside in the street, on public transport)				5	4	20	<p>All persons employed by Haith Group are to adhere to the current Government guidance. Adopt a good HANDS-FACE-SPACE regime. Wash hands regularly, sanitise if washing is not possible, avoid touching face, cough into arm to prevent spread of airborne droplets, use tissues to blow nose and discard in bin. Wear face coverings in shops or indoor places. Adhere to social distancing rules, maintain 2mtrs apart wherever possible or 1mtr with other controls e.g. fixed shields, face coverings, etc. Avoid public transport where ever possible. If using public transport wear face covering. Employees who are in the higher risk categories (those persons who received letters from the NHS informing them of this) can, after 1<sup>st</sup> August, return to work if it is not feasible to work from home and the workplace is Covid safe. Follow media alerts for further local restriction implementation. If a person is knowingly exposed to someone with the virus or symptoms they should self-isolate following the current Government Legislation.</p>				4	2	8	
Covid-19 – Contact with others at work who may have been exposed to the virus – Employees.				5	4	20	<p>Employees have been given information on what the symptoms are for the Covid-19 virus (this is updated when there are changes to the guidelines) and know they should self-isolate if they or others in their household begin to have any symptoms. Where feasible employees are working from home. Employees who are returning from overseas travel destinations not listed on Government guidance as exempt from isolation procedures will notify the Company and have to self-isolate for 14 days to assess if any symptoms appear during the incubation period. Employees who are required to work on clients sites undertaking service work have separate Risk Assessment showing controls of separate hazards. (RA-COVID19-Site Working).</p>				4	2	8	
Covid-19 – Contact with others at work who may have been exposed to the virus - Visitors.				5	4	20	<p>Visits to the Armthorpe site have been reduced with all non-essential persons asked to stay away for the duration of the crisis. Meetings are held via video/conference calls where possible. Visits to the Armthorpe site for insurance statutory inspections, service work, client PDI checks etc are allowed. Visitors are subject to temperature checks on arrival to the site and have to read and complete a Covid-19 declaration. Visitors to site are required to wear a face covering for the duration of their visit, They can be removed if sat with a Haith employee at 2mtr distance or where there is a Perspex shield between them and other persons. A non-handshaking policy has been adopted and they will adhere to social distancing and hygiene rules while on site. Reception desk has Perspex screen fitted to provide shielding from other staff or visitors if they enter the area.</p>				4	2	8	

<p><b>Covid-19 – Contact with others at work who may have been exposed to the virus - Contractors.</b></p>	5	4	20	<p>Contractors attending site have been asked to stop away where possible. Electrical contractors needed to support ongoing projects are allowed access when needed and have completed health questionnaires and understand and comply with the Company controls.</p> <p>Contractors are required to wear face coverings for the duration of their time on site.</p> <p>When representing Haith Group on clients sites carrying out essential work they will follow each sites Covid-19 controls.</p> <p>Any contractor who has any symptoms of the virus must inform a supervisor immediately and leave site and self-isolate for the correct period.</p>	4	2	8
<p><b>Covid-19 – Exposure to someone who develops symptoms while at work.</b></p>	5	4	20	<p>Any person who develops virus symptoms (new persistent cough and or a temperature 37.8°C or a loss or change to their sense of smell/taste) will leave the site immediately to self- isolate following current Government guidance.</p> <p>While leaving site they should try not to touch anything and cough or sneeze in to a tissue and then dispose in to a bin or if they haven't got a tissue use the crook of their elbow.</p> <p>On returning to work after the isolation period they must confirm that they feel well and are free of the symptoms.</p> <p>The areas they have been working in while on site shall be subject to a deep clean and sanitised.</p> <p>Other employees will be informed and asked to be extra vigilant in their adherence with the site rules and report immediately if they begin to show symptoms themselves and also leave site immediately.</p>	4	2	8
<p><b>Covid-19 – Possible spread of virus from poor hygiene.</b></p>	5	4	20	<p>Signage has been displayed around the site showing NHS/Government advice on how to adopt a good hygiene regime.</p> <p>This includes the washing of hands and duration/ technique, use of sanitising gels and the use/disposal of tissues.</p> <p>Paper towels have replaced roll up material types to reduce possible spread of virus.</p> <p>Alcohol based Hand Gels are provided around the site at cleansing stations.</p> <p>Extra supplies of hand gels/soap/wipes have been provided in site vehicles.</p> <p>Extra cleaning has been introduced with more regular cleaning down of door handles, work surfaces etc.</p> <p>An industrial steam cleaner has been purchased to allow areas to be deep cleaned.</p> <p>Any used nitrile gloves used on the factory floor areas must be placed in appropriate bins.</p> <p>Tools will be cleaned regularly and not shared between other employees.</p> <p>Work stations will be cleaned with anti-bacterial wipes at frequent intervals.</p>	4	2	8
<p><b>Covid-19 – Possible spread of virus from overcrowded/congested Welfare Facilities</b></p>	5	4	20	<p>Where possible employees are working from home.</p> <p>Break times have been split into separate groups to allow social distancing in canteen and kitchen areas.</p> <p>Notices are displayed at kitchen entrances stating only one person in area at any time.</p> <p>Tables, sides etc cleaned between groups.</p> <p>Employees adhere to social distancing (2mtrs apart) when taking breaks and in canteen areas while consuming food.</p>	4	2	8
<p><b>Covid-19 – Possible spread of virus from working in close proximity to others</b></p>	5	4	20	<p>Where feasible staff are working from home.</p> <p>After revised Government advice where possible this will be continued.</p> <p>Work stations in the office areas for people who cannot work from home will be partitioned with Perspex/solid divides.</p> <p>When social distancing cannot be maintained employees will wear face coverings for the duration while in close contact with others.</p> <p>Shop floor work areas either have employees working alone or in small dedicated teams for certain tasks.</p> <p>Work on new machinery/products where there is a need for several trades is planned to allow social distancing where ever possible.</p> <p>One way pedestrian routes have been implemented to and from the stores shop floor distribution counter with 2mtr spacing's marked on the floor to allow social distancing.</p> <p>Where possible telephone calls are used to contact other departments to reduce the need to move around offices/site.</p>	4	2	8

Covid-19 – Possible spread/exposure to virus while travelling for work	5	4	20	<p>All travel that is nonessential is halted at present. Where possible use telephone/video calls.</p> <p>Installation work is allowed in overseas destinations where Government advice allows and Clients have the need for the equipment to be installed as part of grants etc. and part of the food chain.</p> <p>When in these destinations local rules are followed and guidance constantly monitored to allow further actions to be taken.</p> <p>Where service teams are travelling in the same vehicle this shall be restricted to 2 persons max and they will wear face coverings for the duration of the journey.</p> <p>Service teams will travel in separate vehicles to sites, where possible take drinks/food with them to reduce the need to use outlets/shops etc.</p> <p>RA-COVID19-Site Working &amp; Overseas Working Travel Policy</p>	4	2	8	
Covid-19 – Access/Egress to site during present crisis	5	4	20	<p>External doors in to the site buildings are fastened open before and after employees arrive on/leave site to reduce the need to touch handles and reduce the possible spread of the virus.</p> <p>Social distancing is adhered to at the end of the working day.</p> <p>2mtr spacing's are marked on floors near "clock" machines.</p> <p>Collection by clients of parts from the stores department is controlled.</p> <p>Before entering to the collection counter people are asked to read a declaration displayed on the outside of the door.</p> <p>Failure to truthfully give the relevant answer to all the questions means they are not allowed to proceed further and must leave the site.</p> <p>Any visitor/contractor attending site must read answer the same notice and sign a statement and wear a face covering.</p>	3	2	6	
Covid-19 – Mental Health of employees	5	3	15	<p>Any person who is experiencing anxiety or raised levels of stress during the crisis can ask to speak to their line Manager/H&amp;S Manager who will try to answer their questions or seek further advice on their behalf, working practices/environment can be altered to help reduce anxiety.</p> <p>Employees working from home will have daily/regular contact with their line managers /colleagues, again any concerns can be discussed with or forwarded to the H&amp;S Manager or Directors.</p> <p>Communication of information is done to help people understand what current Government advice is and it is there to help them through the crisis.</p> <p>If any individual feels they cannot attend work through the crisis and cannot work from home their situation will be assessed with possible authorised absence granted.</p>	3	2	6	
Covid-19 – Possible spread of virus from acting on wrong advice	5	4	20	<p>Company is constantly reviewing the latest NHS/Government advice and communicating updates to all employees via email and notice boards.</p> <p>Questions from employees answered to try to give clarity.</p> <p>External advice taken form HSE website, ACAS, Insurance provider and other professional bodies.</p>	4	2	8	
<b>ASSESSOR</b>	DIRECTORS/ SENIOR MANAGEMENT/ H&S COMMITTEE		<b>DATE</b>	October 2020	<b>REVIEW DATE</b>	January 2021		