

TRADING DURING CORONAVIRUS RISK ASSESSMENT

STRONGDOR LTD

Risk Assessment of trading during coronavirus. Who Might be Affected? Staff, clients, customers		Date of Assessment 15th May 2020 Name of Assessor Gareth Vickers and Andy Hall of Southalls and Stefen Devenish of Strongdor Reviewed 16th September 2020 Version 1.6 NB: These control measures are in addition to site risk assessments which are held on Safety Cloud and remain applicable for other hazards.
What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
Corona Virus – Covid19	<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; 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 also via surfaces contaminated with virus.</p>	<p>Government Advice:</p> <ul style="list-style-type: none"> ● Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice. ● All unnecessary travel should be avoided. Increase the use of telephone calls, web conferencing, etc. ● All employees are encouraged to work from home unless it is impossible for them to do so. ● A shift system should be implemented to reduce the number of persons in the business at any one time, with lunchtime and breaks remaining spread out to reduce congregation. ● All meetings on site to observe 2m social distancing rules where possible or conducted utilising technology, in noisy environments short meetings will be moved to quiet locations e.g. offices spaces or outside. ● All non-essential appointments on site have been postponed and necessary appointments will be evaluated taking into account current guidance as they occur. ● All staff have been issued with guidance on social distancing and have completed an e-learning title in relation to infection control and the importance of social distancing.

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		<ul style="list-style-type: none"> ● All training that requires congregations, fire drills and group exercises have been suspended within the business and adapted all work to avoid social contact where possible. ● Poster material related to social distancing has been applied throughout the business and employees are reminded every morning and during their work day of the importance of social distancing. ● The Staying Covid-19 Secure in 2020 poster is displayed on the premises. ● This risk assessment is available to staff on Safety Cloud. ● Staff take their own temperature daily using Strongdor's work thermometer, they are instructed to report temperatures 37.5 C or above. In the event of an elevated temperature, if no other symptoms and temperature has returned to normal within 24 hours they can return to work. Where this criteria is not met, they will be required to undertake a Coronavirus test and receive a negative result before being allowed to return, or in the event of positive result, they will follow guidance relating to self isolation.
		<p>Self-Isolation:</p> <ul style="list-style-type: none"> ● The company is following government guidance on self-isolation. In the event of any staff member exhibiting symptoms they must self-isolate. Guidance on time scales changes. The latest advice is here: https://www.nhs.uk/conditions/coronavirus-covid19/self-isolation-advice/ ● The Company has surveyed all returning employees to determine via a health surveillance questionnaire whether they are fit to return to the working environment (site). Where possible, employees are supported to stay at home and work from there. ● The Company will ensure employees self-isolating are made aware of the importance of social distancing in line with current government guidelines. ● Where staffing levels may be reduced due to absences within the company the managing director on site will undertake an assessment of the necessary controls to operate the business with a reduced capacity. ● Company will undertake deep cleaning in the event of any staff member being confirmed as having coronavirus.

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		<p>Personal Hygiene:</p> <ul style="list-style-type: none"> ● 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.
<p>Coronavirus (Covid-19)</p>	<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; 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 also via surfaces contaminated with virus.</p>	<p>Travel to site:</p> <ul style="list-style-type: none"> ● Wherever possible workers should travel to site alone using their own transport. Where this is not possible and public transport is used, social distance guidelines and wearing face masks is followed. ● Where staff car share to work they are encouraged to travel in closed groups and to minimise those groups e.g. family members. <p>Social Distancing / Personal Hygiene:</p> <ul style="list-style-type: none"> ● Managers to ensure social distancing can be practiced and that adequate welfare facilities are available on sites. ● All staff on site are given a e-learning on how to reduce the risk of transmission of COVID-19 ● All workers have been informed to follow the Government's guidance on handwashing and ensure hands are washed on a regular basis. ● Non-essential physical work that requires close contact between workers will be prevented. Where this cannot be avoided staff are allocated bubbles to ensure they maintain closed groups, bubble groups are displayed to remind staff. ● Work will be planned to minimise contact between workers. ● Re-usable PPE will be thoroughly cleaned after use and not shared between workers. ● Single use PPE will be disposed of so that it cannot be reused. ● 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.

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<p>Coronavirus (Covid-19)</p>		<ul style="list-style-type: none"> ● Limit the amount of staff allowed in canteen and changing areas. Stagger break times where possible. ● Workers are asked to bring pre-prepared meals and refillable drinking bottles from home. ● Staff use where possible their own cutlery and utensils, a dishwasher is available to clean any shared cutlery and utensils. ● Two staff members who fit into the vulnerable group categories are restricted to their bubble/groups and complete social distancing from all other employees. ● Discourage staff from using other workers' phones, work tools and equipment, cups and drinking / eating vessels when possible. If necessary, clean and disinfect them before and after use. ● Avoid physically greeting others, including colleagues and customers, such as shaking hands and nudging elbows. A simple 'good morning' or 'good afternoon' will suffice and can adhere to the 2-metre clear social distancing measures. This also applies to drivers making deliveries to site. <p>Site Meetings at other premises:</p> <ul style="list-style-type: none"> ● Unnecessary travel to sites will be avoided and where possible meetings will be held via telephone calls / web conferences. ● Only if absolutely necessary participants should attend in person, where they do they should follow the controls listed in the site meeting section below. <p>Site Meetings:</p> <ul style="list-style-type: none"> ● Attendees should be two metres apart from each other. ● Rooms should be well ventilated / windows opened to allow fresh air circulation. ● Consider holding meetings in open areas where possible.
<p>Coronavirus (Covid-19)</p>	<p>Person to person spread due to be in close proximity to other staff members.</p>	<p>Production and Office Areas</p> <ul style="list-style-type: none"> ● The production area has been reconfigured to ensure wherever possible 2 metre social distancing segregation between working groups, these are: Prep, Paint, Build & Goods in/Transport.

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		<ul style="list-style-type: none"> ● Flexible working patterns (shifts) have been introduced to reduce the number of employees at the site at any one time. AM/PM shift patterns are agreed between the employee and the company in advance and are subject to the forecast workload. ● Floor markings are provided to highlight 2 metre social distancing separation distances e.g. around benches, any worn markings are remarked at the end of each shift. ● Welding screens provide barriers between welding stations and the adjacent walkways. ● All production line staff are provided with hand sanitiser. This is supplemented with regular hand washing. Glove use is encouraged where possible. ● Where social distancing of 2 metres cannot be maintained with the use of barriers, staff will be provided with face masks, signage is provided and PPE is checked regularly by supervisors. Where required signage is provided reminding staff to wear the masks provided. ● Staff are shown how to wear masks and other PPE. ● All staff are provided with a copy of this risk assessment and complete an acknowledgment form to confirm they will follow the controls within the risk assessment. ● All staff accepting deliveries wear gloves. Paperwork is passed at arms length. ● The Carnforth office space has been reorganised to ensure 2 metre social distancing, this is reinforced with signage and prohibited desk space. ● The office capacity has been reduced to 11 persons at any one time. ● Hot-desking is not permitted within the working day. ● A thorough clean will take place at the end of each working day. ● Each desk is supplied with hand sanitiser and antibacterial wipes. ● Congregating in small offices/rooms is prohibited, this is reinforced with signage. ● Technology will be utilised where possible, morning and afternoon huddles will take place via Zoom/Teams from individual desks. ● The office is suitably ventilated (AC) at all times. ● Staff are advised to stay apart in lunch and restroom areas. Posters are displayed in smoking and eating areas. Breaks are staggered to minimise the number of persons in canteen areas.

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		<ul style="list-style-type: none"> • Each staff member makes their own refreshments and cups are washed straight after use. • Hygiene maintained in terms of washing hands before and after preparing food and wiping surfaces down.
Coronavirus (Covid-19) – fire safety	Fire safety measures compromised due to Covid19	<ul style="list-style-type: none"> • Interim measures addressing fire safety management will be of a temporary nature in response to the current Covid-19 situation. Once business as usual commences the fire safety measures should again be reviewed, and normal procedures implemented, if deemed appropriate or revise them to ensure they are suitable and sufficient for the establishment. • Fire Marshall provision will be reviewed. If additional Fire Marshalls are required, newly appointed Fire Marshalls will be asked to undertake the e-learning on Safety Cloud. • Hand sanitiser will be provided on the main fire exit doors and / or at fire assembly points and employees encouraged to use hand sanitiser when re-entering the building. • Social distancing will be maintained at the assembly point – this will be lead by the fire marshals and all staff have been informed about maintaining social distancing in the workplace. • Usual in house testing of the fire alarm / emergency lighting will continue. • Planned 6 monthly fire drills will be postponed until more Government guidance is given on the COVID-19 situation. All staff will be advised on any changes to fire evacuation procedures. • Fire door handles and touch points will be cleaned on a daily basis as per government guidance.
Coronavirus (Covid-19) – first aid	Insufficient first aid due to staff shortages, concerns of first aiders administering first aid.	<ul style="list-style-type: none"> • Undertake a first aid needs assessment to determine the specific needs of the business during a reduced hours and staff basis relative to the hazards. • Ensure that there is enough first aid cover to support your business during the pandemic period.

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		<ul style="list-style-type: none"> ● Consider sharing first aid arrangements with a neighbouring business as long as they are aware of the hazards specific to your operations. ● Ensure that there is enough PPE for first aiders to utilise including gloves, disposable aprons, masks if required. ● When dealing with first aid incidents, always be aware of the risks to yourself and others. ● Wear gloves or cover hands when dealing with injured persons, particularly those with open wounds. ● Cover cuts or grazes on your hands or arms with a waterproof dressing ● Always dispose of all medical waste safely in medical waste bin. ● Give early treatment by ensuring that you wear appropriate PPE such as gloves, a disposable apron. Masks can be worn if deemed necessary by the first aider. ● In the unlikely event of cardiac arrest, do not perform rescue breaths on the casualty https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/ <ul style="list-style-type: none"> ○ Do not place your face close to the casualty to hear for breathing. Watch the chest ○ If possible, lay a towel or similar over the nose and mouth. ○ Ensure that CPR is performed using chest compressions and if possible an defibrillator if available and trained to do so.
Visits, Deliveries and Collections for customer sites.	Restricted access or closed service/welfare facilities.	<p>Pre Delivery</p> <ul style="list-style-type: none"> ● All unnecessary travel should be avoided; ensure that customer deliveries are booked and confirmed before travel. ● The site/ driver will call ahead to the delivery location/customer to confirm the social distancing and delivery arrangements. <p>Delivery at customer properties</p> <ul style="list-style-type: none"> ● Continue to abide by driving regulations in relation to driving on work business.

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		<ul style="list-style-type: none"> ● A review is carried out of all deliveries to remove non-essential or condense loads to reduce the number of vehicles/drivers required to access other premises. ● The customer will be contacted prior to arrival and agree where to offload the materials. Face to face conversations should be avoided as far as reasonably possible, maintaining at least a 2-metre distance from other persons. ● if paperwork needs to be exchanged, this should be done at arm's length. Pens must not be shared between customers and members of staff; disposable pens will be provided if necessary. ● Delivering staff are advised to wash their hands regularly and to ensure they use hand sanitiser/alcohol gel on arrival to customer properties, and after coughing/sneezing or blowing nose. ● All PPE must be worn where provided. ● Disposable gloves must be worn when making deliveries at customers properties. These must be removed after the delivery and discarded in a bin bag. Use correct technique (see safe operating procedure) to remove gloves. ● Drivers will sanitise the cab between uses. Any tools and equipment used within the vehicle should be cleaned and disinfected after each use. ● All personal items such as gloves and any other PPE, should be stored appropriately, not left in vehicles and not shared between individuals.
<p>Engineers attending site</p>	<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;</p>	<p>Site attendance at customer premises</p> <ul style="list-style-type: none"> ● A pre-qualification questionnaire is provided for all staff attending customer sites, this will be completed prior to arrival. A visit date will only be confirmed after the completed form has been received and reviewed. ● All customers provide a copy of their coronavirus (Covid-19) risk assessment prior to staff attending site. ● Only minor adjustment and repairs are undertaken using hand held tools.

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	<p>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 also via surfaces contaminated with virus.</p>	<ul style="list-style-type: none"> ● Engineers use their own tools and do not use tools from the customers site. ● All tools are cleaned and disinfected after use using the wipes/spray provided. ● Hand sanitiser is provided for all engineers. ● Gloves are provided and used by engineers. ● Engineers have completed e-learning on infection control. ● Engineers are instructed to follow social distancing and will not be required to work within 2 metres of other people. ● Wipes are provided all doors, keys and any other touch points are sanitised before use. ● Engineers use their own vehicles. ● Bins bags are provided for waste items.
<p>Receiving deliveries at site. (Goods in / Despatch)</p>		<p>Deliveries and collections from site.</p> <ul style="list-style-type: none"> ● All deliveries and collections should be pre-arranged where possible with an agreed time slot for drop off and collections to be made. ● If drivers supplying stock try to access the site, they will be asked to wait outside and telephone in to confirm the delivery arrangements. Any drivers who do arrive at site will use the intercom to announce their arrival. ● Visitor access to the building is minimal to pre-approved and essential visitors only. The number of vehicles entering the site is limited to encourage social distancing. ● Additional signage, hand sanitiser stations are set up at entry /exit points ● Where possible greet the driver externally to prevent the driver needing to enter the building. Avoid social greetings such as shaking hands and nudging elbows, adhering to the 2 metre clear social distancing measures. ● Conversations should take place at a minimum of 2 metre distance and if paperwork needs to be exchanged, this should be done at arm's length. Pens will not be shared between customer and member of staff; disposable pens will be provided if necessary

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		<ul style="list-style-type: none"> ● Increased cleaning and disinfection of frequently handled or touched surfaces within common and welfare areas such as door handles, light switches, toilets, rest areas. ● Contact points on vehicles and lift trucks are cleaned down at least daily or at the end of each shift, ● If visitors need to use welfare facilities they will be reminded of social distancing rules. Vending machines and water fountain contact points are regularly sanitised. ● When receiving and dispatching goods, clear instruction should be discussed with the delivery or collection driver of loading arrangements. e.g. to confirm banksman signals and to prevent drive away. ● Drivers collecting goods will be asked to go to their designated location e.g. loading bay or parking area and wait for goods to be brought to them. They will be asked to turn the engine off and to wait in their vehicle for instructions before getting out of the cab and abide by the 2 metre distance. ● If paperwork needs to be exchanged, this should be done at arm's length. Pens are not be shared with visiting drivers, disposable pens will be provided if necessary. ● Where possible use of a purchase order is used rather than a delivery note to confirm the delivery contents.
Customer Collections	Person to person spread due to be in close proximity to other staff members.	<p>Customer collections only.</p> <ul style="list-style-type: none"> ● All collections should be pre-arranged where possible with an agreed time slot for collections to be made. Clear instructions will be given to customers on where to go on arrival at site if allocated a bay or loading area and keeping to social distancing guidelines

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		<ul style="list-style-type: none"> • Customers will be encouraged to make payments by account or card in advance either over the telephone or online. • Customers who do arrive at site will use the intercom to announce their arrival. • Avoid social greetings such as shaking hands and nudging elbows, adhering to the 2 metre clear social distancing measures. • Car parking spaces or collection points are planned to give a clear loading area around the parking space or loading bay where possible. • Whilst verifying orders with customers on arrival, customers should be asked to stay in their vehicle until told they can start to load their items and the collection staff has moved from the area. • Where possible, customers orders will be picked and made ready for their arrival in the collection location. Where this is not possible, Products are brought to the customer and placed at the loading area prior to them exiting their vehicle. • Where customers load their own goods, the product will be left by the vehicle in a safe location for them to load their own vehicle. • Any trolleys used to assist in the loading of materials should be sanitised between uses. • Designated collections staff and drivers will wear gloves which are changed regularly between assisting customers. Paperwork will be passed at arms length between staff where this cannot be avoided.

Please contact Gareth Vickers or Andy Hall at Southalls in the event any of the controls within this risk assessment require updating or changing so amendments can be recorded.