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Assessor name	Giles Tomlinson	Affected site(s)	Reflections Environmental Ltd (BH19 1JQ)
Assessment date	29/11/2020	Review period	Monthly
Approved by	Giles Tomlinson	Review date	29/12/2020
Approved date	29/11/2020	Reference	REF1022844

Workspace(s)	Description
 Access / Egress  Office  Outside Area  Processing  Storage	<p>This Risk Assessment is an example only and must be reviewed/ amended to suit your own business practices and working environment.</p> <p>Due to the emerging evidence and changes to Government Guidance, it is vital that the most up to date guidance for your country is referred to including referring to any local area restrictions.</p> <p>It should be noted that wherever possible people should still be encouraged to work from home.</p> <p>This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.</p>





Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
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 <p>1.Cleaning To Reduce Transmission Of Covid-19 Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>cleaners</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. however, the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<div>  <p>Written Covid-19 Outbreak Safe Systems of Work In Place Provisions of written Safe Systems of Work for deep cleaning following a suspected COVID-19 outbreak.</p> </div> <div>  <p>Cleaning Of buckets Buckets should be disinfected after use and left to drain.</p> </div> <div>  <p>Correct Guidance Will Be Followed For Cleaning Areas Of Higher Risk Based on current Government Guidance for Non-clinical decontamination-in-non-healthcare-settings. This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before disposal.</p> </div> <div>  <p>Increased Cleaning Frequency Of Cleaning Throughout Premises Increased cleaning regime in place throughout premises Particular focus on commonly touched areas, equipment, surfaces and common shared areas.</p> </div> <div>  <p>Waste Disposed Of With Care With Local Guidelines. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> </div> <div>  <p>Appropriate disinfectant Products Used in line With COSHH Assessment. Appropriate disinfectant to be used in line with the COSHH assessment- this will be communicated to staff.</p> </div> <div>  <p>Cleaning Of Premises Before Work Commences Assessment of cleaning requirements will be carried out prior to premises opening and appropriate cleaning will take place.</p> </div>	<p>1 x 1</p> <p>1</p> <p>Low</p>
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 <p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Contractors, Members of the public</p> <p>Occupants</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<div>  <p>Employees Advised To Wash Clothing After Work Unless assessment of other risks deems necessary- employees will change clothing at home not at work in changing rooms and will be advised to launder clothes as soon as possible in the event of any contamination of clothing.</p> </div> <div>  <p>Hand hygiene E-Learning Training Undertaken Suitable e-Learning training is undertaken from the Atlas Platform</p> </div> <div>  <p>Increased Hand Washing Facilities Increased hand washing provisions in place where possible or use of sanitiser where there is limited access.</p> </div> <div>  <p>Signs And Posters In Work Vehicles Used To Remind To Practise Good Hygiene Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis.</p> <p>Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p> </div> <div>  <p>Use Of Face Coverings If employees choose to wear face coverings then they will be supported in the workplace.</p> <p>Face coverings are not classed as PPE. Advice will be given to employees on the correct use.</p> </div>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>







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 <p>3.Attendance And Movement Of People -The attendance of Employees in the workplace where working from home is not possible will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? Where more than 1 person attends work not from the same household increases the risk of transmission of the Covid-19 virus.</p>	<div>  <p>Attendance At Workplace Minimised Work organised so that minimal people are required to attend sites - where it allows work to be carried out safely.</p> <p>Materials and equipment for jobs will be planned to reduce the need to visit the workplace as much as possible.</p> </div> <div>  <p>Controlled Movement Of People Throughout Workplace Use of one way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points.</p> <p>Monitoring and regulation of higher traffic areas such as stairways and loading areas.</p> <p>Use of signs and markings to indicate the direction of movement and advised social distances in place where appropriate.</p> </div> <div>  <p>Covid-19 E-Learning Training Undertaken Covid-19 e-Learning training is undertaken from the Atlas Platform</p> </div> <div>  <p>Designated Work Zones Implemented Separation of site into zones to segregate groups of employees and mixing of groups avoided at where possible.</p> </div> <div>  <p>Emergency Plans Updated And Communicated People do not have to adhere to social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent.</p> <p>Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p> </div> <div>  <p>Employee Will Work From Home Wherever Possible Where possible employees will work from home such as support staff.</p> </div>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>



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		<div data-bbox="801 316 891 405"></div> <p>Information, Instruction and Training Provided To Employees Employees consulted on risks and controls in the work place.</p> <p>Staff communicated with on a regular basis on changes to hazards and controls.</p> <p>Employees receive training through the use of training courses, posters, signs, announcements and toolbox talks.</p> <div data-bbox="801 545 891 635"></div> <p>Pro-active Monitoring In Place Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p> <div data-bbox="1361 545 1451 635"></div> <p>Restrict Movement Of People Throughout Site Employees discouraged from carrying out non-essential trips within the site - use of phones or radios to communicate with others.</p> <div data-bbox="801 746 891 836"></div> <p>Signage In Place To Remind Employees Of The Controls Posters and signs to be used to remind employees of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</p> <div data-bbox="1361 746 1451 836"></div> <p>Site Inductions Strictly Controlled Numbers on inductions will be controlled in order to maintain social distancing.</p> <p>Inductions will be held outside where at all possible.</p> <div data-bbox="801 1002 891 1091"></div> <p>Staggered Shift Patterns Shifts and working patterns organised to reduce the number of persons on site at any one time and also staggered to reduce the number of people arriving and leaving to prevent cross over.</p> <p>Cohorts or Teams to be fixed where possible to prevent mixing of different people on shifts.</p> <div data-bbox="801 1203 891 1292"></div> <p>Touch-based Devices Disabled Where Possible Where this does not introduce further hazards, touch-based controls/access/security devices will be disabled.</p> <p>For machines/ equipment that relies on touch screen - this will be limited to as few people as possible with increased cleaning carried out before and after use and hand hygiene practised before and after use.</p>	






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		<p> Use Of Outside Spaces For Breaks Where Possible Safe outside places will be available for breaks- with social distancing in place through layout and use of signs and markings.</p> <p>Monitoring of these spaces to be carried out to ensure adherence to social distancing.</p> <p> Ventilation On Site Increased As Much As Possible. Windows and doors opened as much as possible to increase ventilation in all workspace.</p> <p>Use of extraction fans may be used to increase ventilation.</p> <p>Adjustments to be made to ensure adequate ventilation remains in place.</p> <p>Fire doors will not be propped open.</p> <p>Guidance on use of Shared Air Condition will be taken with a competent engineer.</p> <p> Vulnerable Employees Proactively Supported And Protected. Where employees are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported.</p> <p>This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions.</p> <p>Appropriate individual risk assessments will be completed where required.</p> <p>Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.</p> <p> Will Follow Guidance For Test, Trace And Isolation Where employees are required to isolate due to themselves or their household/bubble having symptoms or positive test result, being required by NHS Test & Trace or due to travel quarantine requirements they will not be permitted to attend the workplace</p>	



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		<div data-bbox="801 316 891 406">  </div> <p>Work Site Organised To Support Social Distancing Work activities organised to separate employees to allow for social distancing whether through location or time.</p> <p>Use of markings to support social distancing.</p> <p>Use of protective screens between people to be used where appropriate.</p> <p>Job rotation to be reduced where possible to prevent shared use of equipment.</p> <p>Where this is not possible for safety reasons all equipment will be thoroughly cleaned before and after use and hand hygiene carried out.</p> <div data-bbox="801 715 891 805">  </div> <p>Working Away From Home Strictly Assessed And Controlled Where it cannot be avoided and working away from home must be carried out it will be ensured that accommodation will meet Government Guidelines and be recorded centrally along with the assessment of any additional risks and controls required.</p> <div data-bbox="801 858 891 949">  </div> <p>Working Teams In Place Employees split into fixed pairs, teams or groups to reduce the mixing of people.</p>	











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		 Workstations (office areas) Will Be Organised To Support Social Distancing Workstations will be arranged so that social distancing can be adhered to- desks arranged to be spread out from each other. Hot-desking will be prevented where at all possible- if this is not possible thorough cleaning will take place before and after use and use of own peripherals such as mouse and keyboards. Where social distancing cannot be maintained further controls will be in place: Increased cleaning of surfaces and hand hygiene measures. Reduced Time spent in proximity Use of protective screens. Workstations organised so not working face to face. Fixed teams working together Increased ventilation	
 <p>4. Social Distancing Guidelines Cannot Be Met</p> <p>-Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity and mitigation measures will be required.</p>	<p>All staff</p> <p>How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p> <p>Where 2m cannot be maintained 1m+ may be followed with appropriate mitigation measures.</p>	 Employees To Avoid Face To Face Work Where Possible Where possible employees will work side by side or back to back to avoid working face to face to carry out the task.  Improved Ventilation In Place Workspaces will be well ventilated through natural or mechanical means to increase air changes. Relevant HVAC engineers will be consulted where appropriate to ensure safe and effective ventilation is achieved.  Increased Cleaning Carried Out Increased cleaning of surfaces and equipment where people are operating within the advised social distance to be carried out.  Increased Handwashing Carried Out Provisions will be made in order for people to be able to wash their hands more frequently- including before and immediately after carrying out tasks where social distancing has not been maintained.	<p>3 x 5</p> <p>15</p> <p>Medium</p>





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		<div data-bbox="801 316 891 405">  </div> <p>Mitigation Measures In Place Where Social Distancing Cannot Be Maintained Where social distancing of 2 metres is not possible, a distance of 1 metre plus mitigation is taken (e.g. face coverings are worn).</p> <div data-bbox="801 545 891 635">  </div> <p>Teams / Partners / Cohorts Will Be Kept Fixed Where Possible To reduce the number of different people working within the advised social distance, fixed teams and partners will be in place where at all possible to reduce the level of possible transmission</p> <div data-bbox="801 801 891 890">  </div> <p>Time Spent Within The Advised Social Distance To Be Kept To A Minimum The time where persons are within the advised social distance will be kept to as short a time as practicable possible. Tasks and activities will be planned to reduce the actual amount of time the people will be within the advised social distance and alternative methods used where at all possible.</p> <div data-bbox="801 1002 891 1091">  </div> <p>Use of Personal Protective Equipment (PPE) Or Face Coverings No Additional PPE is required beyond what is normally worn to control workplace risks, for management of covid infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged. Appropriate PPE will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessment.</p> <div data-bbox="801 1232 891 1321">  </div> <p>Work Activity Assessed To Deem If It Will Proceed If social distancing cannot be maintained, the activity will be assessed to deem if it is safe to go ahead with the appropriate mitigation factors in place.</p> <div data-bbox="1361 316 1451 405">  </div> <p>Physical Barriers or Screens In Use To screen people from each other physical barriers or screens will be used and cleaned frequently.</p>	









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 <p>5. Employees Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>	<div data-bbox="801 316 891 405"></div> <p>Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <div data-bbox="801 571 891 660"></div> <p>Employee Not To Return To Work And Should Self-Isolate For those displaying symptoms, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Individuals and their household/ support bubble will isolate for the required period of time in line with the relevant current guidelines.</p> <div data-bbox="801 772 891 861"></div> <p>Employee To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance.</p> <p>They should then self-isolate in accordance with guidelines.</p> <div data-bbox="801 1027 891 1117"></div> <p>Good Hand Washing/Hygiene Procedures Observed Employees should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <div data-bbox="801 1228 891 1318"></div> <p>Liaison With Local Health Authority With Confirmed Cases Where there are confirmed positive Covid-19 cases in the workplace- the local health authority will be contacted for advice and next steps.</p> <div data-bbox="1361 1228 1451 1318"></div> <p>Will Follow Government Advice On Testing And Tracing Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.</p>	<p>4 x 6</p>  <p>24</p> <p>Medium</p>









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		 <p>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines. Decontamination-in-non-healthcare-settings.</p> <p>If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	
 <p>6.Business Has Suspected Or Confirmed Covid-19 Infection employees self-isolating due to one or more family members having symptoms in their household. Members of the household have been advised to follow stringent social distancing and protective measures.</p>	<p>All staff</p> <p>How? Potential to come into contact with people with Covid-19 Infection leading to increased risk of transmission to other employees.</p> <p>Potential to spread Covid-19 infection to vulnerable or at-risk persons.</p>	 <p>Deep Cleaning Planned A deep clean of the area must be planned using strict cleaning procedures</p>  <p>Stringent Measures In Place Where Work Must Take Place Where the work must take place for safety reasons additional controls will be implemented: No face to face contact. Social Distancing Maintained. Minimise surfaces Touched. Precautions with hand hygiene and cleaning Minimise time spent in the premises. People minimised in the area by staying in other rooms. Windows and doors opened where safe to increase ventilation. Restricted number of people to attend the workplace (where possible the same person will carry out the work each time).</p> <p>This will be communicated to the business contact before the visit.</p>	<p>3 x 5</p>  <p>15</p> <p>Medium</p>







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 <p>Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<div data-bbox="801 331 891 416"> </div> <p>Safer Travel Supported Car sharing with people from different households will be discouraged.</p> <p>Alternatives such as walking and cycling will be supported with increased facilities.</p> <p>Use of Public Transport will be discouraged and where this is not possible employees will follow Government requirement to wear face coverings and practice high standards of hygiene and maintain social distancing.</p> <div data-bbox="801 587 891 671"> </div> <p>Shifts Staggered Where at all possible shifts will be staggered to allow employees to travel outside of rush hours as well as avoiding cross overs of shifts.</p> <div data-bbox="801 762 891 847"> </div> <p>Use Of Own Vehicle Where possible use of own vehicle will be used (where insurance permits and practical to do so). To avoid the need to access depot/ yards or sharing of vehicles.</p> <p>Arrange to meet colleagues on-site where possible to avoid sharing a vehicle.</p> <div data-bbox="801 938 891 1023"> </div> <p>Work From Home Where At All Possible. Employees will work from home where possible to prevent the need to travel and enter the workplace.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>






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 <p>Delivery of Cleaning Products And Consumables Contact with delivery driver.</p>	<p>All staff</p> <p>Occupants</p> <p>How? Increased risk of transmission of Covid-19 from items or contact with people.</p>	<div>  <p>Contact Minimised Non-contact deliveries made where possible- calling ahead and leaving delivery at the designated area.</p> <p>Exchange of money or documents minimised by using contactless or electronic means.</p> </div> <div>  <p>Fixed Pairs / Teams Used Where Single Person Handling Cannot Take Place To prevent mixing of people the use of fixed teams will be in place.</p> </div> <div>  <p>Single Person To Carry Out Unloading Where Possible</p> </div>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>
 <p>Handling Items, Materials And Using On-Site Cleaning Machinery - Employees shared use of common work equipment and machinery.</p>	<p>All staff</p> <p>How? Coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<div>  <p>All Items To Be Cleaned Regularly Inbetween use by different operators the equipment will be cleaned with an appropriate cleaning product.</p> <p>Focus will be given to commonly touched areas such as handles, dials etc.</p> </div> <div>  <p>Cleaning Of Vehicles Thorough cleaning of work vehicles will be carried out focusing on handles and commonly touched surfaces.</p> </div> <div>  <p>Good Hand Washing/Hygiene Procedures Observed Before and After Use All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using the vehicles.</p> </div>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>

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		<p> Job And Equipment Sharing / Rotation Avoided Where possible and safe to do so job and equipment rotation will be avoided.</p> <p>Employees to use own designated tools to prevent sharing.</p> <p>Where this cannot be avoided, items will be thoroughly cleaned before and after use and good hand hygiene to be carried out before and after use.</p> <p>Use of Transfer Zones to be in place to reduce need for direct contact.</p> <p> Mitigation Of Risk For Employees Travelling And Working Together Seats will be left empty to allow for social distancing where possible.</p> <p>Pairs or teams to be fixed to reduce the number of people mixing.</p> <p>Passengers to sit as far away from each other and avoid sitting face to face.</p> <p>Windows to be kept open during travel to improve ventilation.</p> <p> Non-essential Travel Prevented Or Travel Planned To Limit Movement Journeys will not be made where at all possible and work carried out remotely.</p> <p>Jobs will be matched to local areas to reduce the movement of people in other areas.</p> <p> Revised Arrangements For Collection And Deliveries Supplies being delivered will be non-contact where possible at designated drop off areas.</p> <p>Where unloading will be carried out this will be restricted to one person or limited to fixed team.</p> <p>Bulk pickups and drops will be used where possible to reduce the frequency of visitors.</p>	

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		 Vehicles Not Shared Where At All Possible Where the job permits, vehicles will not be occupied by more than one person at any one time. Where possible the same person will use the same vehicle and not swap with other drivers. If vehicles/plant equipment are to be used by different people at different times then they will be cleaned before and after each use. Vehicles taken home by employees will be cleaned before the next person uses it.	
 <p>Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors Visitors</p> <p>How? Increased risk of transmission of Covid 19</p>	<div>  Meetings Carried Out Remotely Where Possible Where possible meetings will be carried out remotely to avoid the need for people to come together. </div> <div>  Meetings To Be Held In Well Ventilated Locations Meeting to be held outside where possible. If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation. </div> <div>  No Sharing Of Equipment Permitted No items are to be shared at any time during the meetings such as pens, computers etc. </div> <div>  Sanitiser To Be Provided As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants. </div> <div>  Social Distancing To Be Maintained Only essential persons to attend the meeting. All participants to be reminded prior to meeting of the need to adhere to social distancing at all times. Desks and chairs will be arranged to support social distancing or meeting will be held stood up. Signs and markings to be used in regular meeting spaces to indicate advised social distances. </div>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>

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 <p>Working On Or Attending Other Customer / Client Sites - Working on another clients site or customer premises.</p>	<p>All staff, Contractors, Members of the public</p> <p>How? Lack of control on other sites over the social distancing measures meaning may be exposed to risk of transmission of Covid-19</p>	<div>  <p>Awareness and Training For Employees Employees reminded of how to implement the control measures on other sites and to report any concerns they have.</p> </div> <div>  <p>Cleaning Of Work Area and Equipment On Site Appropriate cleaning of equipment, work areas and surfaces to be carried out. Specific Guidance for cleaning of higher risk areas should be followed: Decontamination-in-non-healthcare-settings</p> </div> <div>  <p>Communication With Occupants Prior To Visit Prior to the visit the occupants will be communicated with to discuss how the work will be carried out safely and to maintain social distancing. Requesting information for jobs - i.e. Is the job a deep clean for a Covid outbreak and what protocol should they be following (Health care or non-health care settings).</p> </div> <div>  <p>Confirm All Concerned Are Symptom Free On the day of work there will be checks to confirm that the customer / clients and employees are not displaying any symptoms. If any are then the work WILL NOT GO AHEAD and appropriate isolation procedures should be followed by those concerned.</p> </div> <div>  <p>Dynamic Risk Assessment Conducted Contact will be made with the customer/ client to establish what control measures are in place and what else needs to be in place. If arrive on-site and are not satisfied control measures are effective or people appear symptomatic then the visit the employee will leave the site immediately and report to the manager.</p> </div> <div>  <p>Equipment is fully disinfected ensure equipment is fully disinfected and other items are not re-used in one business into another, such as cloths or mop heads.</p> </div>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>

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		<p> Face Coverings Worn Where Required. Where required face coverings will be required to be worn on site by customers and visitors. Signs and information will be issued to ensure this happens. People may be refused entry if they refuse to wear an appropriate face covering.</p> <p> Fixed People Or Teams Used For Work Where possible teams and pairs will be fixed to reduce the mixing of people as much as possible.</p> <p>For ongoing or repetitive work the same worker/ worker team will be used.</p> <p> Good Hand Washing/Hygiene Procedures Observed Hands will be washed upon arrival and before leaving the premises as well as after using a tissue to capture coughs and sneezes.</p> <p>Sanitiser may be used in addition or in the absence of soap and water.</p> <div> <div>  Increased Ventilation Where Possible Doors and windows to be kept open where safe to do so.</div> <div>  Internal Doors To Be Kept Open To minimise the need to touch door handles and to increase ventilation. </div> </div> <p> Non-Essential Work Is Not Carried Out All jobs will be reviewed to identify if the job is essential to be carried out at this time.</p> <p>Where possible the job will be rescheduled for a more appropriate time.</p> <p>Remote alternatives carried out where possible.</p>	

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		<div>  Removal Of Waste Arrangements Made All waste and belongings to be removed from work area at end of job. Waste disposed of correctly - either with the householder or through Waste Carrier Licence Agreement Arrangements. </div> <div>  Rest Breaks / Lunch Taken Outside Own food and drink brought and consumed outside or in own vehicle after thoroughly washing hands. </div> <div>  Restricted Access In Workplace Employees will avoid busy areas of the house where possible such as stairs and hallways. </div> <div>  Safe Movement Between Jobs In Place Social distancing and good hygiene measures will be in place when employees are required to move between jobs. Hand hygiene will be carried out upon arrival at the premises. </div> <div>  Social Distancing Adhered To Where at all practicable social distancing will be adhered to by people throughout the visit - including occupants and other employees. Where it cannot be maintained additional precautions will be taken such as cleaning of equipment and work areas and increased hygiene measures. </div>	

Further control measures

None required

Operating procedures

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Businesses and workplaces should make every reasonable effort to enable working from home as a first option.

Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Improving ventilation
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

Taken From: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

The most up to date guidance for the UK can be found here:

England: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Scotland: <https://www.gov.scot/publications/coronavirus-covid-19-returning-to-work/>

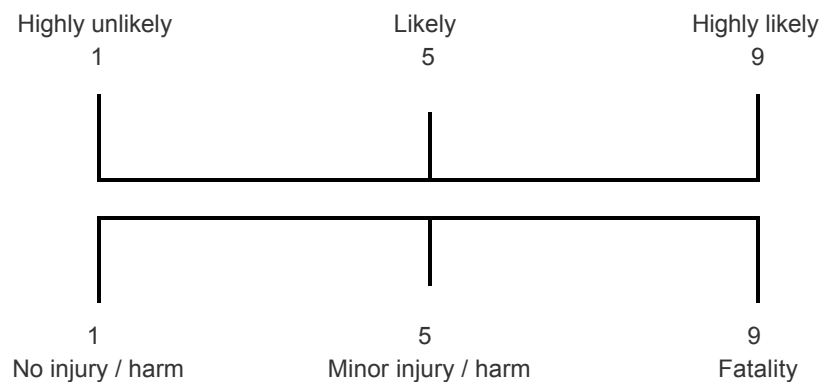
Wales: <https://gov.wales/workplace-guidance-employers-and-employees-covid-19>

Northern Ireland: <https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

Republic of Ireland: <https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Probability

Severity

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Giles Tomlinson

Approved by signature: Giles Tomlinson