

CORONAVIRUS RISK ASSESSMENT DTP SUPPLIES HEYWOOD (2nd Edition)

Assessor	Gary Meech		
Job title	Partner		
Assessment date	30 th June 2020		
Review date(s)	31 st August 2020 (or sooner if Government guidelines change)		
Business type/location	Office and warehouse		
Business hazards associated with the coronavirus risk	Risks to workers/customers	Proposed control measures	Actions implemented
Infection Prevention and Staff Safety			
<p>Direct threat to staff health and wellbeing from transmission of the coronavirus while at work</p>	<p>Possible transmission of the virus to staff from other staff/customers</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth 	<p>Ensure that DTP complies with its duty to provide a safe and healthy workplace/working conditions for staff who remain working in the workplace during the coronavirus pandemic</p> <p>Circulate coronavirus policy and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe</p> <p>Managers should pass on and reinforce key Government public health messages to all staff:</p> <ul style="list-style-type: none"> • cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it) • put used tissues in the bin straight away • wash hands regularly with soap and water for at least 20 seconds; use hand sanitiser gel if soap and water are not available • avoid close contact with people who are unwell • clean and disinfect frequently touched objects and surfaces • do not touch face, eyes, nose or mouth if 	<p>Staff given Coronavirus “keeping safe” handout</p> <p>Partners have discussed “keeping safe” procedures with all staff</p> <p>Adequate supplies of hand wash and hand sanitiser are maintained and placed at strategic points in building</p> <p>Screens purchased for office</p> <p>Hand sanitizing stations purchased and placed at all entrances/exits of building</p> <p>Disposable gloves provided</p> <p>All staff given bottles of hand sanitizing gel for their own vehicles.</p>

		<p>hands are not clean</p> <p>Require staff to practice effective social distancing while in and around the workplace and when travelling to and from work by:</p> <ul style="list-style-type: none"> • avoiding non-essential contact with others • keeping a safe distance of at least 2 metres (about 3 steps) from others at all times • avoiding physical contact (eg hugs, handshakes, etc) <p>In all departments, fully implement Public Health England <i>Guidance for Employers and Businesses on Coronavirus</i>, including the following key safety precautions:</p> <ul style="list-style-type: none"> • make any adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate social distancing at work • cancel face-to-face meetings and replace them with video conferencing/ phone conferencing, etc • follow Government health and travel advice • provide personal protective equipment (PPE) as required • increase environmental cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents, disinfectants and PPE • cancel non-essential training and all face-to-face training/recruitment practices • carry out any essential training/ recruitment by using email/online e-learning wherever possible rather than bringing people together face to face • display appropriate public health posters around the workplace, such as <i>Cleaning and Disinfection Guidance</i> and <i>Employers and Businesses Guidance</i> provided by Public Health England 	<p>Covered waste bins provided for disposal of wipes/tissues and disposable gloves</p> <p>Staff should maintain 2 metre social distancing when possible</p> <p>Staggered breaks and lunchtimes introduced to ensure social distancing can be maintained as far as possible</p> <p>Regimen of cleaning and wiping frequently touched surfaces and door handles. Checklist drawn up of daily cleaning tasks to focus on frequently used/touched surfaces</p> <p>Own deliveries avoided as far as possible.</p> <p>All drivers using DTP vehicles are supplied with hand sanitizing gel, disposable gloves and face masks.</p> <p>Use couriers to make deliveries.</p> <p>Limit engineers' external visits and arrange for machines to be sent to DTP for repair/service.</p> <p>Only essential training to be undertaken. Training where possible to be undertaken remotely by video. If not possible then training providers requested to adhere strictly to social distancing rules whilst on site at DTP and asked to formally declare that they</p>
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Cases of Possible Infection On-site

<p>People becoming unwell while on-site or a symptomatic person using a site</p>	<p>High risk of transmission</p>	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow Government advice to self-isolate</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> <p>Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine</p>	<p>All staff have been advised that if they or a member of their household exhibits any symptoms then they should not come to work and notify a Partner by telephone of their situation.</p> <p>Regular daily cleaning schedule implemented.</p>
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Higher Risk Areas of the Workplace			
<p>Potential enhanced risk of transmission in areas such as staff toilets and restrooms</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</p> <p>Increased risk of people coughing and touching door handles, taps and toilet flush handles</p>	<p>Stress the need for staff to follow good hygiene practice at all times, while at work (ie regular handwashing, using tissues and disposing of them appropriately, etc)</p> <p>Managers to ensure that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels</p> <p>Print handwashing instructions/posters and display throughout workplace, especially in toilets</p> <p>Limit numbers of staff who can use toilets at any one time to ensure social distancing</p> <p>Place 60% alcohol hand gels at convenient places with instructions for use</p> <p>Increase environmental cleaning, especially in and around toilets and restrooms and staff rooms; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc.</p>	<p>Staff advised maximum of 2 allowed in Gent’s toilet area and 1 in Ladies toilet area.</p> <p>Supplies of soap and hand santiser monitored weekly.</p> <p>Hand washing and hand sanitising posters placed in all toilet and kitchen/canteen areas.</p>

		Increase toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc.	
Staffing Levels			
Low staffing due to high rates of staff sickness or staff having to self-isolate themselves at home	<p>Staff may get sick with coronavirus infection</p> <p>People who have symptoms must “self-isolate” at home for 7 days from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS</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 14-day isolation period.</p>	<p>Staff who are sick or self-isolating should phone immediately and inform their line-manager</p> <p>Make sure that communications go out that no member of staff should come to work if they are self-isolating or if they have symptoms or if they feel unwell</p>	Staff given Coronavirus “keeping safe” handout
Vulnerable Staff			
Vulnerable staff and staff in high risk categories	<p>Some staff may have pre-existing medical conditions (eg, chronic conditions such as diabetes or asthma) which render them more vulnerable to the dangers of coronavirus infection</p> <p>Some older staff may also be</p>	<p>Ensure all vulnerable or high-risk staff are adequately protected and supported</p> <p>No member of staff in a vulnerable or high-risk category should be expected to come to work during the crisis; they should be advised to follow Government social distancing/medical advice and stay at home</p>	All staff who fall into this category have been identified and advised accordingly.

	<p>vulnerable to the effects of the virus</p> <p>Some staff may be in a “high risk” category as defined by the government (eg those who have had an organ transplant or those who are taking a medicine which weakens their immune system) and in need of special “shielding” arrangements</p> <p>People with pre-existing conditions and older people (over 70) have been advised by the Government to be particularly stringent in complying with social distancing requirements</p> <p>People in the high-risk category have been told that for their safety they must self-isolate at home for 12 weeks; they must not leave home and are subject to special NHS “shielding” arrangements</p> <p>Pregnant women have also been advised to be extra careful and should be considered vulnerable</p>	<p>Where it is possible or appropriate for certain vulnerable or high-risk staff to work from home this may be facilitated</p> <p>Managers should stay in touch with vulnerable or high-risk staff by phone to ensure they are well and to prevent them from feeling isolated</p> <p>As they cannot leave their home at all, the organisation should help to provide additional support for any high-risk staff who may need it; this might include providing shopping or medicines where they are unable to gain support from elsewhere</p>	
Customer Safety			
<p>Customers crowding together and not social distancing</p>	<p>A failure of customer social distancing would place customers at risk of increased virus transmission which would increase impact on the NHS</p>	<p>Limited numbers of customers will be allowed access to facilities to ensure that customers can distance themselves and comply with social distancing requirements</p> <p>Assess risks to customers by reviewing all high-traffic areas and high-traffic points and take steps to ensure that these are adjusted</p>	<p>Signs posted requesting customers/visitors to ring bell and return to vehicle. Staff instructed on dealing with customers/deliveries and collections.</p> <p>New procedure for dealing with visitors and</p>

		to reduce any crowding Signs should be widely displayed asking customers to comply with social distancing advice	collections/deliveries drawn up in consultation with staff and all staff handed a copy.