

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a **Risk Assessment** for dealing with the current Covid-19 situation in the workplace, created on Friday 27th March 2020 (updated on 18th July 2020 following further Government Guidance) for

BASILDON TIMBER MERCHANTS LIMITED

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • staff; • customers/visitors to premises; • Contractors; • Cleaners; • Drivers; • Vulnerable groups - Elderly, pregnant workers, those with underlying health conditions; • Anyone else who physically comes into contact with us in relation to our business 	<p><u>Before reopening</u> Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart.</p>	As assessment for the site that has been closed before restarting work has been undertaken; Cleaning procedures and providing hand sanitiser has been implemented before restarting work;	<i>JC/LC</i>	<i>Mar 2020</i>	
		<p><u>Returning to Work</u> To make sure all workers understand COVID-19 related safety procedures.</p>	All staff have been contacted with regard to the safe return of work and what is expected of them;	<i>JC/LC</i>	<i>Mar 2020</i>	
		<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place 	Providing clear, consistent and regular communication to improve understanding and consistency of ways of working;			
			Engaging with workers through existing communication routes to explain and agree any changes in working arrangements.	<i>JC/LC</i>	<i>Mar 2020</i>	
			Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with paper towels or hand			

		<ul style="list-style-type: none"> • See hand washing guidance • Drying of hands with disposable paper towels or hand dryer • Gel sanitisers in any area where washing facilities not readily available 	<p>dryer. Also reminded to catch coughs and sneezes in a tissue - Follow "Catch it, Bin it, Kill it" and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Removal of all hand towels and tea-towels from communal kitchens and toilets to avoid sharing the same items. Use of paper towels or hand dryers instead. The UK Government has joined global health experts, including the World Health Organisation (WHO) and the Centres for Disease Control and Prevention (CDC), in approving the use of hand dryers throughout the Covid-19 pandemic.</p> <p>To help reduce the spread of Coronavirus (COVID-19) reminding everyone of the public health advice - posters, leaflets and other materials are available for display.</p> <p>Making the toilets for the use of staff only and cleaning regularly.</p> <p>Gel sanitisers and signs clearly marking the need for visitors to sanitise their hands before entering the yard and upon leaving.</p>			
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		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, using appropriate cleaning products and methods.</p> <p>To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p>	<p>Checks will be carried out by managers to ensure that the necessary procedures are being followed.</p> <p>A Saturday afternoon clear up and clean is undertaken each week to prepare for the following week to include cleaning and disinfecting objects and surfaces that are touched regularly. Notices clearly stating that people should avoid touching surfaces and products unless absolutely necessary.</p> <p>All external and internal doors to be kept open (where safe and possible to do so - if not a fire risk) so as to avoid touching handles or push plates.</p> <p>Ensuring there are adequate waste disposal bins and rubbish is cleared regularly.</p> <p>Maintaining good ventilation in the work environment, keeping doors open where safe to do so.</p>	JC/LC	Mar 2020	
		<p>Working at Home Reasonable steps to help people work from home by:</p> <ul style="list-style-type: none"> • discussing home working arrangements; • ensuring staff have the right equipment, for example remote access to work systems; • including staff in all necessary communications; • looking after their physical and mental wellbeing 	<p>Consideration was taken and discussed with management about staff working from home. Given the nature of the business and the need for staff to be "hands on" in the yard, it was decided the only position that could be worked from home was that of the accounts department. Systems were immediately put in place and remote access set up and checked in order for commencement of remote home working.</p>	JC/LC	Mar 2020	

		<p><u>Social Distancing</u> Social distancing - reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency - this may be reduced or expanded at a later date.</p> <p>Taking steps to review work schedules including start/finish times, working from home etc.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Social distancing also to be adhered to in canteen areas and smoking areas.</p>	<p>Staff to be reminded of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Management identified working from home is not possible, only for accounts staff so implemented that other staff return to work with full guidance on how to work safely for themselves and others.</p> <p>Before staff returning to work, work stations reviewed, equipment looked at and ensured everyone has their own workspace with their own keyboards, telephones and writing equipment. An additional credit card machine was ordered and received so that each workstation has their own unit, thus avoiding sharing of units between staff. Hand sanitiser made available and anti bacterial surface spray and wipes at each work station. Design and fitting of perspex shield right across the counter to protect staff from customers leaning on the counter and getting too close. Side-to-side working to continue.</p> <p>Signage put up to remind workers and visitors of social distancing guidelines.</p>	<p>JC/LC</p>	<p>Mar 2020</p>	
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		<p>Where it's not possible for people to be 2m (or other distance advised by Govt) apart, doing everything practical to manage the transmission risk.</p> <p>Conference calls to be used instead of face to face meetings</p>	<ul style="list-style-type: none"> • Consideration whether the activity needs to continue for the business to operate; • keeping the activity time involved as short as possible; • use of screens or barriers to separate people from each other; • using back-to-back or side-to-side working whenever possible; • staggering arrival and departure times where possible; • reducing the number of people each person has contact with at any one time by only having a set amount of people at the counter/in the yard at any one time <p>Any meetings re-scheduled or where face to face absolutely necessary, risks reviewed. Declining visits from sales reps or other representatives from visiting the yard.</p>			
		<p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff issued with gloves for protection of hands when handling heavy items or where splinters may occur.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing</p>	JC/LC	Mar 2020	
		<p><u>PPE</u> PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety</p>	<p>As we are not in a situation where the risk of COVID-19 transmission is very high, our risk assessment reflects the fact that the role of PPE in providing additional protection is extremely limited.</p>	JC/LC	Mar 2020	

		<p>footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.</p> <p>Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.</p> <p>Throughout this document, we describe the steps we need to take to manage COVID-19 risk in the workplace. This includes working from home where possible and maintaining social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable). When managing the risk of COVID-19, additional PPE beyond what we usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks we normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed working teams or partnering, not through the use of PPE.</p> <p>Face Coverings</p> <p>There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence (WHO) suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. However, workers and visitors who want to wear a face covering should be allowed to do so.</p>	<p>Staff have been advised that we support their decision in using face coverings and they should use them safely if they choose to wear one.</p> <p>Staff advised to ensure they know the correct way to fit the face covering:</p> <ul style="list-style-type: none"> • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it; 	<p>JC/LC</p>	<p>Mar 2020</p>	
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		<p><u>Update on Face Coverings following Government Announcement July 2020</u> In England, from 24th July 2020, you must by law wear a face covering in the following settings:</p> <ul style="list-style-type: none"> • Public Transport • Shops and Supermarkets 	<ul style="list-style-type: none"> • when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands; • change your face covering if it becomes damp or if you've touched it; • continue to wash your hands regularly; • change and wash your face covering daily; • if the material is washable, wash in line with manufacturer's instructions; if it's not washable, dispose of it carefully in your usual waste; • practice social distancing wherever possible <p>You can make face coverings at home. Find guidance on how to wear and make a face-covering on GOV.UK</p> <p>It is important to note that face coverings are not a replacement for other ways of managing risk, including minimising time spent in contact, using fixed partnering for close-up work, and increasing hand and surface washing.</p> <p>Staff have been advised of the new Government legislation with effect from 24th July 2020 and that they should encourage visitors to comply with the law. Signs have</p>			<p><i>JC/LC</i></p> <p><i>July 2020</i></p> 
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		<p>Measures can be taken if people do not comply with this law. Shops and Supermarkets will be expected to encourage compliance with the law (as they would do more generally) and can refuse entry. If necessary, the police have the powers to enforce these measures, including through issuing a fine of £100 (halving to £50 if paid within 14 days)</p> <p>You are also strongly encouraged to wear a face covering in other enclosed public spaces where social distancing may be difficult and where you come into contact with people you do not normally meet.</p> <p><u>Exemptions to Face Coverings where they are mandatory</u> In settings where face coverings are mandated in England, there are some circumstances, for health, age or equality reasons, whereby people are not expected to wear face coverings in these settings. Please be mindful and respectful of such circumstances noting that some people are less able to wear face coverings.</p> <p><u>Shop Staff</u> It is not compulsory for shop or supermarket staff to wear face coverings although employers should consider recommending their use where appropriate and where other mitigations are not in place. For example, there will be times when screens or visors are not in use, or when a staff member is in close proximity to people they</p>	<p>been put up at the entrances to the yard reminding visitors to wear a face mask.</p> <p>Staff have been advised that in some circumstances there will be exemptions to this rule however they should not refrain from questioning a visitor who tries to enter without a face covering.</p> <p>All staff (drivers included) have been consulted with about the use of face masks and have all been provided with their own washable face mask. They have been advised that when they are not behind a screen or other protective area while at work, and if they are dealing with customers (whether the customer is masked or not)</p>			
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		do not normally meet, and so wearing a covering for staff will be beneficial	they should ensure that their face mask is worn until they are back behind the protective screen.			
		<p>Drivers To minimise the contact risk resulting from people in vehicles.</p> <p>To minimise person-to-person contact during deliveries.</p> <p>Procedures in place for drivers to ensure adequate welfare facilities available during their work.</p> <p>Persons should not share vehicles or cabs, where suitable distance cannot be achieved.</p> <p>To make sure people understand what they need to do to maintain safety.</p> <p>To keep the workplace clean and prevent transmission by touching contaminated surfaces</p>	<p>Keeping the number of people in the vehicle to a minimum and as distanced within the vehicle space as possible, and using other safety measures such as ensuring good ventilation.</p> <p>Drivers permitted to use face coverings and forms of PPE usually worn. Advised not to share vehicles, if this is avoidable, sanitisation of the vehicle unit is to be done at the end of the shift and before the next person uses the unit.</p> <p>Ensuring delivery and receipt confirmation is contactless where possible avoiding physical contact when handing goods over to the customer.</p> <p>Preparing for goods to be dropped off to a previously agreed area to avoid transmission.</p> <ul style="list-style-type: none"> • Frequent cleaning of work areas and equipment between uses, using usual cleaning products; • Frequent cleaning of objects and surfaces that are touched regularly, including door handles, fuel pumps and vehicle keys, and making sure there are adequate disposal arrangements for cleaning products; 	JC/LC	Mar 2020	

			<ul style="list-style-type: none"> • Encourage workers to wash hands before boarding vehicles; • Retaining sufficient quantities of hand sanitiser/wipes within vehicles to enable workers to clean hands after each delivery/drop off; drivers to inform buyer when supplies are running low; • Clearing work spaces and removing waste and belongings from the vehicle at the end of a shift; • Maintaining good ventilation in the work environment, for example, keeping windows or doors open (when the vehicle is not in use) 			
		<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature, or loss of taste and smell in the workplace, they will be sent home and advised to follow the stay at home guidance and seek a test. Management will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>Management will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Should there be a COVID-19 outbreak while in the working environment, John Cordery is the single point of contact (SPOC) who will lead on contacting local Public Health teams.</p> <p>If there is more than one case of COVID-19 associated with the workplace, we will contact our local PHE health protection team to report the suspected outbreak.</p> <p>If the local PHE health protection team declares an outbreak, we will record details of symptomatic staff and assist with identifying contacts.</p> <p>Once provided with the information</p>	JC/LC	Mar 2020	

			about the outbreak management process, we can implement control measures, assist with communication to staff and reinforce prevention messages.			
		<p><u>Ongoing communication and signage</u> To make sure all workers are kept up to date with how safety measures are being implemented or updated.</p>	<p>Ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments;</p> <p>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 and those with protected characteristics such as visual impairments;</p> <p>Using visual communications, for example signage, to remind staff of procedures;</p> <p>Communicating either face to face or electronically to get information across.</p>	JC/LC	Mar 2020	
		<p><u>Mental Health</u> Awareness and focus on the importance of mental health at times of uncertainty.</p>	<p>An open door policy for those who need additional support. The Management will offer whatever support they can to help.</p> <p>The Government has published guidance on the mental health and wellbeing aspects of Coronavirus (COVID-19).</p>	JC/LC	Mar 2020	

		Additional Guidance Additional guidance is available	Find advice from GOV.UK on Coronavirus (COVID-19) guidance for employees	<i>JC/LC</i>	<i>Mar 2020</i>	
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