

General Risk Assessment

Company Name: Hamilton Top Co (Trading as RED Driver Training)

Site Address: HQ Pavilion 6, Coxwold Way, Belasis Technology Park, Billingham

Risk Assessment Reference: HQ01	Date of Assessment: 12/05/2020	Risk Assessor: Jon Sutcliffe / Simon Clarke
Title: Coronavirus – Premises Based Workers	People Involved in Making This Assessment: JS/SC/Croner HR	
Task or Process: Risks from Coronavirus	People at Risk: Employees, Contractors, Visitors, Members of the Public	
Date of next review: This plan will be reviewed monthly starting on the 15 th July 2020		

Hazard (hazard and hazard description):

STAFFING. Staff members who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

Control Measures (existing):

1. Our premises plans and procedures have been shared and co-ordinated with our landlord for understanding and cooperation.
2. Prior to returning to work, staff must complete a "pre-return to work health questionnaire" form confirming that to the best of their knowledge, they have not tested positive for or been in potential contact with the virus within the prior 14 days, as well as other key individual data to help manage risk.
3. A COVID-19 Business Response Committee will sit weekly initially to discuss all aspects of the operation and manage the potential level of risk (including for individual workers) and deliver actions for responding to suspected cases or changes in government advice.
4. Staff members must use their own pens and other stationery, and not share bottles thermoses or cups that touch their mouths. All cups, thermoses and bottles are to be taken away from premises overnight by staff.
5. Canteen facilities have been remodelled with maximum occupancy of 11 people on the ground floor to ensure social distancing and hygiene protocols. Dividing PVC screens have been fitted to give each seated occupant a mini pod to ensure physical distance, respiratory etiquette and limit transmission risk.
6. HSE and Public Health advice warning posters displayed throughout the premises.
7. Every member of staff has been fully briefed and undertaken an "Induction" covering our plans to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place. Particular focus in induction is given to the directional one way system of movement around the building and how we avoid congestion and unnecessary transmission risk.
8. All specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared and executed on premises. These are based on NHS, Public Health and Government COVID-19 Secure guidance and instructions. They are updated daily to reflect any changes in the official advice and guidance. These are detailed in our Staff communication [here](#).

9. Staff members have dedicated desks which will have additional Perspex screens fitted as a safety measure (end of June) so we can promptly identify risks should we have virus cases resulting in a need to isolate or manage tracing activities to minimise the spread of the virus.
10. Movement to and from each desk will via specified routes in addition to the one way system to minimise transmission risk and manage tracing activities.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

VISITORS / GOODS & SERVICES deliveries. Entrance, reception, and stairs present a risk of cross contamination from furniture, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control Measures (existing):

1. Visitors are not authorised until further notice onsite.
2. Staff are encouraged to step outside to receive deliveries observing social distancing – where possible such deliveries should be known or by appointment.
3. Staff instructed to not give the premises address for personal deliveries of products and services until further notice.
4. Staff instruct any delivery person to avoid using a fingertip to press buttons; instead to use the back of the knuckle and to use sanitiser & wash hands as soon as possible after entering reception if that is appropriate for the specific delivery type.
5. Staff instructions will be communicated and displayed for all deliveries.
6. Post-delivery person will be advised to follow all sanitiser and hand washing protocol on entering the premises should this be appropriate. Currently staff members take post from outside of the premises.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

FOOD & DRINK preparation areas. Potential risk or transfer of virus through touch points or cross contamination.

Control Measures (existing):

1. Wash their hands thoroughly before using these facilities.

2. Ensure that good hygiene standards must be maintained when food or drinks are being prepared.
3. Ensure that when spills of food or liquids occur they are cleaned straight away and work surfaces are left in a clean and sanitised condition.
4. Use their own drinking mugs and glasses and encouraged to bring their own thermos flask or bottle to work to minimise use of communal facilities and prevent cross contamination. Mugs, glasses, thermoses and bottles are to be taken off premises at the end of every day..
5. Keep their hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food or tissues. All staff will be encouraged to bring in their own cups and utensils so that sharing is minimised.
6. The **Microwave Oven** should be left in a clean condition and wiped out after use.
7. The **Vending Machine** should be wiped down with cleaning products provided after each person uses it.
8. The **Hot Water Urn** tap and **Kettle** handle should be wiped down with cleaning products provided after each person uses it.
9. Any other surfaces or buttons connected with food or drink preparation should be wiped down by the user after use.
10. The maximum occupancy of the ground floor canteen is 11 people, and all can be seated in their own screened off area for maximum personal protection.
11. The refrigerators are to be used for company supplied milk only – no food products will be permitted to be refrigerated.
12. Single use paper towels or roll will be provided.
13. A Dishwasher is available and will be used by the cleaning company to thoroughly clean crockery and cutlery.
14. **Cold Water** dispensers have been serviced and cleaned in advance of restarting the business.
15. Staff will be restricted to 15 minute slots when using the Canteen for lunch breaks and will be encouraged as much as possible to leave the premises for short breaks and consider lunch breaks outside and away from the premises where distancing can be more easily achieved.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

COMMUNAL FACILITIES - entrance, toilets, stairs, etc. Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control Measures (existing):

1. Contract cleaning services have been increased with a new regime operating a full deep clean on a daily basis before any staff are present in the premises. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.

2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. HSE and Public Health hand washing advice posters displayed.
3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc.) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager.
5. Staff instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.
6. Staff are required to ensure that coats, scarfs and other outdoor items are kept to an absolute minimum and are kept at their workstation avoiding contact with other people's personal items.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

WASTE. Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Control Measures (existing):

1. Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.
2. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff.
3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Waste bins are provided at employee desk areas and within kitchen areas. These will be placed in alignment with the one directional movement around the office.
6. Staff are encouraged to immediately report any incidents or where bins or receptacles are full or overflowing and Management will deal with these immediately.
7. Staff are instructed to ensure a clean and clear desk policy – this will be vigorously managed.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

SMOKING SHELTERS. Inhalation of second hand tobacco smoke and or vapours from e-cigarettes along with a lack of social distancing may result in adverse coronavirus health effects.

Control Measures (existing):

1. Smoking tobacco or e-cigarettes is confined to a dedicated external smoking shelter.
2. Staff advised to avoid inhaling second hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure.
3. Social distancing signs have been erected and all staff are aware.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

MEETING ROOMS. Potential risk or transfer of virus on account of close contact with other persons.

Control Measures (existing):

1. Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when essential for business needs and kept as short as possible.
2. Staff have the facility to telephone colleagues internally to discuss matters and this should be the approach taken in almost all instances.
3. Staff using Conference and meeting rooms instructed to follow Govt advice and maintain the appropriate social distance. We only have the Board Room, First Floor Meeting room and 2 x Small Meetings room on the ground floor in operation and all will have instructions visible for usage.
4. Staff instructed that the social distance rules must be applied at every meeting.
5. Staff told to avoid physical contact with colleagues and visitors along with any actions such as handshakes, hugs, etc. and to give a polite explanation of this policy if required.

Further Control Measures Required:	Assigned To:	Due Date:

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Hazard (hazard and hazard description):

WORKSTATIONS & IT/TELEPHONY kit . Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

Control Measures (existing):

1. Staff do not hot desk and have their own workspace including Desktop PC and Telephone unit (including headset), meaning that they do not have to share with others preventing accidental cross contamination.
2. The desk area, seating edges and protective Perspex screens will be deep cleaned daily by the contracted cleaning staff before the start of the working day.
3. Staff instructed that they should not use each other's IT equipment, to prevent accidental cross contamination.
4. Staff are instructed to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis. Suitable wipes and cleaners that do not damage equipment are provided.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

CLOSE CONTACT with others. Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

Control Measures (existing):

1. Staff instructed to avoid close face-to-face contact or touching other staff, visitors, etc. and follow the social distance rules.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. are prohibited and this will be communicated to all staff.
3. Windows will be opened where appropriate to produce an airflow and improve the general air circulation around the building. This will be in addition to the HVAC systems where for example the Airconditioning system recirculates the air, helps manage building temperatures and this contributes to employee wellbeing.
4. Staff who have been given permission to work from home will do so as much as is practically possible reducing the numbers of staff on premises and reduce the risk of transmission.
5. The business will continually review the staffing levels and hours of operation to meet business demand and deliver smarter ways of working to reduce risks associated with COVID-19.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

VULNERABLE EMPLOYEES with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.

Control Measures (existing):

1. In accordance with Government policy staff who are in the vulnerable and high risk categories are not allowed on the premises. They will be asked to work from home where possible or will remain on Furlough in accordance with terms and conditions of the CJRS.
2. A COVID-19 Health questionnaire has been given to all staff before returning to work to ascertain risk levels and the company will make all reasonable adjustments to accommodate vulnerable staff.
3. Staff with family members in “at risk” categories have been instructed to inform their management team. Decisions on individual adjustments and home working possibilities will be made in accordance with public health advice and the businesses operational requirements.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

CLEANING & HYGIENE. Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.

Control Measures (existing):

1. Cleaning regimes have been significantly increased as well as the frequency of cleaning of hard surfaces (floors, handrails, door handles, building equipment buttons, switches, etc).
2. A deep clean was carried out before re-entering premises after the COVID-19 lockdown and all areas are deep cleaned daily as a minimum before any staff enter the premises. Limited movement through the building reduces the contamination & transmission risk further.
3. Suitable disinfectant cleaning products are used by the contracted cleaning staff.
4. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.
5. Staff are required to report anything contaminated or spilt that requires cleaning.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

PERSONAL HYGIENE. Poor personal hygiene standards pose a risk of passing or contracting the infection.

Control Measures (existing):

1. Induction process carried out in accordance with government protocols on return to work and new procedures for dealing with COVID-19 in the workplace.
2. The importance of good personal hygiene and personal responsibility has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, especially if their hands are not clean.
3. Staff instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and gels are provided.
4. Staff instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
5. Staff are instructed to wash hands thoroughly when leaving home. On arrival at work to use sanitiser as they enter the building, then ensure they wash hands thoroughly once in the premises to reduce the transmission risk. Hand sanitiser stations have been located at the entrances to the ground and first floor.
6. As the Employer we have determined that all reasonable protective measures have been implemented to ensure the safety of staff whilst at work and the use of PPE in the workplace is not therefore recommended. Staff members are entitled to wear whatever protective equipment they wish on the way to and from the workplace but are requested to remove all such equipment **before** entering our premises ensuring any PPE is safely stored in a sealed bag or similar and not left lying around on desks or other surfaces, potentially contaminating surfaces within the building. It is equally requested in the interest of the safety of all colleagues that PPE should not be taken out or put back on until the employee has physically left the building.

Further Control Measures Required:	Assigned To:	Due Date:

Review Date:	Reviewer:	Comments:
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15 th July	JS/SC	
15 th August	JS/SC	
15 th September		
15 th October		
15 th November		
15 th December		
2021 TBC		