

Risk Assessment - Coronavirus

Ref	Hazard Description	Effect	People at Risk	Initial Risk	Existing Controls in Place to Reduce Risk	Residual Risk
1	Members of staff getting or spreading the virus by not washing hands, or not washing them adequately	Potential spread to other employees	Anyone who comes into contact	HIGH	<p>Regular communications to all members of staff – informing them of symptoms of the virus, control measures required and any other HSE or Government advice / guidance.</p> <p>Infographics displayed around site, including noticeboards and toilets reminding people to wash or sanitize their hands regularly throughout the day, especially after using the toilet and before eating.</p> <p>Hand sanitising stations installed throughout the site (offices and production areas).</p> <p>Sanitizing hand gel bottles also available and provided to staff on request.</p> <p>All staff reminded of importance of good hygiene during RTW induction and via regular staff communications thereafter</p>	LOW
2	Members of staff, visitors and contractors getting or spreading the virus by not social distancing	Potential spread to other employees	Anyone who comes into contact	HIGH	<p>Review of typical operations to identify any situations where, under normal circumstances, 2m separation not possible. Task-specific risk assessments performed for all operations where 2m separation cannot be maintained (requirement reviewed first to see if operation is actually necessary).</p> <p>Control measures identified and agreed - use of face visors, masks etc.</p> <p>Signage displayed to remind all staff of requirement for 2m distancing at all times (Work together – Stay apart)</p> <p>Clear demarcation and signage in place (floor tape, floor signs etc.) to help enforce 2m distancing. NOTE – 2m distancing will remain within Broxap irrespective of any Government relaxation</p> <p>Office desk layouts reconfigured to ensure distancing. PET screens also fitted between desks. Stairway protocol agreed, person coming down has priority. Awareness and signage.</p> <p>The wearing of face coverings is now mandatory for all staff (office and production) outside of personal workstation, and whenever interacting with others.</p> <p>Further staff communications to re-iterate requirement for 2m distancing at all times. Office floor marking reviewed and enhanced, especially in office areas</p>	LOW
3	Members of staff getting or spreading the virus in common use high traffic areas and other communal areas	Potential spread to other employees	Anyone who comes into contact	HIGH	<p>Areas where staff may congregate (eg. clocking machines, printer/copiers, sink/hot water points) identified. Clear floor demarcation and signage in place to control access.</p> <p>Regular cleaning regimes in place for all regular touch points (eg. printers, stair rails, taps, kitchen surfaces etc.)</p> <p>Toilet protocol clearly displayed. Antibacterial wipes provided in each cubicle. Occupancy limits in production showers and changing room areas.</p> <p>Engineer attendance to review and amend settings to allow air con to be switched back on (set to fresh air only).</p> <p>Meeting room protocol & Canteen protocol infographics created and displayed.</p> <p>Designated seating only (to ensure distancing), use of face coverings mandatory in meeting rooms, antibacterial wipes used before & after meetings to sanitize all touch points, all meetings must be booked (for track & trace).</p> <p>The wearing of face coverings is now mandatory for all staff (office and production) outside of personal workstation, and whenever interacting with others.</p> <p>Vending machines on site (production & offices) upgraded to contactless only.</p> <p>Hand driers to be removed from use in all toilets. Paper towels and pedal-operated bins provided.</p> <p>Further staff communications to re-iterate reduction of non-essential physical interaction. Increase use of telephone and IT solutions to reduce personal contact with other staff</p>	LOW

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4	Members of staff getting or spreading the virus through travelling to work together	Potential spread to other employees	Anyone who comes into contact	HIGH	<p>Workers who travel to work together (car share) identified. Ensure they are aware of current Government guidance.</p> <p>Distance as much as possible in the vehicle, face coverings to be worn, windows open where possible to increase ventilation, surfaces wiped down before, and at end of, journey. Keep travelling groups together, do not mix.</p> <p>Business minibus provided for the 4 x litterbins personnel travelling from Nottingham to allow increased distancing</p>	LOW
5	Members of staff getting or spreading the virus by not cleaning surfaces, equipment and workstations	Potential spread to other employees	Anyone who comes into contact	HIGH	<p>Frequent touch points identified.</p> <p>Regular cleaning regimes in place for regular touch points (eg. printers, stair rails, taps, kitchen surfaces etc.).</p> <p>Hot-desking practices stopped in offices, all staff have dedicated workstation. Internal doors in office block propped open during working hours.</p> <p>Liaison with cleaning contractors to ensure robust, daily, cleaning off all points (touch point checklists in place). Confirmation of capability to deep clean if any suspected case of the virus.</p> <p>Antibacterial wipes provided. Staff instructed to wipe workstations (desk, keyboard, mouse, phones) at start of each working day, and before eating.</p>	LOW
6	Member of staff comes into work whilst infected	Potential spread to other employees	Anyone who comes into contact	HIGH	<p>Regular staff communications to all staff (including those of furlough or working from home) – informing staff about symptoms, Government/HSE guidance and control measures in place.</p> <p>Signage on entrance doors – if any symptoms do not enter the building.</p> <p>Daily electronic health declaration completed by all staff prior to clocking in.</p> <p>Protocol agreed for staff returning from annual leave, from foreign holidays to countries not quarantine listed by the UK Government. (daily temperature testing + mandatory use of face covering for first week back).</p> <p>“What to do if” infographic produced and rolled out to all staff for awareness. Requirements to not attend work, self-isolate etc. clarified</p> <p>Face recognition / thermal imaging cameras installed at clock machine in office and production. This will take temperature of each member of staff on arrival each day.</p> <p>Visual notification, voice prompt and automated warning notification emails if abnormal temperature detected. This system will also be used for visitors and contractors</p> <p>Possibility of Broxap undertaking lateral flow testing for all employees has been reviewed in depth, but due to the labour and logistical requirements it is not a feasible option at this time. Staff encouraged to use lateral flow test provision regularly – at least once per week (use of local test centres or kits provided to families of children in education).</p>	LOW
7	Positive COVID cases identified within Broxap workforce	Potential spread to other employees	Anyone who comes into contact	HIGH	<p>Identify plan of action in case of COVID-19 outbreak at Broxap.</p> <p>QHSE Manager & Commercial Director to be used as main contact for communications with Public Health teams.</p> <p>If one positive case identified within workforce – contact external cleaning company to undertake a COVID deep clean (including use of C19 fogging spray) in all areas where the person had been in the days prior to notification. Ensure staff are made aware of the positive case (individual not to be named) and control measures re-affirmed. Ensure any workers subsequently contacted by NHS Track & Trace as close contacts fully comply with the self-isolation requirements and do not attend work.</p> <p>If more than one case of COVID-19 is identified within the workforce at any one time, this must be reported to Public Health England as a suspected outbreak. Ensure all guidance from PHE health protection teams is followed</p>	MED

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8	Vulnerable staff – higher risk	Increased risk of infection and complications	Vulnerable staff	HIGH	<p>Return to the workplace process in place, including pre-start health assessment to identify if within vulnerable or higher risk groups.</p> <p>Any staff who confirm they, or another member of their household, are higher risk to provide details to QHSE Manager and HR to allow an individual risk assessment to be undertaken (using ROSPA template). Control measures to be discussed and agreed prior to return to work.</p> <p>If significant number of positive cases identified within workforce, consult with vulnerable / higher risk staff to make them aware and agree if working from home needs to be temporarily invoked.</p> <p>Ensure any staff who are clinically extremely vulnerable work from home when restrictions require them to shield.</p>	MED
9	Infected (delivery/collection) driver arrives at Goods In	Potential spread to employees	Goods In	HIGH	<p>Staff awareness – 2m “safe zone at all times, hand washing etc.</p> <p>Shared paperwork and electronic hand-held devices no longer signed by Broxap staff.</p> <p>Forklift drivers to wear gloves at all times and wipe down truck before and after each use.</p> <p>Goods In staff encouraged to wear face coverings when interacting with drivers.</p> <p>Protocol for use of Broxap toilets/welfare facilities created and issued to all applicable personnel (use of face coverings, escorted to production area toilets)</p> <p>Locks fitted to all pedestrian gates to prevent drivers entering site. Signage installed directing them to call Goods In</p>	MED
10	Infected visitor / contractor arrives at site	Potential spread to employees	Anyone who comes into contact	HIGH	<p>Main front door to be closed/locked at all times.</p> <p>All visitors must be logged for track & trace purposes.</p> <p>Revised Visitor and Contractor protocol in place, including pre-visit health declaration and non-contact temperature testing on arrival at site.</p> <p>All visitors and contractors must wear face coverings at all times.</p> <p>Daily health declaration completed by contract cleaning staff on arrival on site – records retained.</p> <p>Anyone exhibiting obvious coronavirus symptoms may be refused entry / asked to leave site immediately.</p> <p>Visitor and Contractor Health Review sheets updated to add contact number for Track & Trace purposes</p> <p>Face recognition / thermal imaging cameras installed in office and production. This will be used to take temperature of visitors & contractors on arrival. Visual notification, voice prompt and automated warning email notification if abnormal temperature detected.</p>	MED
11	Broxap sub-contract installation teams working on installation sites	Installer health & potential spread to others	Anyone who comes into contact	HIGH	<p>Ensure all site rules, government and industry (CLC) guidelines are strictly observed at all times.</p> <p>Travel to site in own transport, avoid public transport wherever possible, ensure social distancing at all times.</p> <p>Wash hands on arrival at site, and before leaving.</p> <p>Ensure regular hand washing throughout the day.</p> <p>Broxap installation RAMS updated to reflect the above.</p> <p>If concerns raised liaise with site management and Broxap Installation/Contracts Management.</p> <p>Additional control measures must be implemented if 2m social distancing cannot be observed at all times</p> <p>Balfour Beatty video and Construction Leadership Council advice issued to all installation teams.</p> <p>Individual health declarations issued to all sub-contract installation teams.</p>	LOW

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12	Staff returning to the workplace following working from home, or period of furlough	Staff health & potential spread to others	Anyone who comes into contact	HIGH	<p>Return to Workplace Checklist process initiated: First part is completed remotely by the individual If required, a formal return to work risk assessment is completed (based on ROSPA template). Additional care and consultation taken prior to the return of any higher risk/vulnerable staff who were previously shielding.</p> <p>Staff only allowed to return to the workplace if unanimous authorisation from Senior Management team. On arrival at work on first day back, a H&S induction is performed to demonstrate all control measures in place. Documented evidence retained.</p>	LOW
13	Emergency preparedness during Covid pandemic	Ensure sufficient, safe, provision of first aid / fire marshal cover	All staff in the workplace	HIGH	<p>Additional office staff to be given e-learning fire marshal training to provide additional support/cover due to staff on furlough / working from home.</p> <p>First aiders given briefing to review current first aid protocol, SJA guidance for first aid during the pandemic and additional PPE made available (medical face masks, full face visors)</p> <p>Full site evacuation fire drill undertaken to verify staff are aware of required protocol</p>	LOW
14	Mental health	Mental health / wellbeing affected by isolation or anxiety about the virus	All staff	HIGH	<p>Regular communication with staff who are furloughed or working from home. Talk openly with staff during pre-return to work health reviews and inductions. Option of occupational health referral if serious stress and anxiety issues are identified. QHSE Manager and HR to undergo training in mental health awareness to enhance knowledge within the business</p>	LOW
15	Not possible to get supplies of cleaning/hygiene supplies and PPE	Exposure to virus-related hazards	All staff	HIGH	<p>Regular review of stock level of wipes, sanitising gel, gloves etc. QHSE Manager/Buyer liaison to ensure orders are placed to replenish stock as required</p>	LOW
16	Change in COVID restrictions / Government guidance	Impact on continued safe operation of business	All staff	HIGH	<p>Ensure continual awareness of latest / current UK Government restrictions & guidance. Regular meetings held by Senior Management (COVID Response) team. Regular staff communications to ensure all staff are kept up to date with changes to restrictions in place</p>	LOW

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DOCUMENT HISTORY:

CREATION / REVIEW	BY	DATE	STAFF PARTICIPATION	COMMENTS
Creation	Darren Mould	10/03/2020		Initial release
Review	Darren Mould	27/03/2020		Updated to reflect working from home and latest social distancing control measures. Site installation works also included
Review	Darren Mould	30/03/2020	Richard Shenton, Matthew Miles	Full review of Chesterton production operations undertaken to ensure they can continue with 2m separation enforced at all times
Review	Darren Mould	12/05/2020		Review to include new "Working Safely During COVID-19" guidance
Review	Darren Mould	26/05/2020		Review to update following commencement of return of staff from furlough
Review	Darren Mould	24/06/2020	Broxap HSE Committee	Updated following review during monthly HSE Committee Meeting
Review	Darren Mould	08/07/2020		Full review in line with HSE "What to include in your COVID-19 risk assessment" guidance, and current UK Government "Working Safely" guidance
Review	Darren Mould	23/07/2020	Broxap HSE Committee	Updated following review during monthly HSE Committee Meeting
Review	Darren Mould	13/08/2020		Review following release of updated "Working Safely" guidance
Review	Darren Mould	25/08/2020	Broxap HSE Committee	Updated following review during monthly HSE Committee Meeting
Review	Darren Mould	22/09/2020	Broxap HSE Committee	Updated following review during monthly HSE Committee Meeting
Review	Darren Mould	20/10/2020		Updated in advance of timber workshop opening ceremony
Review	Darren Mould	09/11/2020		Reviewed to clarify actions if positive case identified within workforce
Review	Darren Mould	13/11/2020		Reviewed to clarify mandatory use of face coverings for all staff & removal of hand driers from use in toilets
Review	Darren Mould	12/01/2020	Broxap HSE Committee	Reviewed in monthly HSE Committee Meeting in response to latest National Lockdown announcement & updated guidance
Review	Darren Mould	16/03/2021	Broxap HSE Committee	Full review in response to step 1 of the roadmap out of lockdown. Inclusion of lateral flow testing

NEXT REVIEW DUE: as required

NOTE – This risk assessment is available to all Broxap employees via the business systems portal, and will also be displayed on company notice boards in office and production areas

RISK ASSESSMENT KEY		S = Hazard Severity		
		SL = Slight	SE = Serious	MA = Major
L = Likelihood	LI = Likely	MED	HIGH	HIGH
	PO = Possible	LOW	MED	HIGH
	RA = Rare	LOW	LOW	MED