

COVID19 – Risk Assessment

This document will remain live and will be reviewed on a weekly basis by the Health and Safety Manager to ensure that the existing controls and practices are still valid and workable and to incorporate any new changes to legislation and/or government guidance.

Issue	Date	Comments
01	22 – 05 – 2020	Drafted document – Drafted by SH for consultation with Powerday SHEQ Committee members
02	27 – 05 – 2020	Incorporated comments and feedback from Powerday SHEQ Committee and shared with Site Operatives and Drivers
03	28 – 05 – 2020	Incorporated comments and feedback from site operatives and drivers
04	07 – 07 – 2020	Review of existing practices for validity and changes made as a consequence - Inclusion of 'Persons showing symptoms' - Updated the reduced recommended distancing from 2m to 1m+ but 2m where achievable - Face covering mandatory if travelling to and from work on public transport - Inclusion of Pre-Start checks - Inclusion of work clothing
05	08-10-20	Review of existing practices for validity and changes made as a consequence - Inclusion of temperature checks on all sites - One Way system in Main Office (OOS) - Perspex Dividers installed where required in OOS - Enfield prepared for usage - Additional items sourced upstairs in OOS to create additional welfare facilities - Additional measures for meetings - Additional cleaning by external contractor
06	25-11-20	Amendments made as a result of Reception being closed
07	04-01-21	Updated as a consequence of new Government Guidelines and newly introduced internal procedures - Inclusion of process for employees reporting - Update isolation period information - Meeting (internal and external) controls - Use of masks when using welfare/toilets and when walking around office - Office Staff & Yard Staff to be segregated at all times - Additional welfare and toilets sourced - Appointed personnel to manage signing in/out and issuing/collection of vehicle keys
08	04-02-21	Revision to assess for validity Inclusion of use of Foggers (for office, sheds and vehicles)
09	28-04-21	Office canteen re-opening controls introduced
10	17-05-21	Canteen seating facilities to reopen with controls
11	10-08-21	- Changes to 2. Employee Showing Symptoms – Exchange sent home to in-house testing - Meetings with external parties allowed by with control measures - Removal of selected staff only working in the offices & working from home being the preferred option unless practicable (i.e. Credit Control) - Re-opening of Reception at OOS
12	08-12-21	- Reverting back to avoiding third party presence on Powerday sites

Activity		Covid-19 Site Working - Reducing Contamination & Spread of the Disease			
No	Hazard	Possible Consequence	Pre-Control	Control Measures	Post Control
1	Employee showing symptoms	Infection, serious illness, death, spreading of virus	High	1. Employee notify Line Manager and HR Manager immediately and Employee will be instructed to take a COVID-19 test, these are held in HR. 2. If an employee contacts a manager to inform them that they have been advised by the NHS Track & Trace service to self-isolate, have been in contact with someone who has tested positive but have not been contacted by the NHS Track & Trace service to self-isolate or have themselves tested positive, the Line Manager must:	Low

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				<ul style="list-style-type: none"> - Ask the employee to send confirmation from the track and trace service (screen shot), if available - Ask them for an isolation note – this is either produced by the track and trace team or the employee completes themselves online (gov.uk) - Ask them for the reason they need to isolate/further details (i.e. if they haven't been contacted the NHS) <p>3. At present the guidance surrounding isolation is as follows:</p> <p>How long to self-isolate - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>Tested Positive - If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days. If you get symptoms while you're self-isolating, the 10 days restarts from the day after your symptoms started.</p> <p>If someone you live with has tested positive - If someone you live with tests positive, your self-isolation period includes the day their symptoms started (or the day they had the test, if they do not have symptoms) and the next 10 full days.</p> <p>You've been told to isolate by NHS Test and Trace (text, email or call app alert) - Self-isolate immediately if either:</p> <ul style="list-style-type: none"> - You get a text, email or call from NHS Test and Trace telling you to self-isolate - You get an alert from the NHS COVID-19 app telling you to self-isolate <p>Your self-isolation period includes the day you were last in contact with the person who tested positive for COVID-19 and the next 10 full days. It's a legal requirement to self-isolate if you are told to by NHS Test and Trace. You could be fined if you do not self-isolate.</p> <p>If someone in your support bubble tests positive - Self-isolate immediately if someone in your childcare or support bubble has tested positive and either:</p> <ul style="list-style-type: none"> • you've been in close contact with them since their symptoms started or during the 48 hours before their symptoms started • you've been in close contact with them since they had the test or during the 48 hours before their test (if they have not had symptoms) <p>Your self-isolation period includes the day you were last in contact with the person and the next 10 full days.</p> <p>4. Powerday will ensure that a deep clean the persons work area (office, vehicle cab and similar) is undertaken thoroughly before allowing other persons to access them. A fogger* will be activated in the working area to achieve disinfection, the process will take circa 30 mins to action, on completion of this the windows/doors are to be opened and a further 30 mins will be required prior to entering the area/vehicle.</p> <p>5. Should an employee develop symptoms while not at work, they should notify their Line Manager via telephone, e-mail, text or similar as soon as they believe they have the symptoms. The employee should be instructed NOT to come into work to inform their Line Manager and have a test taken ASAP.</p> <p>6. Any persons that have been confirmed as testing positive to COVID-19, will be asked by the NHS where they have been recently and who they have been in close contact with. This will assist the NHS with contacting anyone who potentially may have caught the virus from you.</p>	
2	Covid-19 at risk categories	At greater risk of significant health issues if Covid-19 is contracted	High	1. Employee's that are classified as being on the Government vulnerable list as per https://digital.nhs.uk/coronavirus/shielded-patient-list#risk-criteria should remain isolated at home whilst the current Government advice remains in place.	Low
3	Spreading /passing it to someone else or surfaces	Infection, serious illness, death	High	<p>1. Temperature checks will be undertaken for all personnel at the start of the shift (all sites)</p> <p>2. Each site / department must have an appointed COVID-19 Supervisor in place.</p>	Low

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				<p>3. Visitors and Contractors are to be informed of the expected COVID-19 rules by the invitee regarding social distancing, cleaning regimes regarding welfare, vehicles & plant, and other site COVID19 controls that have been implemented. This is now only applicable to contractors undertaking emergency and/or essential works and statutory bodies such as the HSE and EA.</p> <p>4. All non-essential visitors/contractors are to be restricted and limited to controlled short durations on site.</p> <p>5. All employees to observe social distancing with third parties (e.g. visiting drivers). If working within the cab of mobile plant, you should keep windows shut when third parties in present</p> <p>6. Follow government and Powerday guidance and it should be noted that we are in a fluid situation, so the information is updated daily.</p> <p>7. Meetings with external parties are only permitted with control measures enforced. Well ventilated rooms (if indoors), masks worn etc.</p> <p>9. Internal meetings will be avoided but when this is not practical, meeting rooms will be ventilated and masks worn by all attendees.</p> <p>10. Office Staff and Yard Staff to remain separate at all times</p> <p>11. A fogger* will be activated in the working area to achieve disinfection, the process will take circa 30 mins to action, on completion of this the windows/doors are to be opened and a further 30 mins will be required prior to entering the area/vehicle.</p>	
4	Commuting to and from site	Restrictions on maintaining 1m+ (but 2m where achievable) recommended social distancing and increased risk of infection as a result	Medium	<p>1. Wherever possible, private transport should be used to maintain isolation from the public when commuting to the office / depots</p> <p>2. If public transport cannot be avoided and in line with Government rules, face coverings must be worn for the full duration of journeys on public transport</p> <p>3. On arrival at the depot / office, employees should thoroughly wash their hands for at least 20 seconds as a method of infection control</p>	Low
5	Employee attending work	Risk to personal health reduced social distancing potential risk to pandemic controls	Medium	<p>1. Any employees placed in vulnerable category classification to remain in isolation whilst advised to do so by the government. If employee is living with a person(s) that falls into these categories, they must make their Line Manager and HR Manager aware of this.</p> <p>2. Consideration should be given as to how employees will commute to work, with the preference being focused on employees who do not have to use public transport.</p> <p>3. Flexible shift patterns should be adopted if possible, to reduce the risks associated with a historical rush hour commute and start times if that is practical.</p>	Low
6	Site access- egress	Peak periods, increased risk of social distancing failures, symptomatic employees, or visitors	Medium	<p>1. Signing in procedure (in the interim) will include eliminating the finger print sensor system and replaced by face recognition in our depots.</p> <p>2. After accessing site, all employees, and visitors to thoroughly wash their hands for 20 seconds and temperatures taken</p> <p>3. Hand sanitisers will be available in communal areas such as canteens, office entrances etc.</p> <p>4. Designated person has been appointed at each site to manage the drivers signing in and issuing of vehicle keys every morning and evening, this will ensure we sufficient control and distancing.</p> <p>5. All Powerday personnel will complete a Pre-Start check to confirm that they are fit to work, have not been in contact with any confirmed cases and are not displaying any known signs of COVID19.</p> <p>6. OOS Office – Entrance / Exit will be via Reception / Side Door</p>	Low
7	Social Distancing (Maintaining 1m between individuals)	Infection, serious illness, or death	High	<p>1. Ensure that all personnel maintain a clear and minimum of 1m+ (but 2m where achievable) between themselves and others. There will also be plastic screens installed between desks to aid further protection</p> <p>2. Staggered breaks to be held to minimise social contact when in the canteen, welfare & changing rooms.</p>	Low

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				<p>3. Any briefings that are required should be delivered in open air where practical. When weather is an issue, conduct briefings in smaller groups or under external shelter.</p> <p>4. Meetings should be avoided in favour of technology (e.g. Microsoft Teams, Skype, Zoom). Where they cannot be avoided, meetings should be conducted in small groups to maintain social distancing.</p> <p>5. If the meetings cannot be avoided, the host must ensure that visitors wear a face covering when walking through communal areas (stairs, open office etc.) until they arrive at the designated meeting room.</p> <p>6. Quantity of chairs to be removed from meeting rooms to avoid temptation to exceed limit of people present</p> <p>7. To protect key internal operations, Perspex dividers to be installed in the Customer Services and Transport departments</p>	
8	Site Office capacity	High density site office occupation increased risk of contraction of Covid-19	Medium	<p>1. In areas where social distancing is not possible such as storerooms these should be restricted to single use.</p> <p>2. Quarantined workstations to be clearly identified and marked</p> <p>3. Meeting rooms to be assessed and 1m+ (but 2m where achievable) social distance points to be defined</p> <p>4. Seating in canteens will re-open on the provision that breaks are staggered and managed by Line Managers, restricted persons in canteen at any one time (not to exceed 6) and staff will not sit more than 2 to any one table.</p> <p>5. Enfield has been set up and is ready to facilitate office staff if and when required</p>	Low
9	High contact areas	Surface transfer throughout the office, door entry and egress, tea & coffee points, rest area	Medium	<p>1. Provide hand sanitisers at all high contact point (office entrances, canteens etc.)</p> <p>2. For Old Oak Sidings and Enfield offices (when multi occupied) all personnel must undertake regular cleaning throughout their shifts with antibacterial cleaning products provided</p>	Low
10	Vehicles & Plant	Infection, serious illness, or death	Medium	<p>1. All vehicles and plant are to be cleaning thoroughly daily to minimise the risk of infection and cross contamination of COVID-19.</p> <p>2. The principle of single occupancy applies to vehicles and plant. Where this cannot be achieved the item of plant / vehicle must be cleaned by the previous operator / driver prior to handing over or locking up and again when the next user starts their usage/shift.</p> <p>3. When a vehicle has to be used to transport workers (i.e. Minibus to Enfield) the occupants must maintain a maximum distance between each other (i.e. sit as far away from each other as possible) on the diagonal of the driver.</p>	Low
11	Cleaning - infection control	Risk of contamination of surfaces in high use areas and across the office	Medium	<p>1. To reduce the risk of infection, regular cleaning of contact points, rest areas and toilets need to be undertaken</p> <p>2. A disinfectant cleaner to be used throughout the office and available at high use areas, staff to be trained in its use and COSHH assessment to be in place</p>	Low
12	Canteen	High use area - higher risk of social distancing breaches and contaminated surfaces	Medium	<p>1. Cleaning products to be available in the area to wipe down surfaces and equipment before and after use.</p> <p>2. If tables and chairs within the area are used these too should be wiped down before and after use</p> <p>3. Social distancing should remain at all times in canteen areas</p> <p>4. Staggered breaks should be introduced minimise occupancy, especially during 'peak' times.</p> <p>5. It is encouraged that you provide your own cutlery, cups and plates for your use</p> <p>6. COVID-19 Supervisors to ensure the welfare meets the required standard.</p>	Low

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13	Food and beverages hygiene	Risk of cross infection from contaminated food items in fridge or store cupboards	Medium	<ol style="list-style-type: none"> 1. Staff and operatives, where possible, should bring their lunch into the office in containers that can be removed at the end of the day. 2. Only essential items to be stored in the fridge. All items in containers to be wiped down with disinfectant before the items is stored in the fridge or after use and replaced in the fridge. Limit food storage in fridge to lunches brought in from home and milk. 3. Staff and operatives should wash hands after replacing items in the fridge 	Low
14	Welfare	Risk of infection from contaminated surface, reduced social distancing	Medium	<ol style="list-style-type: none"> 1. Instructions for all employees to wash hands after use of facilities and wipe down surfaces. 2. Social distancing markers to be used where applicable. 3. Hygiene signage to be placed within toilet areas 4. Additional toilets blocks sourced for OOS yard 5. Portable welfare unit sourced to support existing welfare areas in OOS 7. Designated toilets for office staff in each individual area (SHJ Email – 04/01/21) 	Low
15	First aid	Risk of cross infection	Medium	<ol style="list-style-type: none"> 1. First aiders should be provided with the following PPE in case they have to administer first aid, gown, glasses, face mask, surgical gloves 2. If CPR is required, the person’s mouth must be covered before CPR, Hands-Only CPR is to be performed whilst waiting on emergency services. CPR can be carried out in conjunction with a defibrillator if available. 3. First Aiders to remove PPE and wash hands and to dispose of it as clinical waste. 4. First Aider will control and distribute plasters and medical wipes from the first aid kit to ensure control and hygiene of the on-site first aid kit. 	Low
16	Emergency procedures	Social distancing procedures	Medium	<ol style="list-style-type: none"> 1. Whilst social guidance distancing rules apply, it would assist in keeping the planned statutory Fire drills to the minimum of once every 6 months. 2. During a planned drill, social distancing wherever possible should be maintained at the local muster points. 3. The need to maintain social distancing should not override emergency procedures 	Low
17	Deliveries	Maintaining social distancing and integrity of access/egress and escape routes	Medium	<ol style="list-style-type: none"> 1. Powerday will provide instruction to all external drivers to remain in their vehicles observing separation distances and utilise non-contact methods of documenting deliveries. 	Low
18	Stress and wellbeing	Mental health wellbeing, feelings of isolation, concerns over pandemic	Medium	<ol style="list-style-type: none"> 1. Regular communication of mental health information 2. Open-door policy for those who need additional support. 	Low
19	Occupational Hazards	Skin exposure, dermatitis, additional use of hand sanitisers, washing	Medium	<ol style="list-style-type: none"> 1. Cleaning products and detergents suitable for use to be supplied by Powerday and used by all staff in their respective work and rest areas 2. COSHH Risk Assessments to be available 	Low
20	Work Clothing	Contracting virus via clothing that has come into contact with an unwell person	High	<ol style="list-style-type: none"> 1. Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items. 2. Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. 	Low

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** V10 Hycolin Professional Room Fogger Large 200ml will be used for Offices / Sheds and V10 Hycolin Professional Room Fogger Mini 100ml will be used for vehicles – The Mini foggers will be used on vehicles when a driver has received a positive result, when the designated driver is off sick but yet to receive a result and when personnel have to change over from their designated vehicle.*