

# Health & Safety Risk Assessment

## Section 1: General Details

Activity name	COVID 19 : Enablement of Algeos employees returning to work
Date Risk assessment completed	Version 2 18th September 2020
Location of Activity	Algeos UK
Risk assessment completed by	Max Sheridan, Commercial Director
Date risk assessment to be reviewed by	Under continual review
Risk assessment Signed off by and date	Jackie Fisher CEO, 25 September 2020

## Section 2: Brief description of activity

This risk assessment is a live document and covers the controls the business has put in place to reduce the risk to Directors, employees, suppliers and visitors of contracting and spreading COVID 19. Employers are required to put into place controls to allow staff to carry out their tasks and maintain the 2-meter distancing to reduce the risk of spreading COVID 19.

This risk assessment covers the risks area where staff could spread COVID 19 and the controls the business has put in place. The areas of concern are:

- Travel to and from the office
- Access points to and from the office
- Moving around the office (stairs, walkways)
- Meetings and group working
- Common areas such as refreshment provision, toilets
- Our people

## Section 3: General Details

Hazards	Who Could Be Harmed and How?	Existing Control Measures	Risk Rating (Likelihood and Severity)	What further action do you need to consider to control the risk?	Completion Date for any Actions Needed	Person Responsible
<b>Travel to and from the office</b>						
Getting or spreading CORONAVIRUS on the way to the office	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Directors</li> <li>• Cleaning Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Employees advised to work from home where possible</li> <li>• Employees advised to follow government guidance regarding use of face coverings whilst travelling inc. on public transport.</li> <li>• Employees to follow government guidance and walk, cycle or drive where possible.</li> <li>• Employees who fall into vulnerable groups (NHS letter to stay at home or have underlying health conditions) to be able to continue to work from home and be able to choose not to come into the office.</li> <li>• For employees who travel on public transport return, discuss possibility of travelling out of rush hour.</li> <li>• Discuss with workers who live together and / or travel to work together to agree how to prevent the risks of spreading coronavirus.</li> </ul>	3 x 3 = 9			
Risk of ill health due to being anxious travelling to the office	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Directors</li> <li>• Cleaning Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Employees advised to work from home and only those required to travel to the office do so.</li> <li>• Employees who may be required to travel to the office but feel anxious doing so are advised to raise concerns with the Leadership Team.</li> <li>• Employees have access to an EAP programme.</li> <li>• Return to Work interview to be carried out by Line Manager for member of staff on return to work.</li> </ul>	3 x 3 = 9			
Risk of injury due to employees carrying laptops and equipment home every day	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Staff provided with rucksacks/laptop bags and advised not to carry papers home.</li> <li>• Return to Work interview &amp; B-Carm to be carried out for any staff on return to work to understand if they need any additional equipment.</li> </ul>	3 x 3 = 9			

Hazards	Who Could Be Harmed and How?	Existing Control Measures	Risk Rating (Likelihood and Severity)	What further action do you need to consider to control the risk?	Completion Date for any Actions Needed	Person Responsible
<b>Access points to and from the office/building</b>						
Risk of contracting virus due to potential carriers in office on entry to office	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Employees</li> <li>• Cleaning Contractors</li> <li>• Facilities Contractors</li> <li>• Logistics Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Number of employees controlled to allow social distancing.</li> <li>• Employees advised to use wash hands and sanitiser which is located by time machine as soon as they enter building.</li> <li>• Access to office controlled as not to have employees grouping on entry or leaving via time machine.</li> <li>• Access only via rear of building through pedestrian entrance.</li> <li>• Front end office via Reception locked and unable to enter to control entrances.</li> <li>• Staggered starting times for workers on site.</li> <li>• Signage in place to guide staff.</li> <li>• Self-declaration of employees returning to work to be completed to confirm they do not have symptoms of Covid19 and will not be risk to others.</li> </ul>	3 x 3 = 9			
<b>Moving around the office/building</b>						
Risk of spread of virus due to contact with virus on hard surfaces	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Employees</li> <li>• Cleaning Contractors</li> <li>• Logistics Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning and spraying continue in all shared spaces such as kitchens and toilets alongside all office and working areas.</li> <li>• Reporting of staff with symptoms process in place to allow cleaning to be activated.</li> <li>• Hand Sanitiser stations located throughout the office/building in key areas.</li> <li>• Equipment such as knives, tape roll etc are not shared and distributed on an individual basis.</li> <li>• Employees advised to wash and sanitise their hands on a regular basis.</li> <li>• Signage in place to guide staff.</li> <li>• Employees have been advised to check their skin for dryness and cracking and inform their line manager if there is a problem.</li> </ul>	3 x 2 = 6			

Hazards	Who Could Be Harmed and How?	Existing Control Measures	Risk Rating (Likelihood and Severity)	What further action do you need to consider to control the risk?	Completion Date for any Actions Needed	Person Responsible
Getting or spreading CORONVIRUS in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, stairways	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Employees</li> <li>• Cleaning Contractors</li> <li>• Logistics Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Number of employees controlled to allow social distancing in shared spaces.</li> <li>• Staggering breaks to reduce numbers in shared spaces at one time.</li> <li>• Online meetings introduced even for people working in the same building.</li> <li>• Leaving non fire doors open to reduce the amount of contact with doors and also improving workplace ventilation.</li> <li>• Provide lockers for employees without a desk to keep personal belongings in so they are not left in the open.</li> <li>• Cleaning regime in place to ensure high traffic communal areas are kept clean.</li> <li>• Employees are advised to cover their mouth and nose with a tissue or their sleeve (not their hands) when they cough or sneeze and not to touch their eyes, nose, or mouth if their hands are not clean.</li> <li>• Signage stating maximum capacity on all shared spaces.</li> <li>• Marking out The Lounge and kitchens with tape to 1m to help people keep a social distance.</li> </ul>	3 x 3 = 9	<ul style="list-style-type: none"> <li>• As the number of staff on site increase, one-way system to be implemented and clear physical barriers to be installed in office areas.</li> </ul>		MS
<b>Working areas/desks</b>						
<b>Poor Ergonomics</b> Risk of Injury due to incorrect workstation set up	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment provided in the office meet the requirements of the legislation and are ergonomically compliant.</li> <li>• Online risk assessment issued to all home workers who are at risk of MSK issues due to home set up.</li> <li>• B-Carm completed by Home Workers and advised to inform their Line Manager if they need any additional equipment based on the results of the online risk assessment.</li> </ul>	3 x 2 = 6			

Hazards	Who Could Be Harmed and How?	Existing Control Measures	Risk Rating (Likelihood and Severity)	What further action do you need to consider to control the risk?	Completion Date for any Actions Needed	Person Responsible
Risk of ill health or death due to contact with Covid 19 on workstation surfaces and sitting/working amongst others	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Desks are cleaned and sprayed on a regular basis.</li> <li>• Employees advised to wash and sanitise their hands before and after eating.</li> <li>• Sanitising stations available around the office/working areas.</li> <li>• Alternate desks are used to maintaining physical distancing as per government guidelines.</li> <li>• Packers working on alternate stations and facing each other's backs.</li> <li>• Signage in place to remind employees to follow the physical distancing as per government guidelines and personal hygiene guidance of washing hands.</li> <li>• Face masks to be work in Warehouse, Manufacturing areas and Kitchens.</li> </ul>	3 x 3 = 9			
Risk of ill health or death due to contact with Covid19 on Canteen equipment and crockery	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Employees</li> <li>• Cleaning Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment and surfaces are cleaned and sprayed on a regular basis.</li> <li>• Hand sanitiser provided in all kitchens.</li> <li>• Crockery and cutlery washed in a dishwasher.</li> </ul>	3 x 3 = 9			
<b>Meetings and group working</b>						
Risk of spread of Covid19 due to contact with visitors to the firm including external couriers for deliveries and collections (inc Royal Mail & DX)	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Employees</li> <li>• Cleaning Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Self-declaration of visitors on signing in to be completed to confirm they do not have symptoms of Covid19 and they understand our requirements on site to ensure their safety and ours.</li> <li>• Written Statement for visitors to read regarding our requirements on site to ensure their safety and ours. This will be sent to visitors before their visit and also their personal contact details for Track &amp; Trace will be requested.</li> <li>• Protocols developed and communicated to meeting participants in advance such as no handshakes when greeting guests.</li> </ul>	3 x 2 = 6	<ul style="list-style-type: none"> <li>• Source signage for courier safety measures.</li> </ul>	9 October	TA

Hazards	Who Could Be Harmed and How?	Existing Control Measures	Risk Rating (Likelihood and Severity)	What further action do you need to consider to control the risk?	Completion Date for any Actions Needed	Person Responsible
		<ul style="list-style-type: none"> <li>Physical distance marker to be placed in front of reception desk.</li> <li>Allocated women's toilet in warehouse for visiting drivers.</li> <li>Visiting couriers or drivers to wear face masks and coverings when entering the building.</li> <li>Visitors inc. Courier Drivers must sanitise hands and wear face coverings.</li> <li>Deliveries to be made contactless, if possible, by photo POD.</li> </ul>				
Risk of spread of Covid19 due to contact with customers on their sites	<ul style="list-style-type: none"> <li>Employees</li> </ul>	<ul style="list-style-type: none"> <li>Supply of PPE kits for employees attending customer sites.</li> <li>Off site visits minimised and must be authorised by a director.</li> <li>Employees advised to maintain a 2-meter distance at all time.</li> <li>Customers are asked for their safety measures / RAMS to ensure we find them acceptable and we can adhere to them.</li> </ul>	3 x 2 = 6			
Risk of spread of Covid19 due to deliveries	<ul style="list-style-type: none"> <li>Drivers</li> </ul>	<ul style="list-style-type: none"> <li>If more than one person required, then no more than 2 in a vehicle. Where possible the second person should travel in the back wearing a mask. Where not possible, for instance in a VAN, individuals should sit as far as possible and wear a mask. Windows of the vehicle should be open throughout the journey where possible.</li> </ul>	3 x 2 = 6			
<b>Our People</b>						
Mental health and wellbeing affected through isolation or anxiety about coronavirus	<ul style="list-style-type: none"> <li>Directors</li> <li>Employees</li> </ul>	<ul style="list-style-type: none"> <li>Communications sent at least monthly to all employees via work email. All furloughed staff informed to monitor work email on furlough for communication.</li> <li>Employees all have access to EAP 24 / 7 call line and reminded on a regular basis.</li> <li>All employees contacted by phone for a wellbeing call on a regular basis or a message left if not available.</li> </ul>	3 x 2 = 6	<ul style="list-style-type: none"> <li>Issue risk assessment to all employees.</li> </ul>	On completion	MS
Equality in the Workplace	<ul style="list-style-type: none"> <li>Employees</li> </ul>	<ul style="list-style-type: none"> <li>Everyone in the workplace treated equally inc. age, race, sex or disability.</li> </ul>	3 x 2 = 4			

Hazards	Who Could Be Harmed and How?	Existing Control Measures	Risk Rating (Likelihood and Severity)	What further action do you need to consider to control the risk?	Completion Date for any Actions Needed	Person Responsible
Risk of contracting virus due to having an existing pre-medical existing condition or classed as vulnerable or live with a vulnerable person	<ul style="list-style-type: none"> <li>Employees who have an immune deficiency condition</li> <li>Pregnant Employees</li> </ul>	<ul style="list-style-type: none"> <li>Identified employees who fall into this category.</li> <li>All identified employees are working from home or have been furloughed.</li> <li>Self-isolation introduced in line with UK Governments guidance.</li> </ul>	3 x 3 = 9			
Risk of injury to staff who maybe in an abusive relationship	<ul style="list-style-type: none"> <li>Employees in an abusive relationship</li> </ul>	<ul style="list-style-type: none"> <li>Consideration by business of these employees being allowed back into office.</li> </ul>	2 x 3 = 6			
Risk of injury due to lack of 1 <sup>st</sup> aiders/Fire wardens	<ul style="list-style-type: none"> <li>All in Office</li> </ul>	<ul style="list-style-type: none"> <li>A minimum of one first Aider on site (2 working on site).</li> <li>Testing of fire alarm performed weekly.</li> <li>A minimum of 2 fire wardens on site (4 working on site).</li> <li>Members of the team have been briefed on actions to take in the event of a fire alarm activating to provide support to the fire warden process.</li> <li>A test fire evacuation occurs quarterly.</li> <li>Reminders sent to workers on site to clock in and out on time machine.</li> </ul>	2 x 3 = 6	<ul style="list-style-type: none"> <li>First Aider training to be provider for more individuals as soon as training centre open following Covid-19.</li> </ul>		
Risk of ill health die to first aiders being in contact with suspect infected persons	<ul style="list-style-type: none"> <li>First Aider</li> </ul>	<ul style="list-style-type: none"> <li>Guidance provided to first aiders to wear appropriate PPE.</li> <li>Gloves, aprons, and masks provided.</li> </ul>	2 x 3 = 6			
Risk of outbreak of coronavirus within Algeos	<ul style="list-style-type: none"> <li>All in Office</li> </ul>	<ul style="list-style-type: none"> <li>Leadership team meet on regular basis to help manage situation and review developments to implement solutions to prevent outbreak of coronavirus as far as reasonably practical.</li> <li>Monitor developments 24/7 for changes.</li> </ul>	3 x 3 = 9			
<b>Our Building</b>						
Risk of injury due to building and plant	<ul style="list-style-type: none"> <li>All in Office</li> </ul>	<ul style="list-style-type: none"> <li>Standard Operating procedures in place and being followed for the maintenance of plant and equipment.</li> </ul>	3 x 2 = 6			

Hazards	Who Could Be Harmed and How?	Existing Control Measures	Risk Rating (Likelihood and Severity)	What further action do you need to consider to control the risk?	Completion Date for any Actions Needed	Person Responsible
Poor workplace ventilation leading to risk of coronavirus spreading	<ul style="list-style-type: none"> <li>All in Office</li> </ul>	<ul style="list-style-type: none"> <li>Employees encouraged to open windows in occupied areas.</li> <li>Air conditioning units being used are drawing in fresh air.</li> </ul>	3 x 2 = 6			