



RISK ASSESSMENT TEMPLATE- WORKING SAFELY DURING COVID-19 AT BULKHAUL

HEALTH & SAFETY DEPT

Introduction

This risk assessment template identifies key hazards and highlights key control measures from the risk assessment. Significant work has been carried out to implement and minimise the challenges presented by COVID-19. The Health and Safety dept. have carried out a COVID-19 risk assessment to design appropriate control measures to reduce the risk of infection and reduce the spread of the virus. These control measures have been implemented in accordance with Public Health England, the Health and Safety Executive and Government advice.

Risk assessments have been conducted and multiple options explored. Ultimately, each solution has been dictated by the following mandate:

- The Safety and Wellbeing of every employee is the highest priority;
- Reducing the risk and likelihood of infection and spreading the virus;
- Straight forward, practical solutions using a sensible, logical approach to solving the challenges presented;
- Reducing the impact and upheaval through careful planning, cooperation and technology wherever practically possible.

The results of the risk assessment have been shared with the workforce (Working Safely During COVID-19 at Bulkhaul) and these measures must be followed by all employees to ensure the wellbeing of all.

The risk assessment will be reviewed if the nature of the operation changes or if government COVID-19 advice changes.

1. Hazard

COVID-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. It is transmitted from small droplets that are created when infected persons sneeze or cough. These droplets can be directly transmitted to another person or a surface and then transferred if a person touches their eyes, mouth or nose.

2. People Exposed

Employees

Visitors

Guests

Contractors

Vulnerable Groups (classified by NHS as moderate risk)

Extremely Vulnerable Groups (classified by NHS as high risk)

3. Control Measures

Numerous control measures have been implemented to safeguard as much as possible against the risk of infection.

The following measures are a summary within each identified critical area.

3.1 Effective personal hygiene

The following measures have been implemented:

- ✓ The frequency & duration of handwashing is encouraged using wash basins & provided soap.
- ✓ Alcohol-based sanitiser made widely available in every office, communal area, toilets, drivers, workshops and generally throughout the site.
- ✓ Automatic sanitiser dispensers placed in key areas such as entrances and exits.
- ✓ Anti-bacterial wipes available in all offices and meeting rooms.
- ✓ Posters distributed across the workplace to reinforce the importance of correctly and frequently washing hands.
- ✓ Massively reduced and restricted the number of items that can be touched or used in all areas of the offices and communal areas. This includes items such as cutlery, cups and other personal effects.

3.2 Social distancing

Social Distancing is another key tool to reducing the risk of infection. The following measures have been implemented:

- ✓ Introduced a One-Way system in certain main through flow areas.
- ✓ Staggered start/finish times & used alternative exits to reduce congestion and queuing at peak times.
- ✓ Re-configured offices and communal areas. Where required, reduced the number of personnel in each office;
- ✓ All workstations spread out ensuring the minimum 2 metres distancing is achieved;
- ✓ Screen dividers fitted to all double desks as an additional control measure to reduce the risk of infection.
- ✓ Implemented measures to prevent non-essential movement between work areas across the entire site.
- ✓ Posters and markers placed throughout the offices and workshops to ensure social distancing compliance.
- ✓ Strict measures such as banning car sharing have been put in place.

3.3 Cleaning

To reduce the risk of infection through infected surfaces the following measures have been put in place:

- ✓ Increased cleaning of the workplace will be carried out by the company cleaners throughout the day to areas with a high percentage of usage e.g. door handles, staircases, toilets, wash basins, common corridors etc and recorded accordingly.
- ✓ Instructions given all staff members to be responsible for their own items and areas.
- ✓ There is sufficient supply of cleaning materials, recognising increased usage compared to normal.
- ✓ Non-essential shared items and equipment have been removed from each communal area.
- ✓ Enhanced cleaning procedures to deal with any potential COVID-19 cases.

3.4 Personal Protective Equipment (PPE)

PPE is defined in the context of COVID-19 as a face mask¹, Respiratory Protective Equipment, nitrile gloves and other associated disposable medical garments. Naturally, these items are prioritised for the most critical care sectors and their availability to general workforce are extremely limited. An exhaustive exercise was carried out to determine if PPE would be required. Based upon current government guidelines, we have determined that PPE is not required in the offices. PPE requirements for the workshops remain unchanged.

3.5 Workplace Practices

3.5.1 Deliveries

- ✓ All post and deliveries are handled by a central point instead of numerous points within the workplace.
- ✓ Personal deliveries to the workplace have been stopped.
- ✓ Hands are washed thoroughly after handling delivered items.
- ✓ Signage is displayed to indicate the delivery area and informing delivery personnel of the control on site.

3.5.2 Entering, Leaving and Movement within the Workplace

To facilitate this requirement, the follow measures have been introduced:

- ✓ Clocking in machine has been disabled, staff to use an app on their mobile device to log in and out each day.
- ✓ Staggered start/finish times & additional exit doors have been implemented to reduce congestion at entrances and exits.
- ✓ Posters/markings have been placed throughout the workplace indicating if traffic is One-Way or Two-Way and to observe social distancing.
- ✓ Movement between the workplace has been restricted.
- ✓ Selected doors have been held open to allow employees to move quickly without the need to touch door handles. Fire doors, internal and external, strictly remain closed.
- ✓ Restrictions applied to the building lift.
- ✓ Meetings are encouraged to be held via electronic means instead of in person.
- ✓ If meetings must absolutely be held in person, maintain social distancing & avoid sharing appliances. Meeting room layout changed to ensure distancing can be maintained.

3.5.3 Communal Areas

Additional measures have been introduced in all communal areas:

- ✓ Enhanced cleaning carried out by both cleaners and staff members using provided cleaning materials.
- ✓ A strict, one in one out policy applied to all kitchenettes to ensure social distancing.
- ✓ Staggered breaks to reduce the number of people using the communal facilities at one time.
- ✓ Reduced seating capacity and designated seating plans to prevent employees sitting opposite or close to one another in communal areas.
- ✓ Removed cutlery, crockery and have encouraged all employees to keep all personal belongings (including toiletries) in their desks/lockers.

¹ <https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm>

- ✓ Enhanced toilet procedures in place, including certain urinals/sinks being declared 'Do Not Use' to ensure social distancing is maintained.
- ✓ Posters placed throughout each communal area to remind employees to wash hands, clean up and the rules of each communal area.

3.5.4 Travelling to Work and Use of Company Vehicles

To reduce the likelihood of the virus spreading and to maintain COVID-19 secure status, the following control measures are in place:

- ✓ Employees are encouraged to use their own vehicle to travel to and from work.
- ✓ Car sharing is strictly prohibited.
- ✓ Employees are encouraged to seek alternative, individual methods of travelling to work such as cycling.
- ✓ Employees who use public transport to come to work must follow the governments mandatory rules on wearing a face mask and take extra precautions such as washing hands more frequently.
- ✓ Employees using taxis must travel to work individually and must not share the journey. They must also follow the governments rules on wearing a face mask or face coverings.
- ✓ Company vehicle use has been restricted to the most essential needs as meetings with customers has been significantly reduced.
- ✓ Critical areas of company vehicles must be cleaned after use by the driver of the vehicle, using provided cleaning equipment.

3.5.5 Managing Visitors

To manage the risk of infection the following measures have been deployed:

- ✓ The frequency of suppliers and contractors accessing the workplace has been reduced to minimal levels. Only the most essential maintenance work can be carried out.
- ✓ All meetings, international and domestic, have been cancelled. Technology has been made available to allow for internal and external meetings to be carried out without face to face meetings.
- ✓ In the rare event a visitor cannot conduct businesses without a face to face meeting, strict protocols are in place to minimise the impact of that visitor. They will not interact with anyone other than the host, they are only to access the designated meeting room and additional cleaning of the meeting room will take place.
- ✓ Visitors from local and international locations with high rates of infection will not be permitted entry to site.
- ✓ All visitors visiting site must be pre-approved by the H.R department and they must receive and sign a declaration.
- ✓ Visitors encouraged to use their own pen when signing in. Alternatively, pen to be disinfected after each use.
- ✓ If a visitor shows symptoms of COVID-19 or are contacted by the NHS Track and Trace program whilst on site, they must leave at once. If they cannot, they must be taken to the isolation room. A deep clean program will commence immediately. Anyone in contact with the visitor will be expected to self-isolate immediately.
- ✓ At all times visitors must obey social distancing and hygiene rules.

3.6 Workplace Procedures

3.6.1 Communication & training

Communication and transparency are absolute in helping to understand the measures put in place and gaining the ongoing cooperation until the pandemic passes.

- ✓ Frequent communication from management team to keep staff members informed.
- ✓ Frequent email reminders, in conjunction with posters to remind staff of washing hands and social distancing.
- ✓ Documentation in the form of a comprehensive procedure outlining all the measures taken.
- ✓ Access to the health and safety department and health and safety representatives to discuss concerns and queries.

3.6.2 Mental Health

Bulkhaul recognises that mental wellbeing and mental health is paramount. To help those who maybe suffering the following measures are in place:

- ✓ Frequent communication from management and HR Depts. to discuss ways an individual can be supported.
- ✓ Support to work from home, if all other options have been exhausted.
- ✓ Clear guidance in form of Return to Work and Posters.
- ✓ Options to discuss issues with Health and Safety representatives.

3.6.3 First Aid

The first aid risk assessment has been reviewed to take into account COVID-19 controls. All employees have been consulted in the first aid review and acknowledged the new practices.

3.6.4 Ventilation

The following measures have been implemented to minimise the potential spread of COVID-19:

- ✓ Wherever practical, windows and doors should be left open to encourage ventilation of the space instead of running air conditioning units. This action must not impact other safety considerations, for example reduced security as the entrances are not secure or fire doors being propped open.
- ✓ Accredited HVAC engineers have audited and carried out maintenance on the air conditioning systems to ensure they are running correctly.
- ✓ New filters installed ahead of normal lifespan to ensure no build up on particles or contaminants.
- ✓ Air conditioning system thoroughly tested to the highest standards.
- ✓ If air conditioning is used, only to be ran on minimum speed.

3.7 Review & monitoring

- ✓ The risk assessment is updated at least yearly or sooner when the Government guidance changes, or work practices change.
- ✓ Monitoring of control measures are undertaken throughout the day and recorded accordingly.

3.8 Dealing with COVID-19 in the workplace

- ✓ All employees that have been exposed to symptomatic person must self-isolate for 14 days
- ✓ All employees who test positive must self-isolate and follow company procedure
- ✓ All employees must complete a return to work form after self-isolation or completion of a negative COVID-19 test
- ✓ A dedicated secluded isolation area is present to deal with any COVID-19-related scenarios.