



Company Name	WH Bence
Title of Risk Assessment	Be Covid Secure – Bence Creative
Date of Risk Assessment	June 2020
Planned Review Date	Monthly during pandemic
Name and Job Title of Assessor	Helen Waddington (Consultant), Steve Jones, Sam Jordan
Names and Job Titles of people involved	Alison Roberts (Project Manager)
Context – description of the activity	<p>Covid 19 / Corona / Coronavirus is a newly discovered (winter 19) respiratory virus which spreads mainly through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, or through touching a surface, then transferring the virus to your face (eyes, mouth, nose).</p> <p>The main symptoms of coronavirus are as follows - most people with coronavirus have at least one of these symptoms:</p> <ul style="list-style-type: none">• High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)• New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)• Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Covid 19 can make anyone seriously ill, but there are two groups who are at higher risk of complications and there are additional precautions these groups need to take:</p> <ul style="list-style-type: none">• high risk (clinically extremely vulnerable) – see full list here• moderate risk (clinically vulnerable) – see full list here <p>References: Gov.uk - https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>Specific guidance relevant to WH Bence: Factories, Plants and Warehouses here Offices and Contact Centres here Vehicles here</p> <p>HSE - https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm#</p>



WHO - https://www.who.int/health-topics/coronavirus#tab=tab_1

WH Bence has continued to operate during the Covid 19 pandemic as business operatives are considered 'Key Workers'. Currently working as a contingency for NHS for cancer patients etc. After the outbreak, facilities will need to be provided to support NHS for patients who have been deferred due to pandemic.

If you have any of the symptoms listed above (temperature, cough, loss of smell / taste), don't come to work, isolate at home within your household, call your line manager. If your symptoms do not improve after 7 days, call 111 for further advice. Your line manager and / or one of the Directors will stay in touch while you are off work.

[5 Steps to working safely](#) are: (accessed 23/06/2020)

- 1. Carry out a COVID-19 risk assessment
- 2. Develop cleaning, handwashing and hygiene procedures
- 3. Help people to work from home
- 4. Maintain 2m social distancing, where possible
- 5. Where people cannot be 2m apart, manage transmission risk

The current overall guidance is to '[Stay Alert](#)': (accessed 23/06/2020)

- stay at home as much as possible
- work from home if you can
- limit contact with other people
- keep your distance if you go out (2 metres apart where possible)
- wash your hands regularly



What are the hazards?	Who might be harmed and how?	What are we already doing?	Do we need to do anything else to control this risk?	Action by who?	Action by when?	Done?
Covid 19	<p>Clinically extremely vulnerable employees</p> <p>Clinically vulnerable employees</p> <p>Catching or transmitting Covid 19</p>	No Bence Creative employees have been identified as falling into clinically vulnerable or clinically extremely vulnerable.	Ask employees to inform us if they develop a condition which puts them into these Clinically Vulnerable Groups.			
Arriving at the same time	<p>Bence Creative employees</p> <p>Catching or transmitting Covid 19</p>	<p>Only 6 people work at Bence Creative, starting at 8.30am, most people start arriving from 8am.</p> <p>2 entrances – main office entrance and roller shutter door which can be used for pedestrian access if necessary.</p> <p>Hand sanitizing station outside front door.</p> <p>Sink, soap and disposable hand towels are in the kitchen.</p> <p>Temperatures checked and recorded as people arrive at work – there is a checking station with a check sheet for each member of the staff. At this station is the thermometer, cleaning wipes and sanitiser gel.</p>				
Touching surfaces	Bence Creative employees	<p>All workplaces will be kept clean and hygienic.</p> <p>Handrails, surfaces, contact points are cleaned regularly.</p>				



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	Catching or transmitting Covid 19	<p>Printing equipment and keyboards / mice / touch screens are cleaned at beginning of the day, lunch time and end of the day.</p> <p>Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards, headsets) are wiped with disinfectant regularly.</p> <p>Keyboard cleaners and wipes provided.</p>				
Lack of hygiene	<p>Bence Creative employees</p> <p>Catching or transmitting Covid 19</p>	<p>Employees are instructed to wash hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when they get into work or into a vehicle.</p> <p>Sanitiser station at front door and sanitizer on desks</p> <p>Employees must wash hands / sanitise hands before leaving work to go home.</p> <p>Employees should wash hands when they get home.</p> <p>Government issued signage around toilets. Social distancing practice - one in one out (toilets at Bence Creative can only fit one person in)</p> <p>When employees they blow their nose, sneeze or cough, eat or handle food they are instructed to avoid touching their eyes, nose, and mouth with unwashed hands.</p>				



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		<p>Employees instructed to cover their cough or sneeze with a tissue, then throw the tissue in a bin and wash their hands. The need to “Catch It, Bin It, Kill It” will be communicated to employees.</p> <p>NHS Catch It, Bin It, Kill It signs displayed.</p> <p>Wet wipes, paper towels, blue roll, tissues in the office are available. Plenty of bins available for disposal of used tissues etc.</p> <p>Bin bags are tied at the top, then put in the 1100 wheelie outside.</p> <p>No smokers currently work at Bence Creative.</p>				
Working in offices	<p>Bence Creative employees</p> <p>Catching or transmitting Covid 19</p>	<p>Alison and Klaudia are the only Bence Creative employees who share an office.</p> <p>The tables have been arranged so there is a screen between them, also they are at an angle so they are not face to face.</p> <p>Spare chair is used to ‘block’ the door as a barrier to stop anybody else coming in. In the event of a fire alarm, this can be easily moved out of the way.</p> <p>Everybody else is either working downstairs or is in a separate office.</p>				
Working in the Print Room	<p>Bence Creative employees</p> <p>Catching or transmitting Covid 19</p>	<p>Martin and Harry work downstairs, there is sufficient room for them to be 2m apart most of the time.</p> <p>The product rolls can be lifted by one person.</p>				



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		Wipes, blue roll and spray are available to clean the touch surfaces of the equipment.				
Movement between WH Bence sites	WH Bence employees Catching or transmitting Covid 19	All employees to wash hands (or sanitise) before leaving one site and when arriving at the next site.				
Visitors and clients coming to site	Bence Creative employees Visitor / Client Catching or transmitting Covid 19	No visitors / clients are allowed into the building unless authorised by Alison or Graham and / or Director and accompanied (at 2m distance as far as possible) by a Bence Creative employee. Visitors / clients to phone on arrival and wait in their vehicle if they are collecting finished artwork. Bence Creative employee to deliver artwork near to vehicle for visitor / client to pick up and put in themselves, or to put straight into vehicle (once it has been opened by visitor / client) Visitors / clients to sanitise hands at front door.				
Bence Creative staff visiting clients	Bence Creative employees Clients Catching or transmitting Covid 19	Alison and / or Graham visit client's sites (sales, measuring up, site surveys etc). On occasion Steve and Martin will attend site on their behalf but only if instructed. Client to be asked whether they have displayed any Covid symptoms in the past 7 days. Client to be asked what additional precautions they have put in place and whether they have completed a Be Covid Secure Risk Assessment.				



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		<p>Bence Creative employees to have hand sanitizer, spray, blue roll, bin bags in vehicle.</p> <p>Bence Creative staff not to get within 2m of client as far as possible.</p>				
<p>Installation at client's sites</p>	<p>Bence Creative employees</p> <p>Clients</p> <p>Catching or transmitting Covid 19</p>	<p>Graham and Steve visit Client's sites to install decals / signage etc. Fixed team.</p> <p>The sharing of vehicles and pool vehicles by Creative Staff Members:</p> <ul style="list-style-type: none"> • Check temperature before getting in the vehicle • Wash hands before getting in the vehicle • Clean door handles, steering wheel, gear stick, dashboard before driving and regularly through the day • Drive with both windows open enough to increase ventilation <p>Before swapping driver / passenger roles (due to long distances driven), sanitise hands, wipe touch points in vehicle:</p> <ul style="list-style-type: none"> • Door handles, • Steering wheel • Gear stick • Handbrake • Rear view mirror • Radio / dashboard • Seat belt • Anything else you have touched! <p>Use barriers as normal to secure working area.</p>				



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		Please note where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so (i.e. gloves)				