

COVID19 Workplace Preparedness Risk Assessment

Name(s) and (Position) of Assessor(s):	Nick Pack (General Manager) and JR Thompson (Compliance Manager)
RA Date and Duration to Apply Period:	29th May 2020 – For the foreseeable future and until further notice based on the guidance and advice taken from GOV.UK and HSE
Location being Assessed:	The Depot and Premises of Capital Traffic Management Ltd (CTM), The Old Council Yard, Hedingham Road, Great Yeldham, Essex. CO9 4HS.
Workplace Areas being Assessed:	<p>The Depot is enclosed by security fencing and is entered through a set of security gates which are padlocked during out of hour's periods. The external area of the premises has a hardstanding for the parking for commercial vehicles, staff and visitors cars. Traffic Management equipment is stored around the perimeter fencing of the compound, as well as 3 quarantine zones and 4 waste segregation zones. There is CCTV in operation for the external areas of the premises.</p> <p>The Depot also consists of single story office and storage buildings including;</p> <ul style="list-style-type: none"> • A high roofed Plant Storage Hangar, housing a Forklift, Traffic Lights, Batteries & Charging Bays, Tower Lights and a controlled COSHH security cabinet. • A garage style unit for the organisation and storage of Road Sign Plates • 1 Main Reception Office area housing the premises alarm, Vehicle key storage, 5 desk work stations, photocopier and laser printer for CAD design sign making. Main Server. • 1 Administration Office area housing 4 desk work stations, printer, stationery storage and doorway leading in to; • A separate Directors Office with 2 desk work stations and another door leading in to: • A small private meeting room housing 4 chairs and a table, securely locked cabinet containing private and confidential information and data. • Another building houses a kitchen area with washing up and food preparation facilities, and a door leading in to; • A Large Room used for company training and meetings. This also doubles up as a sign making area and canteen area. • There are two separate doors leading in to W.C.'s for male and female use with hand washing facilities. <p>Two further private use storage areas are locked with no unauthorised admittance accept for the Directors.</p>
Tasks being Assessed:	<p>To ascertain the overall Health and Safety Preparedness of The Company's Workplace, Premises, Equipment etc.. before the return to work of its employees and all other visiting personnel after the easing of the COVID-19 Lockdown. All aspects of all operations undertaken by The Company are to be considered, and any necessary additional control measures are to be actioned before the return of any employees. Below are some of the Tasks that should be questioned and considered when undertaking this Risk Assessment.</p> <p>Considerations should be made regarding the reasonably practicable possibilities in re-designing the workplace to provide a safer place to work by maintaining social distancing. Potentially incorporate other rooms to spread the staff out more. Look to see if there can be improvements to the way all the desk work stations are situated. Consider moving work stations around so they do not face another user. Add screens and partitions to contain employees own space. Establish which employees are able to perform their job roles by still working from home. Stagger the times that employees are at work to reduce numbers sharing the same work space. Provide more sterilisation areas for sanitising hands. Note the places in areas where most people commonly touch same surfaces. Increase the amount of general cleaning of specific areas. Check that the cleaning products are suitable for killing the virus and there are enough cloths. Control the disposal of the used cleaning equipment. Consider how to protect the cleaners more when/if they are subjected to increased exposure. New Processes and Procedures maybe required to deep clean equipment that someone who falls ill with COVID-19 has been using. Installation of signage informing and reminding the recommended way of how and where to wash hands more frequently. Consider all work equipment that is shared in the workplace, including vehicles, and explore ways of assigning specific items to singular users. Question schedules of operations to explore possible ways to create minimal contact with fellow employees and outside contractors. Assess individual employee's state of health and their household before they return to the workplace. Establish which employees may be more at risk by falling into the Vulnerable Group. Ascertain whether they have full understanding of the COVID-19 virus and the requirements of the new control measures set in this risk assessment. Establish and advise on how all relevant COVID-19 information will be communicated to all employees and other relevant personnel. Possible new Processes and Procedures will be required to show how employees report possible infections, and then what they will be required to do, what provisions are available for them if they are suffering from anxiety due to the pandemic or if they have suffered a personal loss as a result of it. Reporting on how employees are following the rules, have they been communicated properly by managers which will enable them to supervise effectively. More stringent monitoring of PPE will be advised. Explore if wearing gloves enhances the spread of the virus as opposed to frequent washing and sterilising of hands instead. Establish if face masks are required and if so, are they changed regularly and disposed of correctly. Monitor and maintain all controls, review and revise risk assessment accordingly. Monitor the Government/HSE guidance and advice daily. Review and update this Risk Assessment based on any changes or other findings.</p>

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<i>Issue Reason:</i>	New Document	<i>Issue Date: & Last Update:</i>	29/05/2020	01/16/2020
<i>Written By:</i>	JR Thompson	<i>Authorised By:</i>	Jonathan Thompson	

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What are the Hazards?	Who might be Harmed and How?	Existing Risk Control Measures:	Additional Risk Control Measures:	Actions by Whom:	Actions by When:
<p>COVID-19 Coronavirus spread in minute water droplets expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and then onto surfaces touched. The virus can survive on surfaces for a period of time after transfer, depending on such things as: The surface type. Its moisture content. And the temperature.</p> <p>THIS IS REGARDED AS A CRITICAL HAZARD.</p>	<p>Who</p> <p>- All Capital Traffic Employees consisting of:</p> <ul style="list-style-type: none"> • 3 No Directors • 5 Dept. Managers • 5 Office Staff • 1 Staff on Maternity Leave • 1 Staff works from home. • 1 Depot Operative • 11 TM Operatives <p>-Visitors to the premises -Maintenance Contractors -Cleaning Contractors -Service Engineers -Delivery Drivers -Agency Workers Anyone else who physically comes in to contact with you in relation to the business. -The people that are more susceptible to being affected by the virus fall into the Vulnerable Group category which includes:</p> <ul style="list-style-type: none"> • The Elderly • Pregnant Workers • Those with existing underlying health conditions <p>How</p> <p>If the virus is passed from person to person, whilst many survive the infection, some may die from the disease.</p> <p>Cont'd</p>	COVID-19 Hierarchy of Controls		Colour Boxes when Assigned	Colour Boxes when Completed
		Elimination	Elimination	Managers to monitor	Ongoing
		Substitution	Substitution	n/a	n/a
		Engineering Controls	Engineering Controls	NP & JRT	08/06/2020
		Engineering Controls	Engineering Controls	NP & JRT	08/06/2020
		<i>Additions Pending:</i>			

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Cont'd		<p align="center"><u>Administrative Controls</u></p> <p>Undertake a detailed Risk Assessment for COVID-19 before returning employees to the workplace.</p>	<p align="center"><u>Administrative Controls</u></p> <p>Frequently monitor the Risk Assessment. Review and update it according to any new guidance and advice that is forever changing and would be applicable to any part of it.</p>	JRT	29/05/2020
		<p>In addition to the kitchen and wash room facilities, Hand Sanitiser is provided around the workplace.</p>	<p>Consider all work stations and other buildings being allocated with Hand Sanitising zones.</p>	KMT & NJ	01/06/2020
		<p>Employees are encouraged to wash their hands more frequently and are reminded of this with signage displayed in all the appropriate areas. There is blue signage showing the process of washing hands thoroughly also displayed above the washing up zones.</p>	<p>Consider increasing signage with RED coloured STOP AND WASH YOU HANDS signs on the inside of exit doorways as another reminder to people.</p>	JRT	01/06/2020
		<p>In addition to the paper towel rolls in the washing up zones, individual paper towels are provided to use as well.</p>	<p>Consider Electric Hand Dryers for the W.C areas</p>	KMT & NJ	01/06/2020
		<p>Enhanced cleansing and cleaning for the most regularly used areas.</p> <p><u>W.C.'s</u> Always flush and clean the toilets after you have used them. Always wash your hands after using the toilet.</p>	<p>Display clear guidance for the hygienic use of WC areas. Display clear guidance for the cleaning process of WC areas.</p>	ALL	08/06/2020
		<p>Enhanced cleansing and cleaning for the most regularly used areas.</p> <p><u>Kitchen</u> The Kitchen and food preparation area is to be kept hygienic at ALL times by EVERY person who uses the facilities. All glassware, cutlery and chinaware must be washed and cleaned BEFORE use and AFTER use.</p>	<p>Display clear guidance for the hygienic use of the Kitchen area.</p> <p>Use kitchen roll provided to dry all kitchenware and equipment after washing, then dispose of the paper towel accordingly. DO NOT USE tea towels for wiping or drying anything.</p>	All	08/06/2020
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Cont'd	Equipment and surfaces that are used and touched on a regular basis are cleaned and disinfected more often.	Encourage the employees not to share equipment if possible and to keep their equipment sanitised and clean every day it is used.	ALL	01/06/2020
	Steps taken to assist employees to work from home where reasonably practicable. Ensure they are provided with the required equipment and have access to all relevant systems and included in all relevant communications. Personal communication is also kept up with to discuss their mental and physical state of wellbeing and to make sure they are safe and well.	Consider staff to remain working from home where reasonably practicable. Balance home working with office working at different times of the day and on different days of the week. This will benefit the workplace with less employees at any one time.	NP	01/06/2020
	Main car park sign for visitors has been replaced with No Unauthorised Entry to Depot sign and informing the drivers to call the office number for further instructions on parking or delivering goods.	Client meetings are by appointment only.	NP	01/06/2020
	Signs are displayed around the inside used space of ALL buildings requesting the need to maintain safe distancing.	Consider displaying externally the same signage around the perimeter fencing and gates of the compound to also remind everyone to keep at a safe distance at all times and in all areas.	JRT	01/06/2020
	Operations are considered and scheduled for one person where possible with activity time kept to the minimum required. Times of arrival and departure for Operatives are staggered when possible.	Where teams of two people are required, a Fixed Team process will apply to avoid too many people mixing unnecessarily.	NP & SC	01/06/2020
	<i>Additions Pending:</i>			
	This Risk Assessment is subject to amendments based on daily updates and further guidance & advice given by The Government and The HSE			

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