



<b>Company Name</b>	WH Bence
<b>Title of Risk Assessment</b>	Be Covid Secure – Badminton Road
<b>Date of Risk Assessment</b>	June 2020
<b>Planned Review Date</b>	Monthly during pandemic
<b>Name and Job Title of Assessor</b>	Helen Waddington (Consultant), Steve Jones,
<b>Names and Job Titles of people involved</b>	Conrad (Services Manager) Leah
<b>Context – description of the activity</b>	<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"><li>• High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li><li>• 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)</li><li>• 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</li></ul> <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"><li>• high risk (clinically extremely vulnerable) – see full list <a href="#">here</a></li><li>• moderate risk (clinically vulnerable) – see full list <a href="#">here</a></li></ul> <p>References: Gov.uk - <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> <p>Specific guidance relevant to WH Bence: Factories, Plants and Warehouses <a href="#">here</a> Offices and Contact Centres <a href="#">here</a> Vehicles <a href="#">here</a></p> <p>HSE - <a href="https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm#">https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm#</a></p>



WHO - [https://www.who.int/health-topics/coronavirus#tab=tab\\_1](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>	<p>One Badminton Road employee has been identified as falling into clinically vulnerable or clinically extremely vulnerable, the individual has been furloughed during the lockdown and arrangements are being made for him to safely return to work in July.</p> <p>Two employees have a clinically vulnerable family member, additional measures have been put in place to protect these employees and their families, including working from home where possible and restricted employee movements.</p>	Ask employees to inform us if they develop a condition which puts them into these Clinically Vulnerable Groups.			
Arriving at the same time	<p>Badminton Road employees</p> <p>Catching or transmitting Covid 19</p>	<p>Employees do not 'clock in' at Badminton Road, Trackers are monitored for start times if not at BR</p> <p>Everybody is encouraged to wash their hands when arriving on site.</p> <p>Sanitiser available at main entrance.</p> <p>Sinks, soap and disposable hand towels are in the toilets</p> <p>Hand soap available in the canteen.</p> <p>Overtime shift at 7am, then normal shift starts at 8am, temperatures are checked and recorded as people arrive at work.</p>				
Touching surfaces	Badminton Road employees	All workplaces will be kept clean and hygienic.	<p>FLT - wipe:</p> <ul style="list-style-type: none"> <li>• Door handles,</li> <li>• Steering wheel</li> </ul>			



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	Catching or transmitting Covid 19	<p>Handrails (including access steps), surfaces, contact points are cleaned regularly.</p> <p>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)</p> <p>Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards, headsets) are wiped with disinfectant regularly. Keyboard cleaners and wipes provided.</p> <p>Before using a machine or fork lift truck, sanitise hands.</p> <p>Roller shutter door buttons are cleaned regularly.</p> <p>Before leaving main workshop to go to canteen use sanitizer on the way out.</p>	<ul style="list-style-type: none"> <li>• Gear stick</li> <li>• Handbrake</li> <li>• Rear view mirror</li> <li>• Radio / dashboard</li> <li>• Seat belt</li> <li>• Anything else you have touched!</li> </ul> <p>Wipes and sanitizer to be put in each pool car, genie lift, FLT.</p> <p>Add sign to each pool car, shunter, genie lift, FLT listing items to wipe after use.</p>			
Lack of hygiene	<p>Badminton Road 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.</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>When employees they blow their nose, sneeze or cough, eat or handle food they are instructed to</p>				



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		<p>avoid touching their eyes, nose, and mouth with unwashed hands.</p> <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 1100 wheelie bins or compactor.</p> <p>There are separate toilets at Badminton Road which only one person can use at once.</p>				
Working in offices	<p>Badminton Road employees</p> <p>Catching or transmitting Covid 19</p>	<p>All desks have got vanity screens between them or people are working side to side.</p> <p>There are no desks set up with face to face working.</p> <p>Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards, headsets) are wiped with disinfectant regularly. Keyboard cleaners and wipes provided.</p>				
Movement between WH Bence sites	WH Bence employees	All employees to wash hands (or sanitise) before leaving one site and when arriving at the next site.				



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Using WH Bence vehicles	WH Bence employees  Catching or transmitting Covid 19	Various pool vehicles: <ul style="list-style-type: none"> <li>• Small Connect Van (for electricians)</li> <li>• Large Transit (Stores van)</li> <li>• Nissan Navara</li> <li>• Hiab</li> <li>• Spare Van (FBG)</li> <li>• 2 x 7.5T</li> <li>• A10</li> </ul>	Surface wipes, hand sanitizer in each vehicle.  Anybody who drives a pool vehicle, when they get back, wipe: <ul style="list-style-type: none"> <li>• Door handles,</li> <li>• Steering wheel</li> <li>• Gear stick</li> <li>• Handbrake</li> <li>• Rear view mirror</li> <li>• Radio / dashboard</li> <li>• Seat belt</li> <li>• Anything else you have touched!</li> </ul> Add sign to each pool car, shunter, genie lift, FLT listing items to wipe after use.			
Visitors and clients coming to site	Badminton Road employees  Visitor / Client  Catching or transmitting Covid 19	No visitors / clients are allowed into the building unless authorised by a Director and accompanied (at 2m distance as far as possible) by an Armstrong Way employee.  Visitors / clients should come to reception: <ul style="list-style-type: none"> <li>• Hand sanitise</li> <li>• Temperature taken</li> <li>• Names / vehicles taken down</li> </ul> Visitors / clients to sanitise hands at front door.				
Delivery drivers visiting site	Badminton Road employees	If Delivery Drivers need to use welfare facilities – use office toilets.	Signage asking Delivery Drivers not to come into building?			



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	<p>Delivery Drivers</p> <p>Catching or transmitting Covid 19</p>	<p>Delivery drivers arrive at Reception or Goods In, hand sanitizer in both locations. Press buzzer to alert Stores personnel, who will come and receipt the parcels (don't sign any paper). Stores will unload lorries etc using our fork lift trucks.</p>				
<p>Sub-Contractors visiting site</p>	<p>Badminton Road employees</p> <p>Sub-Contractors</p> <p>Catching or transmitting Covid 19</p>	<p>Sub-Contractors should come to reception:</p> <ul style="list-style-type: none"> <li>• Hand sanitise</li> <li>• Temperature taken</li> <li>• Names / vehicles taken down</li> </ul> <p>Site induction provided – Be Covid Secure Tool Box Talk / site induction issued.</p> <p>Temperatures taken of all visitors</p>	<p>Inform all Sub-Contractors they need to sign in at reception via email – potentially email induction and Be Covid Secure summary?</p> <p>Consider the wider issue of sub-contractor management as part of the H&amp;S improvement project.</p>			
<p>Badminton Road staff visiting clients</p>	<p>Badminton Road employees</p> <p>Clients</p> <p>Catching or transmitting Covid 19</p>	<p>Service Engineers visit clients to carry out scheduled and reactive maintenance, training, testing etc. Drivers visit clients to deliver and install or collect units – each delivery is subject to a detailed Risk Assessment / Method Statement.</p> <p>Client to be asked whether they have displayed any Covid symptoms in the past 7 days.</p> <p>Client to be asked what additional precautions they have put in place and whether they have completed a Be Covid Secure Risk Assessment.</p> <p>Badminton Road employees to have hand sanitizer, spray, blue roll, bin bags in vehicle.</p> <p>Badminton Road staff not to get within 2m of client as far as possible.</p>				



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Communication	Armstrong Way employees  Catching or transmitting Covid 19	Company WhatsApp group used for updates and communications from MD.  Meeting room (downstairs) used for briefings, enough space for 5 people.  Bigger meetings / briefings will be held on the shop floor or outside.				