

1-4	LOW
5-12	MEDIUM
13 – 25	HIGH



**DESCRIPTION OF JOB/TASK**: COVID 19 Working Safely (Govt Advice 11th May)

Assessment Ref. No:	COVID 19	Customer	N/A
Revision No:	Rev 1	Business Unit	Quartzelec Ltd
Prepared By:	Ashley Knight	Checked by:	Stephen Morrison
Date:	25 <sup>th</sup> June 2020	Date Checked:	25 <sup>th</sup> June 2020

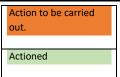
Activity Description (a)	Hazard (b)	Who may be harmed (c)	Risk Rating (d)	Existing Controls (e)	Additional Controls Required (f)	Residual Risk Rating	(h) Contro
Basic job/task steps or stages	Hazardous events which you could expect to result in harm, or have potential to cause harm.	Eg. Employees Sub-contractors Visitors Young Persons The Public, Disabled etc.	L x S =RR	List any existing precautions that are in place. Do they meet the standards required in law and any ACOP. If so risk has been adequately controlled	List any additional controls that may be used to reduce the level of risk to persons affected by the hazard.	L x S =RR	ols in place ✓

This risk assessment uses the government guidelines dated 11<sup>th</sup> May. In summary, the risk assessment score is identified below.

Findings and any additional controls are identified line by line as applicable from page 2 onwards.

Tasks – working from home, company premises, driving and at customer sites  Infection, serious illness or worse. Wellbeing.	Employees and those in contact	3	3	9	As described below, if applicable	No further action or as described	2	3	6		
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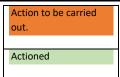
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2. Who should go to work.			 
Staff should work from home	All staff working from	Returning staff to be re-	
if at all possible.	home who can	inducted in C19 control	
		measures	
Planning for the minimum	Minimum staffing levels	Under constant review	
number of people needed to	planned.		
be onsite to operate safely			
and effectively, for example,			
workers deemed necessary to			
carry out physical works,			
supervise work, or conduct			
work in order to operate			
safely.			
Keeping in touch with off-site	Contact between	No further action	
workers on their working	management and	(NFA)	
arrangements including their	those off site on a		
welfare, mental and physical	periodic basis. Access		
health and personal security.	periodic basis. Access		

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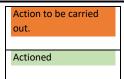


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		to Employee Assistance Programme.
Finding digital or remote alternatives to physical, inhomework where possible such as video or phone consultations.		Laptops and tablets made available for home-working. Meetings via Teams.
Discussing working environment and practices with householders and clients in advance to confirm how the work will be carried out, if a physical visit is needed.		All works are discussed in advance with householders and Housing Associations anyway. Additional confirmation will be discuss Where people are shielding/isolating the team will remove themselves and discuss with their Supervisor before any further action is taken.

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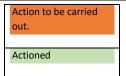


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	sought on whether	The likelihood is that
	there are vulnerable	works will be
	persons and/or	suspended until the
	isolating persons in	isolation period has
	the household.	passed. Where the
		household are
		shielding and/or the
		works are urgent a
		POWRA will be
		completed and the
		appropriate method
		statement followed on
		sanitising the area
		before and after

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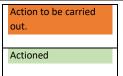


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				works, bagging up waste and used PPE, etc.		
2.1 Protecting people who are a	at higher risk					
Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.			Individual risk assessment to be done where applicable.	Close out all actions identified in risk assessment		
Clinically vulnerable individuals, who are at higher risk of severe illness have been asked to take extra care in observing social distancing and should be helped to work			Individual risk assessment to be done where applicable.	NFA		

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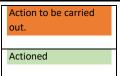


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from home, either in their current role or in an alternative role.						
If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with			POWRA to be done. Wear face-covering and maintain hygiene. Deliver TBT on C19.	Monitor on ongoing basis, the safety of at risk people.		

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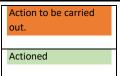


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protected characteristics,						1	
including, for example,							
expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.							
2.2 People who need to self-is	olate.						
Enabling workers to work			Laptops and tablets	NFA			
from home while self-			available				
isolating if appropriate.							

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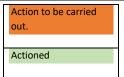


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Making reasonable		Conduct individual	Act on findings from
adjustments to avoid disabled		risk assessment	risk assessment
workers being put at a			
disadvantage and assessing			
the health and safety risks for			
new or expectant mothers.			
3. Social distancing at work.			
Further increasing the		Measures in place	Covid 19 TBT to be
frequency of hand washing		with cleaning staff.	given to all staff on
and surface cleaning.		Hand sanitisers and	return to work
		wipes available.	
Keeping the activity time		Maintain 2m at all	NFA
, , ,			INIA
involved as short as possible.		time. POWRA	
		required on those	
		tasks within 2m.	

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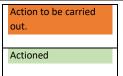


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Using screens or barriers to separate people from each other.	Screens erected between desks where necessary.	NFA	
Using back-to-back or side- to-side working (rather than face-to-face) whenever possible.	As per POWRA	NFA	
Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).	This is planned and implemented as appropriate	NFA	
3.1 Coming to work and leaving work.			
Staggering arrival and departure times at work to	Office occupancy to be managed by	NFA	

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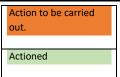


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reduce crowding into and out	Business Unit
of the workplace, taking	Managers and Office
account of the impact on	Managers
those with protected	
characteristics.	
Using markings and	In place where NFA
introducing one-way flow at	appropriate
entry and exit points.	
Providing handwashing	In place. Stock levels NFA
facilities, or hand sanitiser	being maintained
where not possible, at	
entry/exit points.	
3.2 Moving around premises and households	
Reducing movement by	Restrictions in place NFA
discouraging non-essential	on meeting rooms
trips within buildings and	and welfare facilities
sites, for example, restricting	
access to some areas,	

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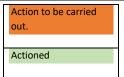


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encouraging use of radios or telephones, where permitted, and cleaning them between use.		
Restricting access between different areas of a building or site.	Considered as low risk NFA	
Reducing job and location rotation.	Fixed teams NFA introduced where applicable	
Introducing more one-way flow through buildings.	Shop-floor routes NFA reviewed. Give-way signs implemented.	
Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and	Where site working requires use of lift this is to be managed Review site specific risk assessments periodically	

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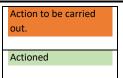


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encouraging use of stairs wherever possible.	using site specific risk assessments
Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing.	Site inductions to be carried out in open air where appropriate.  Meeting rooms to be setup with social distancing in mind.
Discussing with households ahead of a visit to ask that a 2m distance is kept from those working, if possible.	Site supervisor to NFA discuss and document working practices with Housing Associations/tenants
Asking that households leave all internal doors open to	POWRA to consider NFA

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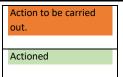


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minimise contact with door handles.						
Identifying busy areas across the household where people travel to, from or through, for example, stairs and corridors, and minimising movement within these areas.			POWRA to consider	NFA		
Bringing your own food and drink to households and having breaks outside where possible.		-	All staff to bring own food, drink and cutlery	NFA		
Limiting the number of workers within a confined space to maintain social distancing.			As per POWRA/TBT and re-inductions	NFA		

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Using a fixed pairing system if	To be planned where	NFA	
people have to work in close	applicable		
proximity. For example,			
during two-person assembly			
or maintenance.			
Allocating the same workers	Bring own food and	NFA	
to a household where jobs	cutlery to households.		
are repetitive. Employers and			
agencies should introduce			
fixed pairing to have the same			
individuals allocated to a			
household where jobs are			
repetitive in nature			
3.3 Workplaces and workstations			
Review layouts and processes	Layouts amended	NFA	
to allow people to work	where necessary.		
further apart from each other.	Photocopiers have		

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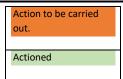


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	been moved where			
Using floor tape or paint to mark areas to help workers keep to a 2m distance.	appropriate.  In place where applicable. Give way signage and restricted access to WCs/kitchens in place.	NFA		
Only where it is not possible to move workstations further apart, arranging people to work side by side or facing a way from each other rather than face-to-face.	As per POWRA, TBT, re-inductions	NFA		
Only where it is not possible to move workstations further apart, using screens to	Screens installed where applicable	N/A		

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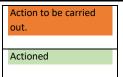


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separate people from each other.				
Managing occupancy levels	In place	NFA		
to enable social distancing.	in place			
Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.	Planned, in place - POWRA	NFA		
Avoiding use of hot desks and spaces.	In place	NFA		
Making sure vehicles are well-ventilated to increase the flow of air, for example, by opening a window.	Van TBT delivered to all personnel in work. Colleagues returning	NFA		

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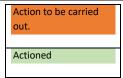


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			from furlough will receive TBT.			
Ensure regular cleaning of vehicles, in particular, between different users.			Site teams issued cleaning equipment and risk assessments include instruction in cleaning vehicles down	NFA		
3.4 Meetings, Deliveries or Collection	ections					
Using remote working tools to avoid in-person meetings.			Zoom, Skype, telephone	NFA		
Only when absolutely necessary, participants should attend meetings and should maintain 2m separation throughout.			In place	NFA		

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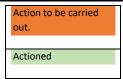


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Avoiding transmission during		In place	NFA		
meetings, for example,					
avoiding sharing pens and					
other objects.					
Providing hand sanitiser in		In place	NFA		
meeting rooms.		•			
Holding meetings outdoors		In place	NFA		
or in well-ventilated rooms					
whenever possible.					
For areas where regular		Chairs measured 2m	NFA		
meetings take place, using		apart			
floor signage to help people		·			
maintain social distancing.					
Minimising unnecessary		N/A	N/A		
contact at gatehouse security,					
yard and warehouse. For					
example, non-contact					
deliveries where the nature of					

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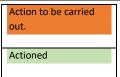


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the product allows for use of						
electronic pre-booking.						
Maximising use of electronic		No signing of	NFA			
paperwork where possible		transport docs				
and reviewing procedures to		'				
enable safe exchange of						
paper copies where needed,						
for example, required						
transport documents.						
Enabling drivers to access		In place	NFA			
welfare facilities when		·				
required and consistent with						
other guidance.						
Encouraging drivers to stay in		In place	NFA			
their vehicles where this does		·				
not compromise their safety						
and existing safe working						
practice.						

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3.5 Common areas	
Staggering break times to	Monitored for current To be planned prior
reduce pressure on break	workforce – full mobilisation
rooms or canteens.	comfortable at
	present.
	Site teams – To be
	managed locally by
	individual teams and
	supervisors
Using safe outside areas for	Outside areas in place NFA
breaks.	where available.
	Smoke area in place.
Creating additional space by	Using meeting rooms NFA
using other parts of the	when required
workplace or building that	
have been freed up by	
remote working.	

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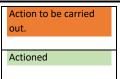
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Installing screens to protect staff in receptions or similar	Signage has been installed.	NFA	
areas.			$\bot$
Reconfiguring seating and	In place	NFA	
tables to maintain spacing			
and reduce face-to-face			
interactions.			
Considering use of social	Limits set, signs on	NFA	
distance marking for other	doors.		
common areas such as toilets,			
showers, lockers and			
changing rooms and in any			
other areas where queues			
typically form.			
3.6 Accidents, security and other incidents			
In an emergency, for example,	Masks and gloves in	NFA	
an accident or fire, people do	first aid boxes		

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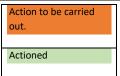


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not have to stay 2m apart if it would be unsafe.						
People involved in the			N/A	N/A		
provision of assistance to						
others should pay particular						
attention to sanitation						
measures immediately						
afterwards including washing						
hands.						
4. Managing your customers, v	isitors and contracto	rs				
4.1 Manage contact						
Encouraging visits via remote			In place	NFA		
connection/working where						
this is an option.						
Where site visits are required,			Quartzelec poster	NFA		
site guidance on social			installed and used to			
distancing and hygiene			explain to visitors.			

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1-4	LOW
5-12	MEDIUM
13 – 25	HIGH



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should be explained to visitors on or before arrival.  Limiting the number of		Discretion is used.	NFA		
visitors at any one time.					
Limiting visitor times to a specific time window and restricting access to required visitors only.		Discretion is used.	NFA		
Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.		Management are aware not to overburden premises with contractor visits.	NFA		
Maintaining a record of all visitors, if this is practical.		In place	NFA		

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1-4	LOW
5-12	MEDIUM
13 – 25	HIGH



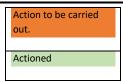
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Revising visitor arrangements		Pens removed from	NFA
to ensure social distancing		reception. Visitors	
and hygiene, for example,		have to sign in with	
where someone physically		their own pens.	
signs in with the same pen in		then own pens.	
receptions.			
Preparing for goods to be		Arrangements in	NFA
dropped off to a previously		place to instruct	
agreed area to avoid		delivery drivers of site	
transmission, for example,		policy	
taking advantage of click and		policy	
collect type arrangements.			
4.2 Providing and explaining available guida	nce		
Providing clear guidance on		In place. Inductions in	NFA
social distancing and hygiene		place for visitors and	
to people on arrival, for		contractors.	
example, signage or visual			
aids and before arrival, for			

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RISK	ASSESS	MENT
NISK	ASSESS	IVILIAI



1-4	LOW
5-12	MEDIUM
13 – 25	HIGH



**DESCRIPTION OF JOB/TASK**: COVID 19 Working Safely (Govt Advice 11th May) COVID 19 N/A Assessment Ref. No: Customer Quartzelec Ltd **Revision No:** Rev 1 **Business Unit** Prepared By: Ashley Knight Checked by: Stephen Morrison 25<sup>th</sup> June 2020 Date Checked: 25<sup>th</sup> June 2020 Date:

example, by phone, on the				
website or by email.				
Establishing host	As above	NFA		
responsibilities relating to				
COVID-19 and providing any				
necessary training for people				
who act as hosts for visitors.				
Reviewing entry and exit	Reception entrance	NFA		
routes for visitors and	used.			
contractors to minimise				
contact with other people.				
5. Cleaning the workplace				
5.1 Before reopening				
Checking whether you need	N/A	N/A		
to service or adjust ventilation				
systems, for example, so that				
they do not automatically				
reduce ventilation levels due				

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R	ISK	ΔS	SF	SS	M	FN	Т
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1-4	LOW
5-12	MEDIUM
13 – 25	HIGH

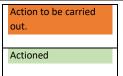


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to lower than normal					
occupancy levels.					
Most air conditioning system		Air con serviced as	N/A		
do not need adjustment,		applicable			
however where systems serve					
multiple buildings or you are					
unsure, advice can be sought					
from your heating ventilation					
and air conditioning (HVAC)					
engineers or advisers.					
Opening windows and doors		In place	NFA		
frequently to encourage					
ventilation, where possible.					
5.2 Keeping the workplace clean					
Frequent cleaning of work		In place with contract	NFA		
areas and equipment		cleaners as per			
between uses, using your		Hygiene Policy.			
usual cleaning products.		1.79.0			

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1-4	LOW
5-12	MEDIUM
13 – 25	HIGH



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Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards and making sure there are adequate disposal arrangements.		In place with contract cleaners.	NFA		
Clearing workspaces and removing waste and belongings from the work area at the end of a shift.		In place	NFA		
Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.		In place	NFA		
If you are cleaning after a known or suspected case of		Acknowledged. Refer to Group SHEQ,	NFA		

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1-4	LOW
5-12	MEDIUM
13 – 25	HIGH

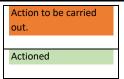


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COVID-19 then you should							
refer to the specific guidance.							
5.3 Hygiene – handwashing, sa	nitation facilities and	d toilets					
Using signs and posters to				Signage in place.	NFA		
build awareness of good							
hand washing technique, the							
need to increase hand							
washing frequency, avoid							
touching your face and to							
cough or sneeze into a tissue							
which is binned safely, or into							
your arm if a tissue is not							
available.							
Providing regular reminders				In place. Signage,	NFA		
and signage to maintain				kick-off meetings.			
personal hygiene standards.							

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1-4	LOW
5-12	MEDIUM
13 – 25	HIGH

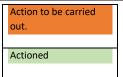


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Providing hand sanitiser in	In place	NFA		
multiple locations in addition	·			
to washrooms.				
Setting clear use and cleaning	In place.	NFA		
guidance for toilets to ensure	·			
they are kept clean and social				
distancing is achieved as				
much as possible.				
Enhancing cleaning for busy	In place.	NFA		
areas.	·			
Providing more waste	Not deemed	NFA		
facilities and more frequent	necessary.			
rubbish collection.	,			
Where possible, providing	In place, where	NFA		
paper towels as an alternative	possible.			
to hand dryers in	'			
handwashing facilities.				

5.4 Changing rooms and showers



1-4	LOW
5-12	MEDIUM
13 – 25	HIGH



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Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.	Changing facilities have been reorganised to assist with this, where applicable.	NFA		
Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	Cleaners have instructions to concentrate on all touch points. Desks and phones are cleaned by employees.	NFA		

5.5 Handling goods, merchandise and other materials, and onsite vehicles



1-4	LOW
5-12	MEDIUM
13 – 25	HIGH



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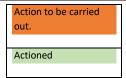
Cleaning procedures for goods and merchandise entering the site.		In place.	NFA		
Cleaning procedures for vehicles and trucks		In place. Vehicles cleaned after use. Sharing minimised.	NFA		
Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.		Wear nitrile gloves where appropriate. Hand-sanitisers available.	NFA		
Regular cleaning of vehicles that workers may take home.		In place.	NFA		
Restricting non-business deliveries, for example,		In place	NFA		

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DICK VCCEC	SMENIT	Action to be carried	<u> </u>				Τ		
RISK ASSESSMENT		out.		1-4	LOW				
		Actioned		5-12	MEDIUM				
				13 – 25	HIGH				
	1	rking Safely (Govt Advice	11 <sup>th</sup> May	· ·		N/A			
Assessment Ref. No:	COVID 19	COVID 19		Customer	Customer				
Revision No:	Rev 1	Rev 1		Rev 1		<b>Business Unit</b>		Quartzelec Ltd	
Prepared By:	Ashley Knight	Ashley Knight		Checked by:	Checked by:		hen Morrison		
Date:	25 <sup>th</sup> June 2020	25 <sup>th</sup> June 2020		Date Checked	l:	25 <sup>th</sup> June 2020			

personal deliveries to						i l	i
workers.							
6. Personal Protective Equipment (PPE) and fac	ce coverings						
6.1 Face coverings							
There are some circumstances			Wear face covering	NFA			
when wearing a face covering			within 2m				i
may be marginally beneficial							1
as a precautionary measure.							i
The evidence suggests that							i
wearing a face covering does							i
not protect you, but it may							i
protect others if you are							i
infected but have not							i
developed symptoms.							
7. Workforce management							
7.1 Shift patterns and working groups							

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1-4	LOW
5-12	MEDIUM
13 – 25	HIGH

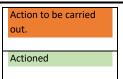


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As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.		Managers to plan works to allow teams as far as possible	POWRA to consider controls for team working		
Identifying areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones.		Electronic signatures to be used where possible. People to use own pens/not share, no sharing tools	NFA		
Where multiple workers are in a home, creating fixed teams of workers who carry out their		Specific RAs in place for works	N/A		

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1-4	LOW
5-12	MEDIUM
13 – 25	HIGH



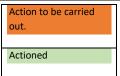
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duties in those teams, and minimising contact between each team.					
Identifying areas where people need to hand things to each other (such as shared tools and domestic appliances) and finding ways to remove direct contact, for example, by using drop-off points or transfer zones.		Limited occasions. Anti-viral sprays and wipes are available.	NFA		
Allocating the same worker to the same household each time there is a visit, for example, the same cleaner each time.		N/A	N/A		

#### 7.2 Work-related travel

#### 7.2.1 Cars, accommodation and visits



1-4	LOW
5-12	MEDIUM
13 – 25	HIGH



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Minimising non-essential travel – consider remote		In place	NFA		
options first.					
Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.		Van TBTs completed for those in work. To be delivered to colleagues returning from furlough, as applicable.	NFA		
Cleaning shared vehicles between shifts or on handover.		In place.	NFA		
Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight		Company maintains log.	NFA		

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1-4	LOW
5-12	MEDIUM
13 – 25	HIGH

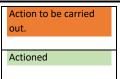


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accommodation meets social					
distancing guidelines.					
7.3 Communications and Training					
7.3.1 Returning to Work					
Providing clear, consistent		In place. TBTs, safety	NFA		
and regular communication		alerts, intranet.			
to improve understanding					
and consistency of ways of					
working.					
Engaging with workers and		HSE Committee, TBTs.	NFA		
worker representatives		Daily kick-off			
through existing		meetings, Zoom calls,			
communication routes to		WhatAspp			
explain and agree any		111100 1355			
changes in working					
arrangements.					

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1-4	LOW
5-12	MEDIUM
13 – 25	HIGH

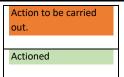


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Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.	In place – WhatsApp. Re-induction presentation in place. Shift reviews.	NFA		
7.3.2 Ongoing communications and signage				
Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.	Daily kick-off meetings, re- inductions, signage. Monthly HSE committees.	NFA		
Awareness and focus on the importance of mental health at times of uncertainty. The government has published	Acknowledged.  Management have attended	NFA		

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1-4	LOW
5-12	MEDIUM
13 – 25	HIGH

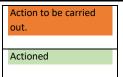


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guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).		familiarisation course on anxiety. Employee updates issued; Employee Assistance Programme (ONUM) in place.			
Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.		N/A	N/A		
Using visual communications, for example, whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce		Teams, Skype, office planner boards at a distance	NFA		

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1-4	LOW
5-12	MEDIUM
13 – 25	HIGH

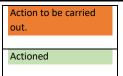


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the need for face-to-face				
communications.				
Communicating approaches	Communication on	NFA		
and operational procedures	Company policy via			
to suppliers, customers or	email in advance,			
trade bodies to help their	induction and			
adoption and to share	signage.			
experience.	signage.			
8. Inbound and outbound goods				
Revising pick-up and drop-off	In place. Delivery	NFA		
collection points, procedures,	drivers ring bell.			
signage and markings.	Postage deliveries are			
	buzzed in and			
	materials dropped at			
	agreed location.			
Minimising unnecessary	In place, as above	NFA		
contact at gatehouse security,				

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1-4	LOW
5-12	MEDIUM
13 – 25	HIGH

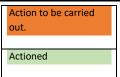


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yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of					
electronic pre-booking.					
Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.		In place	NFA		
Where possible and safe, having single workers load or unload vehicles.		In place. FLT and pallet trucks used.	NFA		
Where possible, using the same pairs of people for loads where more than one is needed.		In place where required.	N/A		

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1-4	LOW
5-12	MEDIUM
13 – 25	HIGH

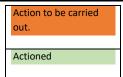


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Enabling drivers to access welfare facilities when required, consistent with other guidance.					In place. Have to abide by occupancy restrictions – signage in place.	NFA				
Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.					In place.	NFA				
Risk assessment -summary Score		3	3	9		Once actions completed	2	3	6	

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1-4	LOW
5-12	MEDIUM
13 – 25	HIGH



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1-4	1-4 LOW–Acceptable risk, but monitor regularly		
5-12	MEDIUM-Reduce as far as reasonably practicable		
13-25	HIGH-Reduce risk before task can proceed		

	PROCEDURE REVISION RECORD					
Rev No	Date	Comments				
Rev 1	25-06-20	First issue				

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