

## COVID-19 Risk Assessment

**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.**

**Purpose:** To manage provision of Health,Safety and Wellbeing during COVID-19 pandemic.

**Date of Assessment:** 15<sup>th</sup> July 2020

**Workplace:** Offices and Warehouse at Europa House and homeworking.

**Review Date:** on change of guidance or circumstances.

For up to date guidance with HSE advice to workplaces in this fast changing situation visit <https://www.hse.gov.uk/news/coronavirus.htm>

What are the hazards?	Potential Risk caused by hazards	Controls Required	Additional Controls
<b>Infection Prevention, Cleaning and Staff Safety</b>			
	<p>There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place for at least 20 seconds.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available.</li> </ul> <p><b>Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Employees are required to wash their hands every time they enter the workplace, before and after eating food and then regularly throughout the day in between meeting colleagues.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Alcohol hand sanitisers and antibacterial wipes are made available to all staff.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p>

			<p>Cleaning frequency has been increased to daily in the office. Warehouse frequently used surfaces are cleaned before and after each use. Rigorous checks will be carried out by the Board to ensure that the necessary procedures are being followed.</p> <p>Cleaning employees have good access to suitable detergents and disinfectants.</p> <p>Antibacterial wipes will be made available to enable employees to clean their own workspaces.</p>
<b>Homeworking, Hot-desking and Equipment Sharing</b>			
	<p>Staff working together in workplace premises inevitably raises the risk of virus transmission Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further.</p>	<p>Working from home to be facilitated for all employees where it is appropriate and operationally feasible.</p> <p>Hot desking will not be supported at this time. All staff are required to work at their own designated desk. Separate desks will be allocated.</p> <p>Shared equipment, such as photocopiers and printers will be cleaned regularly, and wipes will be available for additional cleaning.</p>	<p>Agree regular means of communicating with the team to accommodate home working.</p> <p>Use Microsoft Teams to meet, chat, call and stay in touch. Alternatively, explore the ability to have a team WhatsApp group to communicate.</p> <p>Managers to monitor workloads in line with changing demands. Employees must escalate workload issues to their line manager. Line managers to review and provide support accordingly.</p> <p>Sharing regular updates, news and information to support team e.g:  <a href="https://metro.co.uk/2020/03/16/look-mental-health-while-self-isolating-12405201/">https://metro.co.uk/2020/03/16/look-mental-health-while-self-isolating-12405201/</a>   <a href="http://www.gq.com/story/we-can-work-from-home">www.gq.com/story/we-can-work-from-home</a>  <a href="https://www.forbes.com/sites/rachelritlop/2017/03/30/6-tips-for-working-at-home-with-your-partner-maintaining-balance/#349104bc2e0b">https://www.forbes.com/sites/rachelritlop/2017/03/30/6-tips-for-working-at-home-with-your-partner-maintaining-balance/#349104bc2e0b</a></p>

			<p><a href="https://www.bbc.co.uk/news/av/newsbeat-51960753/self-isolation-a-simple-exercise-routine-to-do-at-home">https://www.bbc.co.uk/news/av/newsbeat-51960753/self-isolation-a-simple-exercise-routine-to-do-at-home</a></p> <p><a href="https://metro.co.uk/2020/03/12/try-full-body-workout-stuck-home-12387865/">https://metro.co.uk/2020/03/12/try-full-body-workout-stuck-home-12387865/</a></p> <p><a href="https://www.fitnessblender.com/">https://www.fitnessblender.com/</a></p> <p><a href="https://www.youtube.com/channel/UCAxW1XT0iEJoOTYIRfn6rYQ">https://www.youtube.com/channel/UCAxW1XT0iEJoOTYIRfn6rYQ</a></p>
<b>Workplace Social Distancing</b>			
	<p>Effective social distancing is a key element in reducing the transmission of COVID-19.</p> <p>Social distancing refers to people being required to maintain a distance from each other of 2 meters, wherever possible. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person.</p>	<p><b>Social Distancing</b></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre requirement (6.5 foot) wherever possible or 1-metre with mitigation of risk recommended by the Public Health Agency <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Ban on external visitors attending the offices.</p> <p>Ban on EBF staff from attending external meetings in person.</p> <p>All external meetings to take place via video conferencing or telephone calls.</p> <p>Large internal meetings to be avoided or to take place over video conferencing.</p> <p>Cancel all training until further notice. Consider whether alternative methods of training delivery would be more feasible.</p> <p>Screens to be erected on aisle desks to ensure social distancing.</p>

			<p>Office layout to be temporarily redesigned to accommodate social distancing, including use of new office space.</p> <p>Floor stickers will be placed in the offices and warehouse to provide a constant reminder.</p>
<b>Higher Risk Areas of the Workplace</b>			
	<p>Some areas of the workplace may present a higher risk than others – this may include areas such as staff toilets, and staff kitchen areas.</p> <p>Heavily used areas of the workplace are more likely to present an infection transmission risk.</p> <p>Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination.</p> <p>A number of staff going to the toilet together may compromise their ability to comply with social distancing. Increased risk of people coughing and touching door handles, taps and toilet flush handles.</p>	<p>High traffic areas such as toilets, stairs and corridors are restricted to one person at a time and supporting signage to be used.</p> <p>Handwashing instructions are displayed in the workplace, especially in the toilets.</p> <p><b><u>PPE</u></b> Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p><b><u>Wearing of Gloves</u></b> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b><u>Drivers</u></b> Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a> COVID-19-guidance on freight transport.</p>	<p>No more than two employees should be in the canteen areas at the same time. Breaks should be staggered to accommodate this.</p> <p>Gloves are provided to the Warehouse staff. Masks are provided to the Warehouse staff</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> <p>Drivers will be provided with masks, gloves and hand sanitiser gel for their personal protection and advised of</p>

		Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.	the need to change PPE regularly between drops and apply hand sanitiser between deliveries.
<b>Vulnerable Staff</b>			
	<p>Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection.</p> <p>Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories</p> <p>Vulnerable (moderate risk) people include those who:</p> <ul style="list-style-type: none"> <li>• are 70 or older</li> <li>• are pregnant</li> <li>• have a lung condition such as asthma, COPD, emphysema or bronchitis (not severe)</li> <li>• have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis)</li> <li>• are taking medicine that can affect the immune system (such as low doses of steroids) or</li> <li>• are very obese</li> </ul> <p>Extremely vulnerable (high risk) people include those who:</p> <ul style="list-style-type: none"> <li>• have had an organ transplant</li> <li>• are having chemotherapy for cancer, including immunotherapy</li> <li>• are having an intense course of radiotherapy for lung cancer</li> </ul>	Employees identified as ‘vulnerable’, pregnant, elderly or those with health conditions are being offered opportunity to working from home.	Managers should stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated.

	<ul style="list-style-type: none"> <li>• have a severe lung condition (such as severe asthma or severe COPD)</li> <li>• are taking medicine that makes them much more likely to get infections (such as high doses of steroids)</li> <li>• have a serious heart condition and are pregnant</li> </ul>		
<b>Staff Health and Staffing Levels</b>			
	<p>Low staffing hazards due to high rates of staff sickness or staff having to self-isolate.</p> <p>Staff may get sick with coronavirus infection. People who have symptoms must get themselves tested immediately. If the test result is negative, employees can return to work unless they present symptoms, in which case they should remain at home until the symptoms have subsided.</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14day isolation period Those who are considered extremely vulnerable are advised to “shield” themselves at home.</p>	<p>Staff who are sick or self-isolating should phone immediately and inform their line-manager – on no account should they attend for work.</p> <p>Managers to review staffing levels daily and make adjustments based on numbers available. Managers to consider support from other teams, if operations become affected by low staffing levels due to sickness, in order to maintain services.</p> <p><b><u>Mental Health</u></b> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p>	<p>Regular communication of mental health information and open-door policy for those who need additional support.</p> <p>Employees have a duty of care and must inform us of any changes to their health, but also to inform us of any concerns around our COVID-19 measures as well as any changes to their personal circumstances enabling us to provide support to individuals where needed.</p> <p>Simplyhealth benefit provides our staff with GP services, employee counselling, legal, financial and health information.</p>

			Support to employees is available through Simplyhealth for those who are affected by Coronavirus or has a family member affected.
<b>Premises Access and Travel</b>			
	<p>Staff who are required to attend for work must be given safe access to the workplace.</p> <p>Travel to and from work may lead to greater risk of virus transmission.</p> <p>Public transport may be restricted in order to achieve social distancing on trains, buses, etc.</p> <p>Access to buildings may create a virus transmission risk if staff all seek entrance at once or are channelled through single points of entry.</p> <p>Risks may be increased for disabled staff who may have reduced options for access</p>	<p>All staff arrive separately at staggered times to avoid groups or arrival at the same time.</p> <p>Hand sanitiser to be made available at all entrance points.</p> <p>Staggered working arrangements will be utilised during this period to that staff can avoid travelling at peak periods and arriving or leaving all at the same time.</p>	<p>Staff are made aware, not to congregate at entrances or exits.</p> <p>Staff are asked to avoid public transport, if they can access an alternative means of transport.</p> <p>Staff are requested to wear coverings if using public transport.</p>
<b>Cases of Possible Infection on-site</b>			
	<p>People becoming unwell while on-site or a symptomatic person using a site.</p> <p>High risk of transmission.</p>	<p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and required to get tested for COVID-19 then advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets.</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.</p>

		Staff will be required to share the outcome of their test with HR and their line manager.	<p>Cleaning staff must wear appropriate PPE.</p> <p>Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste.</p>
<b>Business Continuity</b>			
	<p>Crisis management and business continuity hazards caused by the pandemic emergency.</p> <p>The crisis threatens business continuity and ability to deliver essential services to our customers.</p>	<p><b><u>Coronavirus Risk Management Team</u></b></p> <p>The Board and extended EBF Management team assume responsibility for managing the current situation, including implementing government advice and adapting our business to ensure continuity, whilst addressing and managing the risks.</p> <p>The Board will meet regularly and review procedures against new guidance and make appropriate changes and provisions to protect the staff.</p> <p>The Board will keep existing plans under constant review.</p> <p><b><u>Emergency Provisions</u></b></p> <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Fire safety</li> </ul>	<p>Changes to availability of Fire Marshal’s and First Aiders will impact EBF’s emergency provision. Review required provision against availability, but awareness that reduced staff in the building will mitigate provision requirement.</p>
<b>Information</b>			
	Hazards caused by lack of information or inaccurate information being circulated.	The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation, and also by misinformation, rumour and	The Board to monitor official advice carefully, update policies and procedures.



		“fake news” or “myths”. If these are allowed to gain traction within the organisation they can obscure and confuse vital health and safety measures.	The Board and Line managers to ensure that accurate information is communicated and briefed out to all staff.
<b>Communication</b>			
	<p>Threat to effective communications.</p> <p>The pandemic crisis threatens communications with clients/customers/suppliers – such communications are vital in the reestablishment of business activities and procedures after lockdown.</p>	<p>To mitigate risks:</p> <p>Senior management to review all outward facing communications (eg on customer website, etc) to ensure messages are consistent, clear and reflect the customer focused and socially aware values of the organisation.</p> <p>Managers to revise communications strategies and plans accordingly.</p>	<p>Posters and leaflets are displayed, to raise awareness and keep staff alert to risks.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></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>
<b>Cyber-Security</b>			
	<p>Cyber-security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related “ransomware”</p> <p>With the organisation and individual staff more reliant than ever on digital communications and the internet, and with more staff working from home and using a variety of digital devices, the need to ensure the security and function of our digital systems is more important than ever</p>	<p>The following safety arrangements should be applied to mitigate cyber risks:</p> <ul style="list-style-type: none"> <li>• Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place, with Ice Connect.</li> <li>• Circulate warnings to staff and managers of any credible cyber threats, especially scam emails and text messages.</li> <li>• Ensure that staff working from home and using remote-working systems are covered by cyber-risk protections.</li> <li>• Ensure any homeworking arrangements maintain standards of data protection and IT security.</li> <li>• Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus.</li> <li>• Assess cyber risks to new supply chain connections developed during the crisis.</li> </ul>	

