

## TRADING DURING CORONAVIRUS RISK ASSESSMENT STRONGDOR LTD

<b>Risk Assessment:</b> Living with COVID-19  <b>Who Might be Affected:</b> Employees, Visitors, Contractors.		<b>Date of Assessment:</b> 22.02.22  <b>Name of Assessor:</b> Pam Irvine of Strongdor  <b>Version:</b> 3  <b>NB: These control measures are in addition to site risk assessments which remain applicable for other hazards.</b>
What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
<b>Corona Virus – Covid-19</b>	<p>Most people are at risk from infection (Staff, visitors, contractors etc.). The risk of COVID-19 infection is, as we know, higher for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions and pregnant women. The majority of cases lead to mild symptoms (Persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and via surfaces contaminated with virus.</p>	<p><b>Government Advice:</b></p> <ul style="list-style-type: none"> <li>● Government guidance is being reviewed on a regular basis to ensure the latest available information is put into practice.</li> <li>● All unnecessary travel should be avoided. Increase the use of telephone calls, web conferencing, etc.</li> <li>● Breaktimes are staggered to reduce congregation.</li> <li>● Meetings with external providers should where possible be conducted utilising technology.</li> <li>● All staff have been issued with Covid-19 guidance and have been advised to complete an e-learning title in relation to infection control.</li> <li>● Poster material related to COVID-19 control measures has been applied throughout the business.</li> <li>● This risk assessment is available to review; a printed copy is kept on the staff notice board and the Health and Safety board.</li> <li>● Staff take their own temperature daily using thermometers in the reception areas they are instructed to report temperatures 37.5 C or above to their line manager. In the event of an elevated temperature, their line manager will consult with them on any potential illness they may have at this time and decide if entry is permitted based on this.</li> </ul>

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		<p><b>Lateral Flow Testing:</b></p> <ul style="list-style-type: none"> <li>• Is no longer a weekly requirement.</li> </ul>
		<p><b>Self-Isolation:</b></p> <ul style="list-style-type: none"> <li>• Is no longer a requirement.</li> </ul>
		<p><b>Personal Hygiene:</b></p> <ul style="list-style-type: none"> <li>• All staff have been issued with Covid-19 guidance and have been advised to complete an e-learning title in relation to infection control.</li> <li>• All workers have been informed to follow the Government's guidance on handwashing and ensure hands are washed on a regular basis, including sanitising on entry to the building and office.</li> <li>• Staff have been advised by management regarding common control measures such as sneezing into a tissue or elbow and not just into hand, followed by immediate disposal of tissue and frequent hand washing.</li> <li>• Disposable masks are available to staff who wish to wear one whilst working.</li> <li>• Avoid physically greeting others, including colleagues and customers, such as shaking hands and nudging elbows. A simple 'good morning' or 'good afternoon' will suffice.</li> <li>• Managers to ensure that adequate welfare facilities are available on site.</li> <li>• Single use PPE will be disposed of so that it cannot be reused.</li> <li>• Where possible staff are advised not to use other workers' phones, work tools and equipment. Where sharing of equipment is necessary disinfectant wipes are available to clean items between use.</li> <li>• Workers are provided with wipes and a mist spray and advised to clean and disinfect their equipment at the beginning and end of each shift / job.</li> <li>• The number of staff allowed in canteen at one time has been limited, break times have been staggered to reduce congregation.</li> <li>• Workers are asked to bring pre-prepared meals and refillable drinking bottles from home.</li> <li>• Staff are encouraged to use their own cutlery and utensils, (Strongdor supply tea, coffee, sugar &amp; milk). There is a hot water boiler on site for hot drinks, a dishwasher is available to clean any shared cutlery and utensils, it is advised that all crockery and cutlery that is in shared use undergoes a heat treatment, i.e., the dishwasher.</li> </ul>

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	Site Meetings.	<ul style="list-style-type: none"> <li>● Visitors take their own temperature using thermometers in the reception areas, if their temperature is 37.5°C or above they will be asked to sanitise and wear a mask for their entire visit.</li> <li>● Use of technology as an alternative to meeting in person where possible.</li> </ul>
	Concerns of first aiders administering first aid.	<ul style="list-style-type: none"> <li>● Ensure that there is enough PPE for first aiders to utilise including gloves, disposable aprons, masks if required.</li> <li>● When dealing with first aid incidents, always be aware of the risks to yourself and others.</li> <li>● Wear gloves when dealing with injured persons, particularly those with open wounds.</li> <li>● Cover cuts or grazes on your hands or arms with a waterproof dressing</li> <li>● Always dispose of all medical waste safely in a medical waste bin.</li> </ul>
	Visits, Deliveries and Collections at customer sites.	<ul style="list-style-type: none"> <li>● All PPE must be worn where provided / required.</li> </ul>
	Receiving deliveries at site. (Goods in / Despatch)	<ul style="list-style-type: none"> <li>● Where possible greet the driver externally to prevent the driver needing to enter the building.</li> <li>● Avoid social greetings such as shaking hands and nudging elbows.</li> <li>● If delivery drivers need to use welfare facilities, they will be asked to use the visitor / accessible facilities in the reception area.</li> </ul>
		<p><b>Acknowledgement:</b></p> <ul style="list-style-type: none"> <li>● All staff are provided with a copy of this risk assessment and complete an acknowledgement form to confirm they will follow the controls within the risk assessment.</li> </ul>

**Please contact Pam Irvine of Strongdor in the event any of the controls within this risk assessment require updating or changing.**