

Hazard and Hazard effect	Persons at Risk	Risk factor (Likelihood x Severity)	Current preventive and protective (control) measures	Further control measures required (for eliminating or reducing risk as much as possible)	Residual risk factor after control measures have been implemented (Likelihood x Severity)	Name of person(s) assigned for actioning and Date action to be completed by
<p>COVID-19 can be transmitted from person-to-person at workplaces and in other public settings where people gather in contained spaces.</p> <p>Coronavirus (COVID-19) can affect your lungs and airways. According to the UK's Chief Medical Officer, the risk to the UK public of catching coronavirus is moderate, although the risk to individuals remains low.</p> <p>At the time of risk assessment, medical studies have discovered some evidence of airborne transmission although this is not conclusive. Nonetheless, high levels of air pollution could raise the risk of dying from Covid-19, recent research suggests.</p>	<p>In particular:</p> <ul style="list-style-type: none"> <li>the over 60's</li> <li>pregnant employees</li> <li>those with weakened immune systems or pre-existing health conditions, e.g. <ul style="list-style-type: none"> <li>- Diabetes</li> <li>-Neurological condition</li> <li>-Cancer</li> <li>-Chronic lung disease</li> <li>-Hypertension</li> </ul> </li> <li>asthma sufferers</li> <li>those returning from trips abroad to high-risk areas</li> </ul> <p>Fixed-site personnel (Barnsley Unit, Ashford Depot)</p> <p>Visitors (which may include, for example, maintenance workers)</p>	<p><b>Likelihood x Severity score: 9 – HIGH (Possible / Moderate 3x3)</b></p>	<p>Senior management makes daily reference to online advice from professional medical bodies/authorities such as WHO and NHS for updates on the situation, as well as to the UK government's specific 'action plan' e.g. 'lockdown' procedure.</p> <p>There is ongoing collaboration with stakeholders to identify any potential issues (e.g. working in areas significantly impacted by COVID-19; supply chain restrictions); and to work together to resolve matters.</p> <p>To help minimise misconceptions, the Company has provided (and continues to provide) its employees with effective communication about the virus including the latest current government advice, and what the business expects employees to do. This is communicated through:</p> <ul style="list-style-type: none"> <li>Emails/texts</li> <li>Telephone and video calls</li> <li>Health and safety newsletter</li> <li>Noticeboards</li> </ul> <p>Every possible step is taken to facilitate employees working from home. Those employees who do work from home are required to complete a comprehensive self-assessment risk assessment as well as provide supporting photographs.</p>	<p><b>Re-induction process for returning staff:</b> Managers to have a one-to-one return meeting with every employee, (where a key focus is on health, safety and well-being) to discuss any adjustments and/or ongoing support needed to facilitate an effective return to the workplace, as well as communicate the practical measures the Company is taking.</p> <p><i>Some employees may have real concerns about catching the virus; others may have worries about friends or family in high-risk groups. Make sure employees are clear about what procedure they should follow if they begin to feel unwell, both in the workplace and at home. It could be that some staff require a phased return to their full role, or want to discuss a new working arrangement, especially if their domestic situation has changed because of the pandemic.</i></p> <p>Review the First Aid Needs assessment and decide if the cover needed can still be provided for the employees that are present and the activities that they are doing.</p> <p><i>If there are fewer people coming into the workplace it may still be safe to operate with reduced first aid cover.</i></p>	<p><b>Likelihood x Severity score: 6 – MEDIUM (Unlikely / Moderate 2x3)</b></p>	<p>Sarah Whitaker Contracts Managers <i>When applicable</i></p> <p>Mark Needham 26/5/20</p>

NAME OF RISK ASSESSMENT: **Coronavirus (COVID-19) RA & SSoW**

Hazard and Hazard effect	Persons at Risk	Risk factor ( <i>Likelihood x Severity</i> )	Current preventive and protective (control) measures	Further control measures required (for eliminating or reducing risk as much as possible)	Residual risk factor after control measures have been implemented ( <i>Likelihood x Severity</i> )	Name of person(s) assigned for actioning and Date action to be completed by
			<p>Those employees who cannot work from home can still travel to work provided they are well and neither they nor any of their household are self-isolating.</p> <p>All unnecessary travel is eliminated.</p> <p>Key protection and hygiene measures will continue to apply to minimise the spread of infection, such as reminding staff about regular and effective handwashing, and providing hand sanitiser.</p> <p>Written safe operating procedures (SOPs) based on PHE guidelines have been established for fixed-site premises detailing, for example (but not limited to):</p> <ul style="list-style-type: none"> <li>• Social distancing measures (floor markings, one-way pedestrian routes, staggered breaks, wearing of PPE etc.)</li> <li>• Hand hygiene protocol</li> <li>• Workstation sanitising requirements</li> <li>• First aid and emergency procedure</li> </ul> <p>The Company has provided increased hygiene measures for employees and visitors, including:</p> <ul style="list-style-type: none"> <li>• Providing bottles of personal hand-gel to fixed-site personnel</li> <li>• Hand sanitising facilities at fixed-site entry points</li> <li>• Provision of anti-bacterial wipes to office personnel, to help keep their desk, phone and computer equipment (e.g. keyboard, mouse, monitor etc.) clean and free from germ accumulation</li> <li>• Obtained quantities of hand-wash/gel refill packs for vehicle dispensers</li> </ul>	<p>Review homeworker self-assessments and decide on what further control measures, if any, are required to ensure safety or well-being.</p> <p>Carry out a deep-clean of the Barnsley premises before staff return to work. (Consider also deep-cleaning of the Ashford premises first floor office and ground floor prep area).</p>		<p>Mark Needham 26/5/20</p> <p>Tristan Cooke Sarah Whitaker TBC</p>

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			<p>Employees have received instruction to adhere to the following protocol:</p> <ul style="list-style-type: none"> <li>➤ <b>Practice good hand hygiene:</b> <u>wash your hands with soap and water often</u> – use hand sanitising gel if soap and water are not available. <i>A rigorous hand-washing scheme includes washing of hands with soap and water often for at least 20 seconds, or cleaning hands with alcohol-based solutions, gels or tissues.</i></li> <li>➤ <b>Avoid touching your face,</b> especially your mouth, eyes and nose if your hands are not clean</li> <li>➤ <b>Limit your exposure to crowded areas,</b> particularly where air circulation isn't ideal</li> <li>➤ <b>Keep a distance of 2metres</b> (6½ feet) from others in public</li> <li>➤ <b>Carry tissues at all times</b> and use them to cover your mouth and nose when you sneeze. Bin the tissue (preferably in a bin with a lid) and wash your hands or use hand sanitizer immediately afterwards. If a tissue isn't available, cough or sneeze into the crook of your elbow rather than your hands. <i>Covering the mouth and nose when coughing and sneezing (e.g. by using a paper tissue) may mechanically block the droplet transmission that is believed to be the principal transmission mode for COVID-19</i></li> <li>➤ <b>Avoid shaking hands,</b> crowded transports and un-necessary mass gatherings/meetings</li> <li>➤ <b>Avoid contact</b> with people who are unwell</li> </ul>			

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			<p>➤ There remains <b>no evidence on the usefulness of surgical face masks</b> worn by persons who are not ill, therefore this is not advisable. Surgical face masks should be reserved for those who have been exposed to COVID-19 and are showing symptoms of infection (e.g. coughing, high temperature, loss of taste or smell). <i>However, see page 6 below.</i></p> <p>There is in place a Company ban on ‘hot-desking’ (sharing a single work desk with others – poor hygiene can create conditions for germs and viruses to spread), and pen sharing.</p> <p>Viral transmission may be reduced by decreasing the frequency and length of social interactions and the physical contacts between individuals. Therefore, to reduce close contacts (particularly between employees and customers), where possible an alternative to face-to-face meetings shall be undertaken, for example:</p> <ul style="list-style-type: none"> <li>• teleconferencing</li> <li>• emails/texts</li> <li>• telephone and video calls</li> </ul> <p>While there is a 2m distance guideline at fixed-sites, employees and visitors are allowed to breach this ruling during an emergency such as fire evacuation.</p>			

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			<p>The Company requests its fixed-site employees to remain in the building during breaks rather than risk coming into close contact with other persons (e.g. when shopping). Employees are required to bring their own food to work. Break times are staggered to avoid gatherings of employees in rest areas. Prior to leaving the rest area, employees must wipe surfaces with sanitising products provided to ensure surfaces that have been touched/used are disinfected.</p> <p>Contract cleaners are instructed to pay particular attention during their visit to Barnsley Unit to sufficiently clean/wipe over surfaces of shared fixtures or equipment (such as printer, telephones, water dispensing machine, kitchen work-top, fridge etc.) using anti-bacterial agents to help prevent infection from spreading. They are also reminded of the social distancing rule whilst undertaking cleaning duties in occupied areas.</p> <p>The Company ensures there is good ventilation in the areas where fixed-site employees are working.</p> <p>A safe system of work (SSoW) (see Appendix 1 below) looking specifically at how to maintain safe working during the coronavirus pandemic that includes the procedures and processes in place to minimise the hazards and risks in field operations has been developed and implemented. Contracts Managers shall monitor compliance, adhering to social distancing rules.</p>			

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			<p>A face covering may be worn if it provides the wearer a sense of confidence and safety. However, employees are discouraged from wearing a surgical mask in order to safeguard supplies to the NHS for those who show signs of having the virus. Any disposable PPE used must be double-bagged after use ready for safe disposal.</p> <p>At the start and end of shift, fixed-site employees are required to wipe work surfaces and equipment with sanitising products provided to ensure surfaces are disinfected prior to and after use. Employees are further required to regularly clean common touchpoints during their shift (doors, buttons, handles, equipment etc.) with sanitising products provided.</p> <p>Sickness absence procedure is temporarily amended to reinforce government advice to self-isolate at home if showing symptoms.</p> <p>A 'COVID-19 Works Committee' has been formed in-house for planning around the current pandemic situation. Holding weekly videocalls, its aim is to discuss what the Company needs to do and to agree/introduce processes and procedures for ensuring business continuity and the safety of people.</p>			

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			<p>Employees have access to the Group's healthcare benefits scheme including:</p> <ul style="list-style-type: none"> <li>• Online access to personal advice from UK GPs</li> <li>• Health screening</li> <li>• Complementary therapies</li> <li>• Alternative therapies</li> </ul> <p>A report under RIDDOR relating to coronavirus will only be completed when:</p> <ul style="list-style-type: none"> <li>• an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence</li> <li>• a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.</li> <li>• a worker dies as a result of occupational exposure to coronavirus.</li> </ul>			

NAME OF RISK ASSESSMENT: **Coronavirus (COVID-19) RA & SSoW**

Hazard and Hazard effect	Persons at Risk	Risk factor (Likelihood x Severity)	Current preventive and protective (control) measures	Further control measures required (for eliminating or reducing risk as much as possible)	Residual risk factor after control measures have been implemented (Likelihood x Severity)	Name of person(s) assigned for actioning and Date action to be completed by
<p><b>Pregnancy</b></p> <p>Pregnant women experience immunologic and physiologic changes which might make them more susceptible to viral respiratory infections, including COVID-19.</p> <p>High fevers during the first trimester of pregnancy can increase the risk of certain birth defects.</p> <p>For a small number of women, it does mean being pregnant may change the way their body handles severe viral infection.</p>	<p>Known expectant mothers.</p>	<p><b>Likelihood x Severity score: 4 – LOW (Unlikely / Slight 2x2)</b></p>	<p>Risk assessment was carried out for Charlotte Rapson on 11 March 2020. However, Charlotte was unable to attend her review meeting on that day due to feeling unwell. A rearranged date was also postponed after being informed on 16 March 2020 by her manager Sarah Whitaker she was to remain at home due to coronavirus (COVID-19) beginning to spread across the UK. Subsequently, the risk assessment was not discussed formally with Charlotte.</p> <p><i>As at the time of this assessment review, pregnant women have been placed in the 'vulnerable group' by the UK's Chief Medical Officer, with the NHS warning they should be particularly stringent in following social distancing measures.</i></p>			
<p><b>Employees are informed of the following protocol:</b></p> <ul style="list-style-type: none"> <li>You MUST stay away from work and remain indoors and avoid contact with other people if feeling unwell, or if you have symptoms of coronavirus (a high temperature or a new, continuous cough), or if you have been in contact with someone with a confirmed case of coronavirus, even if they feel entirely well, and seek medical advice using the 111 coronavirus service at <a href="https://111.nhs.uk/covid-19/">https://111.nhs.uk/covid-19/</a>. Only call 111 if you're unable to get help online – do NOT go to a GP surgery, pharmacy or hospital.</li> </ul> <p><b>In the event of an employee being confirmed as testing positive with coronavirus:</b></p> <ul style="list-style-type: none"> <li>They MUST stay indoors and avoid contact with other people.</li> <li>Identify anyone else who may be at risk, such as those persons who have had contact with the infected employee.</li> <li>Any person who has had contact with the infected employee shall be isolated from the workplace.</li> <li>Follow sick absence policy and return to work procedures</li> <li>If practicable, disinfect the areas where the employee worked</li> </ul> <p>If you need help or advice NOT related to coronavirus:</p> <ul style="list-style-type: none"> <li>for health information and advice, use the NHS website at <a href="http://www.nhs.uk/">www.nhs.uk/</a> or your GP surgery website</li> <li>for urgent medical help, use the NHS 111 online service at <a href="https://111.nhs.uk/">https://111.nhs.uk/</a> – only call 111 if you're unable to get help online</li> <li>for life-threatening emergencies, call 999 for an ambulance</li> </ul>						



REFERENCE	PERSONS CONSULTED
<p><u><i>Staying at home and away from others (social distancing)</i></u> Gov.UK (Updated 1 May 2020)</p> <p><u><i>Outbreak of novel coronavirus disease 2019 (COVID-19): increased transmission globally – fifth update</i></u> European Centre for Disease Prevention and Control (ECDC)</p> <p><u><i>Coronavirus (COVID-19) Considerations</i></u> Arran Isle Group</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public">https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</a></p> <p><a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public</a></p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/pregnancy-faq.html">https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/pregnancy-faq.html</a></p> <p><a href="http://www.bbc.co.uk">www.bbc.co.uk</a></p>	<p style="text-align: center;">Tristan Cooke (Managing Director)</p> <p style="text-align: center;">Rick Awdas (Estimating &amp; Bid Submission Manager) Sarah Walker (Office Manager) Richard Smith (Senior Contracts Manager) Dean Bradford (Contracts Manager)</p> <p style="text-align: center;"><b>By law, all employees must be made aware of the contents, findings, and recommendations made in this risk assessment.</b></p> <p style="text-align: center;"><b>REVIEW DATE:</b></p> <p>This risk assessment is to be reviewed periodically or when the assessment is considered no longer valid, such as in the event of virus outbreak in the workplace.</p>

Review Date	Name of Reviewer	Job Role	Review Date	Name of Reviewer	Job Role
11 March 2020	Mark Needham	External H&S Advisor	19 May 2020	Mark Needham	External H&S Advisor
25 March 2020	Mark Needham	External H&S Advisor			
26 March 2020	Mark Needham	External H&S Advisor			
5 May 2020	Mark Needham	External H&S Advisor			

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## APPENDIX 1: Safe System of Work (SSoW) for site engineers

<p><b>Coronavirus (COVID-19) pandemic - Mila's current preventive and protective (control) measures:</b></p>	<p>Wherever possible, engineers shall travel to site alone using their own transport. If engineers have no option but to share transport:</p> <ul style="list-style-type: none"> <li>• Journeys shall be shared with the same individuals and with the minimum number of people at any one time</li> <li>• Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey</li> <li>• Wash hands for 20 seconds using soap and water or hand sanitising gel if soap and water are not available before entering and after getting out of the vehicle</li> <li>• The vehicle shall be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces</li> </ul> <p>Property occupants shall be informed in advance of the engineer's arrival, whereupon Contracts Managers have instructed their engineers to implement and adhere to the following protocols:</p> <ul style="list-style-type: none"> <li>• Ensure suitable and sufficient personal protective equipment appropriate for protecting against coronavirus (hand sanitising gel <b>minimum 60% alcohol based</b>, FFP3 facemask, disposable gloves, sanitising wipes) is readily available and appropriately used (facemask should be worn <b>BEFORE</b> approaching the property, as well as disposable gloves where considered appropriate).</li> <li>• As part of the ID verification process, on arrival at the property (avoid using lifts where possible, but if not limit number of users) and <b>BEFORE ENTERING</b> engineers to ask the following relevant questions (using appropriate language):             <ol style="list-style-type: none"> <li>1. Is anyone in the property self-isolating?</li> <li>2. Is anyone in the property being shielded i.e. protecting those at highest risk of severe illness if they catch coronavirus?</li> <li>3. Is anyone in the property showing signs of a high temperature or persistent cough?</li> </ol> </li> </ul> <p><b>In the event of someone in the property confirmed as isolating, feeling unwell (particularly having cold or flu symptoms) or where an individual is being shielded, the visit shall not proceed but instead be rearranged for a later date, unless it is to remedy a direct risk to the safety of the household.</b></p> <ul style="list-style-type: none"> <li>• On entry into the property, engineers shall wash their hands using soap and hot water (if unavailable, warm water) for 20 seconds. If soap and water is not available, hand sanitising gel shall be used.</li> <li>• Prior to work commencing, engineers shall request (and ensure) that <b>ALL</b> occupants are moved to another room while the works are carried out (and remain there, where possible, until completed).</li> <li>• Prior to starting, engineers will ensure there is good ventilation in the area where they are working.</li> <li>• If more than one engineer is required to carry out a task, they will maintain a safe distance of at least 2m (6½ feet) from each other while undertaking the works. Where the social distancing measures cannot be applied:             <ul style="list-style-type: none"> <li>▪ Minimise the frequency and time engineers are within 2m of each other</li> <li>▪ The number of engineers involved in the task will be minimised</li> <li>▪ Increase ventilation in enclosed spaces</li> <li>▪ Limit face-to-face working to 15 minutes or less where possible</li> <li>▪ Additional supervision will be implemented to monitor and manage compliance</li> </ul> </li> <li>• <b>Practice good hand hygiene:</b> On entry to the home you should <b>wash your hands using soap and water for 20 seconds</b>. You should then <b>wash your hands regularly</b>, using soap and water for 20 seconds, particularly after blowing your nose, sneezing or coughing, <b>and when leaving the property</b> – use hand sanitising gel if soap and water are not available</li> </ul>
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**Coronavirus (COVID-19) pandemic - Mila's current preventive and protective (control) measures:**

(continued)

- Regularly clean common touchpoints, doors, buttons, handles, tools, equipment etc.
- On completion of works and before leaving the property engineers shall:
  - Wash their hands with soap and water for 20 seconds (or use hand sanitising gel)
  - Wipe over work and equipment surfaces and those regularly touched using sanitizing wipes and cleaning products to ensure surfaces are disinfected
- Double-bag disposable PPE ready for safe disposal.
- Re-usable PPE to be thoroughly cleaned after use

Additional instructions:

- Re-usable PPE must NOT be shared between engineers
- Avoid touching your face, especially your mouth, eyes and nose if your hands are not clean
- Avoid shaking hands
- Limit exposure to crowded areas, particularly where air circulation isn't ideal
- Carry tissues at all times and use them to cover your mouth and nose when you sneeze. Bin the tissue (preferably in a bin with a lid) and wash your hands or use hand sanitizer immediately afterwards. If a tissue isn't available, cough or sneeze into your elbow rather than your hands. *Covering the mouth and nose when coughing and sneezing (e.g. by using a paper tissue) may mechanically block the droplet transmission that is believed to be the principal transmission mode for COVID-19*
- Avoid portable toilets wherever possible
- As well as taking care of your own personal hygiene make sure the cab of the van you drive is also kept to a high standard –disinfect the high-frequency touch points such as steering wheel, gear stick, handbrake etc.
- Do NOT make any unnecessary trips or visits to the depots (Barnsley and Ashford), but if this can't be avoided, please exercise the social distancing recommendations.
- Avoid sharing pens

Senior management makes daily reference to online advice from professional medical bodies/authorities such as WHO and NHS for updates on the situation, as well as to the UK government's specific 'action plan' e.g. 'lockdown' procedure. Senior management also keeps track of all employees' travel plans, both personal and business-related, so that the appropriate advice can be given to them in terms of reducing the risk to their health from the virus.

A business continuity plan has been implemented to support the Company should large numbers of employees have to self-isolate.

There is ongoing collaboration with stakeholders to identify any potential issues (e.g. working in areas significantly impacted by COVID-19) and to work together to resolve matters.

Risk assessment specific to coronavirus has been completed (ref. RA279/20), which is reviewed periodically, revised as appropriate and any changes made communicated across the business.

Field managers work from home. Unnecessary travel is eliminated.

**Coronavirus (COVID-19) pandemic - Mila's current preventive and protective (control) measures:**

**(continued)**

To help minimise misconceptions and potential discrimination issues, the Company has provided (and continues to provide) ALL employees effective communication about the virus including the latest current government advice, and what the business expects employees to do. This is communicated through:

- Emails/texts
- Health and safety newsletter
- Telephone and video calls
- Noticeboards

If an engineer develops a high temperature or a persistent cough while at work, they shall:

- Notify their Contracts Manager
- Return home immediately
- Avoid touching anything
- 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.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

*Note: Health Secretary Matt Hancock confirmed on 18 May 2020 that anyone over the age of five who is showing coronavirus symptoms can get tested. Initially, a GP will assess over the phone. They may then refer the person with symptoms to a coronavirus community assessment hub.*

**In the event of an engineer being confirmed as testing positive with coronavirus:**

- They MUST stay indoors and avoid contact with other people.
- Identify anyone else who may be at risk, such as those persons who have had contact with the infected employee.
- Any person who has had contact with the infected employee shall be isolated from the workplace.
- Follow sick absence policy and return to work procedures
- If practicable, disinfect the areas where the employee worked

A report under RIDDOR relating to coronavirus will only be completed when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence
- a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

**Maintain social distancing – keep 2-metres apart from the next person.**

**No work shall be carried out in any household which is isolating or where an individual is being shielded, unless the work is to remedy a direct risk to the safety of the household, such as emergency repair.**

**No work shall be carried out by any engineer who has coronavirus symptoms, however mild.**