

General Health and Safety

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INSTRUCTIONS

ASSESSMENT STAGE: Complete section **A1**; Identify hazards and assign pre and post likelihood and consequence scores (using a 3x3 or 5x5 matrix) in section **A2**. Control Measures to reduce risks can then be added.

Section A1 - Assessment Information

Reference / title	HR 128 7.0 COVID-19
Location	Morgan grp Ltd
Org group	Morgan Grp Limited
Activity / item / area	COVID-19
Person(s) at risk	Contractors, Employees, Visitors, Vulnerable Persons
Contract description	
Contract site	All Sites

Risk matrix	5x5
Assessor	Rhydian Jones
Assessment date	01/02/2022
Reviewed by	Rhydian Jones
Reviewed date	28/01/2022
Monitoring frequency	
Next review due	21/02/2022

Section A2 - Risk / Control Measures

Category	Hazard	Pre-Control Risk Level			Post-Control Risk Level		
		Likelihood	Consequence	Total	Likelihood	Consequence	Total
General	Virus transmission for staff in workplace or through workplace activities (COVID-19)	4	4	16	2	4	8

Control Measure

All staff members are fully briefed with the current advice (Alert Level Zero) on staying protected through the company lines of communication - this is via regular email updates to administrative staff, copies posted on noticeboards and digital updates via TV screen in canteen.

Daily checks undertaken to record temperature and to confirm staff are free of the main symptoms of COVID-19 before attending work. Records of these checks are maintained.

Face Coverings advisory in all indoor areas with signage in place to denote these areas. Public Areas (Reception) remains a mandatory face covering zone.

Advice displaying current COVID-19 symptoms and self-isolation advice is posted on TV Screens, Noticeboards and via email and updated in line with Public Health advice.

Evidence of Test Results & Vaccination status requested to confirm and validate correct isolation period to be supplied before any person who has self-isolated can return to work.

Staff who are able to perform their duties from home are to work from home.

Posters and floor markings are displayed in all areas clearly explaining Social Distancing rules and to maintain a 2m distance.

Employees are reminded to update the employer if their current health status changes and if they are displaying any symptoms of COVID-19, and must follow the self-isolation requirements.

Staff instructed to follow high levels of personal hygiene by regularly washing hands for 20 seconds. Guidance on hand washing techniques posted in hand washing areas.

Regular contract cleaning continuing, with particular attention to common areas and common touch points.

Perspex Screens installed in canteen areas to ensure physical segregation in busy areas.

Hand Sanitiser dispensers with alcohol based hand sanitiser placed across site.

Sanitiser sprays provided to regularly clean down machinery which is shared. Adequate supplies of sanitiser is retained on all sites.

NHS COVID-19 App QR Code poster displayed and visitors to sign in when attending site.

Temperature check and symptom check for all visitors attending site. Records are retained of checks that are undertaken.

Where Social Distancing cannot be maintained, staff advised to minimise face to face contact and keep this to less than 15 minutes, and working side by side where possible. Additional PPE will be required, such as FFP3 Face mask if working in confined/close proximity to others. (Face fit test certificate required)

Meetings with customers/suppliers to take place using technology such as video conferencing.

Any briefings such as tool box talks to be conducted in the open air to smaller numbers.

CCTV regularly monitored to ensure compliance to Risk Assessment.

Employees encouraged to use utilise outside areas where available to take break periods.

Limited persons at any one time in confined spaces such as locker rooms / changing areas to ensure Social Distancing is met

Employees advised not to car share when travelling to work - any persons sharing will be asked to Self Isolate should any person in vehicle display symptoms / test positive.

Signage in place on all toilets denoting limited numbers in the facility at any one time

Ventilation in canteen areas to be increased by keeping windows open to minimise risk of spread of COVID

Staff advised to wipe down tables and surfaces in canteens following use at break times using the sanitising wipes provided

Employees attending works on customer sites as part of installation work are to follow the social distancing guidance and always adopt robust hygiene measures on arrival.

Air Conditioning Systems regularly serviced by competent person

When driving company fleet vehicles, clean and disinfect vehicle (levers, gear stick and steering wheel) upon departure from site.

Category	Hazard	Pre-Control Risk Level			Post-Control Risk Level		
		Likelihood	Consequence	Total	Likelihood	Consequence	Total
General	Psychological / Staff Wellbeing	3	3	9	1	3	3

Control Measure

Regular communication lines are established with staff by line managers, such as team meetings via video conference, daily check ins to ensure staff wellbeing is monitored.

Workloads are monitored by the department line manager.

Teams have established strong relationships and open communications and operate in a supportive culture.

Concerns on workload issues or support needs are escalated to line manager.

Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs

Regular information provided on access to wellbeing/mental health initiatives and support mechanisms.

Employee Assistance Programme available to all staff to provide wellbeing advice and support - free and confidential

Category	Hazard	Pre-Control Risk Level			Post-Control Risk Level		
		Likelihood	Consequence	Total	Likelihood	Consequence	Total
General	Changes in Emergency Provision	3	4	12	1	4	4

Control Measure

Site visits only be conducted if essential and emergency procedures will be communicated on arrival.

Social distancing requirements included on all inductions / work permit issues.

Where essential maintenance required, this is scheduled to take place when work areas are un-occupied to reduce social contact.

Changes to fire safety and first aid provision to mitigate reduced staff in buildings/site is reviewed on a regular basis

In an emergency situation such as an accident, fire or break in, people do not have to stay 2m apart if it would be unsafe

Visitor records are maintained in the event of contact tracing being required

Category	Hazard	Pre-Control Risk Level			Post-Control Risk Level		
		Likelihood	Consequence	Total	Likelihood	Consequence	Total
General	Increased home working resulting & use of Display Screen Equipment (DSE)	2	2	4	2	1	2

Control Measure

All staff given sufficient information, instruction and training in use of equipment.
Employees working at home to conduct DSE self-assessment and to advise H&S Department of any issues.
Free eye tests are provided to all employees using DSE.
Managers to ensure that staff know how to adjust equipment or own comfort.
Ensure correct workstation setup and posture prior to starting work.
Ensure regular work breaks to avoid injuries / strain.