

RISK ASSESSMENT – 014.RA75. 2020.R4

Operation/Process: Covid-19 Coronavirus

RA Undertaken by:

Roz Wankling

Date completed: 01/10/20

Approved by: Kevin Smith

Department: SCCS - CAMS

Persons at Risk:

SCCS Personnel Other Contractors Visitors Public Others

Likelihood of harm (L)		Severity of Impact (S)	
1	Very low - Unlikely harm will occur	1	Insignificant
2	Low - Harm may seldom occur	2	Minor - Minor Injury (no lost time)
3	Medium - Harm may occur frequently	3	Significant - Lost Time Injury
4	High - Likely that harm will occur/near certainty	4	Severe - Major Injury/Over 7day absence
5	Very High - Very Likely harm will occur/certain	5	Very Severe - Fatality

	5	5	10	15	20	20
Likelihood (L)	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

Risk rating:

High (Red) 10-25

STOP! Hazard must be removed, or all practicable steps are to be taken to reduce risk level

Medium (Amber) 5-9

Risk to be controlled as far as is reasonable

Low (Green) 1-4

Risk to be controlled as far as is reasonable

Hazard (s)/Risk (s)	Who is at risk?	Likelihood	Severity	Risk Level	Precautions and Control Measures and Further Action Necessary (include by whom and by when)	Likelihood	Severity	Final Risk Level
Spread of Covid-19 Coronavirus	Staff, Visitors, Delivery Drivers, Vulnerable persons	3	4	12	<p>Hand Washing</p> <p>Hand washing facilities with hot water and soap in place throughout.</p> <p>Stringent hand washing taking place, notices/posters on display across the building.</p> <p>Posters/notices detailing hand washing advice to be changed/updated on a quarterly basis to capture attention.</p> <p>Washing Station placed in the entrance to building</p> <p>Alcohol based Hand sanitizers available for staff and visitors. Hands to be washed upon entering the building and when exiting. Hand sanitisers also placed in all departments</p> <p>Avoid touching your face, nose and mouth with unwashed hands.</p> <p>Employees to be reminded during regular team briefings of the importance of hand washing for at least 20 seconds and if sneezing or coughing to use a tissue Catch it, bin it, kill it.</p> <p>Monthly email reminders about hand washing/hygiene etc. to be arranged for delay sending to staff.</p> <p>Tissues to be available throughout the building.</p> <p>Bins with lids needed for disposal of tissues.</p>	1	4	4

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Spread of Covid-19 Coronavirus	Staff, Visitors, Delivery Drivers, Vulnerable persons	3	4	12	<p>Cleaning</p> <p>Cleaning rota in place and working well so far in service and reception area rota to be expanded as more members of staff return to the workplace. Cleaning of all regularly touched surfaces twice a day.</p> <p>Once sanitised, meeting rooms have notice placed on door advising of this. Meeting rooms to be cleaned after every meeting. Particular attention paid to door and cupboard handles, light switches and photocopiers and eating areas.</p> <p>Unnecessary touch points eliminated. Where possible door to be kept open. Fire doors should only be kept open if held by fire responsive door stops.</p> <p>Checks to be carried out by Line Managers to ensure cleaning procedures are being followed.</p> <p>All employees are responsible for the sanitising of their own workspaces. Workstations are to be sanitized before and after use by each individual.</p> <p>When conducting training courses, trainer will be responsible for sanitizing all desks, chairs etc. used during the course.</p> <p>Sanitation of workstations is to include work equipment.</p> <p>Vehicle based employees e.g. drivers and field sales are to be reminded that their vehicles are in effect their workstations and should be treated as such. Vehicle interiors are to be sanitized with anti-bac wipes or disinfectant at the start and end of each shift. Particular attention should be paid to the gear sticks, steering wheel and door handles.</p> <p>Land-line telephones can be sanitized with anti-bacterial/disinfectant wipes. For cleaning of mobiles, refer to manufacturer's instructions. Apple for example 70% isopropyl alcohol wipes.</p> <p>Cleaning rota to include the disinfecting of shared tools and plant.</p> <p>MSDS Sheet has been provided for disinfectant and COSHH RA undertaken. Nitrile gloves and paper towel available.</p> <p>Cleaning after suspected case of Covid-19</p> <p>In the event of a suspected Covid-19 case, please refer to specific government guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	1	4	4

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Spread of Covid-19 Coronavirus	Staff, Visitors, Delivery Drivers, Vulnerable persons	3	4	12	<p>Out of Hours Cleaning</p> <p>St Neots Cleaning company have risk assessed their activities. They will be using an anti-viral chlorine solution on all surfaces.</p> <p>Cleaning staff have supplied themselves with anti-bacterial hand wipes however have access to all washing facilities.</p> <p>Communication agreement in place to inform each other of any covid-19 cases amongst staff.</p>	1	4	4

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Spread of Covid-19 Coronavirus	Staff, Visitors, Delivery Drivers, Vulnerable persons	3	4	12	<p>Social Distancing</p> <p>Numbers of people working in any work area has been reviewed with Line managers. Staff members are split between home working and office-based work.</p> <p>Where social distancing guidelines cannot be followed in full in relation to a particular work activity. Activity time between colleagues to be kept as short as possible (under 15 minutes).</p> <p>The hierarchy of positioning of workstations whilst remaining 2m apart is: Best practice= side-by-side, then back-to back and then diagonal opposite. When desks are face-to-face and under 2m, a barrier must be in place.</p> <p>All desks within the training room are to be placed a minimum of 2m apart. Training room is to be set out for training prior to the arrival of the delegates. When possible, an exclusion area is to be marked out for the trainer, to minimize reduction of social distancing whilst teaching.</p> <p>For static workers, when the 2m exclusion zone is not possible to be accommodated, a consistent pairing system is to be put in place restricting person to person contact. Hot desking is discouraged. Only authorised people are to be allowed use of specific workstations and they must be cleared down immediately after use.</p> <p>Access to specific printers/scanners etc. to be limited within specified groups. Groups will be communicated to line managers to cascade to team.</p> <p>Start/Finish times can be staggered when possible to reduce crowding in communal areas.</p> <p>One-way systems to be marked out with floor markings when necessary due to congestion points.</p> <p>Non-essential trips around the building is to be discouraged. The use of telephone or Teams (Video or Chat) is to be encouraged over face to face conversations.</p> <p>When 2-person lifting is required, only those pairs in allocated pairs to work together.</p> <p>One room has been allocated as a neutral area for meetings, reducing contact with those working in segregated areas. Non-ventilated meeting room to hold 2 people maximum and must be sanitized between uses.</p> <p>Ventilated meeting rooms to have table marked out for social distancing. Where possible, chairs to be removed to ensure correct seating positions. Windows to be opened as much as possible.</p> <p>If practicable, meetings should be held outdoors.</p> <p>Although the transmission of Covid-19 is significantly lower outside. Social distancing rule must still apply.</p> <p>Social distancing rules are to be regularly communicated, with up to date information displayed on staff notice boards.</p>	1	4	4

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Spread of Covid-19 Coronavirus- rues	Staff, Visitors, Delivery Drivers, Vulnerable persons	3	4	12	<p>Canteen/Welfare areas</p> <p>Canteen/welfare areas are identified on the cleaning rota.</p> <p>Break times staggered to reduce congestion and contact.</p> <p>When eating, people must sit 2 metres apart and are responsible for tidying their own rubbish.</p> <p>All rubbish to be put straight into to the bin. All kitchen bins have lids.</p> <p>All are to be encouraged to bring a packed lunch to minimise preparation of food within eating areas and trips to shops during lunch breaks.</p> <p>Breaks should be taken outside whenever possible. Meeting rooms and PODs can be used for eating lunch and staff other than the service workshop can eat at their desks</p> <p>Drinking Water provided with sanitiser and wipes provided to wash hands after each use</p>	1	4	4

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Spread of Covid-19 Coronavirus	Staff, Visitors, Delivery Drivers, Vulnerable persons	3	4	12	<p>Visitors and Access to Site</p> <p>Workplaces are exempt from the 6-person rule, however, all non-essential visitors and contractors should continue to be limited. Any visits including staff visits between Hexagon buildings must be approved by the relevant entities Managing Director prior to arrangement.</p> <p>Maximum delegate numbers in place to ensure social distancing standards are adhered to.</p> <p>Visitors should be encouraged to not share transport.</p> <p>Guidance to any authorised visitors must be provided pre-arrival and re-affirmed at induction upon arrival at premises. Visitor toolbox talk is available for this purpose.</p> <p>Information regarding suitable PPE etc, to be agreed with delegates prior to arrival.</p> <p>Upon arrival, visitors are required to sign in on the entry system where they will be prompted to answer Covid related health questions. If the answer is yes to any of these questions, they must leave to self-isolate and re-schedule the meeting.</p> <p>Personal deliveries are to be discouraged to minimise contact with couriers.</p> <p>Number of employees on-site has been reduced due to the introduction of home working.</p> <p>Site entrances and exits have been defined and marked.</p> <p>Anti-bacterial gel available at all entrance/exit points in use. Hand washing is encouraged when entering the building.</p> <p>Communal areas are identified on the cleaning rota and regularly cleaned including banisters.</p> <p>Delivery drivers to drop goods outside the warehouse to minimise contact with staff whenever possible. Contactless deliveries accommodated.</p> <p>Information to assist with NHS Test & trace can be obtained from the entry system.</p> <p>Face coverings are to be worn by any contractor attending site.</p> <p>Face coverings to be offered to visitors, although visitors and staff should not come into close contact with each other as social distancing rules are to be followed.</p>	1	4	4

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Spread of Covid-19 Coronavirus	Staff, Visitors, Delivery Drivers, Vulnerable persons	3	4	12	<p>PPE/RPE</p> <p>Line managers to regularly communicate that wearing of gloves is not a substitute for good hand washing. Gloves are available for staff use.</p> <p>Where PPE is normally used in your work activity to protect against non-COVID-19 risks, you should continue to do so.</p> <p>When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through a hierarchy of controls including social distancing, high standards of hand hygiene, increased surface cleaning, fixed teams or partnering, and other measures such as screens or barriers to separate people from each other.</p> <p>These measures remain the best ways of managing risk in the workplace</p> <p>Public health guidance on the use of RPE to protect against Covid-19 relates to health care settings only.</p> <p>Current government advise stipulates that companies are not advised to encourage precautionary use of PPE beyond normal use.</p> <p>PPE is therefore not a mandatory requirement, we do, however understand that some employees as a personal preference would feel more comfortable wearing PPE.</p> <p>In light of this you are welcome to access and use what we have available, you will be responsible for ensuring that these are suitable/fitted correctly for use.</p> <p>Nitrile Gloves – The HSE has clarified that they do not believe the wearing of gloves lowers any risk of contracting covid-19 as they believe wearing gloves creates a false sense of security that bare hands do not.</p> <p>Facemasks – Face masks rely on having a good seal with the wearer’s face. Wearers must be clean shaven. https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Face Shields – These are not classed as Personnel Protective Equipment. Shield are used to create a barrier against liquid droplets for example a direct sneeze. They do not protect yourself or others from covid-19.</p> <p>Face coverings are mandatory in many indoor settings for example public transport, shops and public areas in hotels; this is largely to protect others and not the wearer. They are not a mandatory requirement for Hexagon staff therefore normal policies relating to occupational workwear and PPE will continue to apply.</p> <p>If you wish to wear a 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 after removing it 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 practise social distancing wherever possible You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK. 	1	4	4

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Spread of Covid-19 Coronavirus	Staff, Visitors, Delivery Drivers, Vulnerable persons	3	4	12	<p>Travel</p> <p>Travel communication update sent to all staff regarding Covid-19 and travel from Tori Greenslade 16/07/20 detailing when and who to report travel details to. We continue to advise against all non-essential international travel.</p> <p>The UK government is updating travel advice regularly. Many countries will require a self-isolation period of 14 days upon return to the UK.</p> <p>A list of exempt countries can be found at https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel.</p> <p>Please inform us in good time about travel arrangements to corresponding risk areas. Please email charley.thompson@hexagon.com</p> <p>Wherever possible meetings are conducted via video link/MS Teams.</p> <p>Contactless re-fuelling is to be encouraged and gloves should be worn.</p> <p>Vehicle sharing for transport to work to be avoided wherever possible. When it is not possible to travel individually. Face coverings are to be worn.</p> <p>Drivers are to be advised through company vehicle communication to keep vehicle well-ventilated whenever possible.</p> <p>Public transport is to be avoided whenever reasonably practicable especially during peak times.</p> <p>Adequate facilities for the storage of bikes and car parking spaces are available to discourage the use of public transport.</p> <p>Whenever public transport cannot be avoided, face coverings should be worn.</p>	1	4	4
Spread of Covid-19 Coronavirus	Staff, Visitors, Delivery Drivers, Vulnerable persons	3	4	12	<p>Site visits/Customer demonstrations/Deliveries</p> <p>When arranging to visit customers at their own site, office or other buildings, consideration should be given as to whether the meeting could be conducted remotely.</p> <p>When this is not possible, the venue must be confirmed as Covid secure.</p> <p>PPE is available for all staff free of charge</p> <p>Company nominated person is to keep a record of any site communications regarding covid-19 to cascade the information through to the relevant parties for any covid-19 restrictions to be adhered to.</p> <p>In the event of a confirmed Covid-19 case with a member of staff, details for NHS test & Trace scheme will be provided using data collected from Vehicle trackers, day sheets and field sales visit diaries.</p> <p>Anyone visiting site is to be issued with anti-bacterial gel, hand wipes and gloves.</p> <p>Government advice stipulates that PPE is not recommend above and beyond normal use unless working directly with covid-19 patients. Each site may have varying covid-19 procedures and as the visitor to site you must comply with specific site requirements.</p> <p>All equipment to be disinfected when collated into days at end of shift.</p> <p>Drivers/installers have access to warehouse disinfectant for use when moving equipment into vehicle</p> <p>Not allowing access to welfare facilities to delivery drivers at a site or premises is against H&S law. The drivers have been reminded of this and are to report any breaches of this back to management for investigation.</p> <p>Contactless deliveries accommodated.</p> <p>Active encouragement for at the point of order all Covid-19 delivery precautions are to</p>	1	4	4

					be discussed and action plan confirmed. Note should be added to delivery/collection paperwork as confirmation that this has happened.			
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Spread of Covid-19 Coronavirus	Staff, Visitors, Delivery Drivers, Vulnerable persons	3	4	12	<p><u>Machine Control & Customer Site Visits/ Activity</u></p> <p>When arranging any site visits which will entail site activities such as demonstrations and Machine control visits to site, the Leica Geosystems, employee is to ensure they make the appropriate checks with the client with regards to any Covid-19 procedures and relevant information they may need prior to arrival this includes PPE use.</p> <p>Upon arrival at site a site-specific RA is to be carried before commencement of any works. Covid-19 (Social Distancing) has been added to the SSRA in section 22.</p> <p>Hexagon employees must ensure that they work in conjunction with any site procedures currently in place and ensure that any instructions given to them during site inductions are being followed.</p>	1	4	4
Spread of Covid-19 Coronavirus	Staff, Visitors, Delivery Drivers, Vulnerable persons	3	4	12	<p><u>Deliveries to Hexagon</u></p> <p>Specified drop off and collection points to be marked out and signposted with visual aids. Delivery drivers requested to drop goods outside warehouse area</p> <p>Stock is to be purchased in larger quantities when possible to reduce quantity of deliveries.</p> <p>When manual handling limits permit, single person unloading is to be preferable to 2-person. When this is not possible only those in allocated lifting pairs are to work together. Further action: RW to amend sign at reception clarifying drop off/collection points.</p>	1	4	4
Spread of Covid-19 Coronavirus	Staff	3	4		<p><u>Home Working</u></p> <p>Assessment of home working suitability.</p> <p>DSE checklist to be completed for assessment.</p> <p>Regular contact with colleagues</p> <p>See separate Working from home policy.</p>	1	4	4

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Spread of Covid-19 Coronavirus	Staff, Visitors, Delivery Drivers, Vulnerable persons	3	4	12	<p>General information</p> <p>Hexagon are to keep up to date with informed advice from regular government updates https://www.gov.uk/coronavirus</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Management will promote mental health & wellbeing to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Financial and mental wellbeing support email sent to all staff from Tori Greenslade 16/04/20 with various links to support networks.</p> <p>HSE has issued details of when and how you should report coronavirus incidents under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).</p> <p>You must only make a report under RIDDOR, relating to coronavirus, when:</p> <ul style="list-style-type: none"> an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease. a worker dies as a result of occupational exposure to coronavirus. <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>Lauren Brown is to be informed of any instance of either self-isolation or illness and is responsible for keeping these on record.</p> <p>In an emergency the 2m rule does not apply. If involved in the provision of assistance during an emergency, particular attention to sanitation methods must be applied afterwards.</p>	1	4	4

NOTES

This risk assessment provides details of current control measures. Control measures are to ensure that residual risks are reduced to a mini- mum.

All further action noted within the risk assessment is under the management of Roz Wankling. All actions are to be implemented as soon as reasonably practicable and with high priority.

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.

Recommendations/action plan

1. Content of this Risk Assessment to be circulated to All staff.

Conditions for Risk Assessment Review

- Changes to government guidelines
- After incident/occurrence
- Introduction of new working practices
- Change of premises