

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer CONVEY BROS Date 12TH MAY 2020

Who to contact: STEVE BURN Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

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The Management of Health and Safety at Work Regulations 1999 (As amended) (Regulation 3.)

Situation being assessed: COVID-19 Coronavirus

Safety Assessor: Mr Steve Burn.
Dip.RSA CMIOSH MIIRSM

Signature:



Position Held: Health and Safety Manager.

Assessment Date: 29/05/2020

Date of Review: 19/06/2020

Equipment: 2 x soap, 2 x 100 disposable gloves, 3 x microfiber cloths, 10 x refuse bags
Bucket, Face masks.

Process/Operation: Window cleaning operations, within COVID-19 Coronavirus climate.

Personnel at Risk: Window cleaners, office staff and site personnel/residents.

Hazard Identification: Staff with increased risk of severe illness from Covid-19. Staff presenting Covid-19 symptoms. Transmission of Covid-19 from staff to staff. Transmission of Covid-19 from staff to customers. Transmission of Covid-19 from customers to staff. Transmission of Covid-19 from customer surfaces to staff. Shortage of PPE equipment. Transmission of Covid-19 from equipment to staff. Protecting social distancing measures. Site transportation of staff. Kitchen areas. Filling vehicles with fuel. Parcel deliveries. Visitors & or office meetings

Relevant Health & Safety Regulations, limitations & restrictions:

HSE

ACoP/Guidance:

The Health & Safety at Work etc Act 1974

The Management of Health and Safety at Work Regulations 1999 (as amended 2006)

The Control of Substances Hazardous to Health Regulations 2002 (as amended 2004)

L5

The Provision and Use of Work Equipment Regulations 1998 (as amended 2013)

L22

The Personal Protective Equipment at Work Regulations 1992 (as amended 2013)

L25

The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended 2002)

L24

The Manual Handling Operations Regulations 1992 (as amended 2002)

L23

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

NDG453 (rev1)

(draft)

Scale of Risk Being Assessed:

Low Risk.

Medium Risk.

High Risk.

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RISK ASSESSMENT: COVID-19 Coronavirus

Risk Assessment Score System					
Probability Score			Outcome Severity Score		
1	Unlikely	probably never happen	1	Superficial injury	
2	Possible	could occur sometime	2	Minor injury	
3	Probable	will occur sometimes	3	Major injury	
4	Certain	expected to occur	4	Major, multiple injuries	

	Severity Score			
Probability Score	1	2	3	4
4				
3				
2				
1				

RISK RATING = PROBABILITY X OUTCOME SERVERITY		
Score up to 3	LOW	No remedial action necessary, level of risk satisfactory. Work to proceed as instructed in the safe working method statement.
Score up to 6	MEDIUM	Proceed as instructed in method statement using the identified control measures or collective and individual PPE to control the residual risk.
Score up to 16	HIGH	Activity must not proceed, until additional suitable & sufficient control measures have been identified and implemented.

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RISK ASSESSMENT: COVID-19 Coronavirus

HAZARDS IDENTIFIED	PERSON AT RISK: POSSIBLE EFFECT:	RISK RATING P X S =	RISK CONTROL MEASURES	RESIDUAL RISK P X S =	ADDITIONAL CONTROL MEASURES REQUIRED.
Staff with increased risk of severe illness from Covid-19.	Staff with underlying health condition. Likely to have severe illness due to Covid -19	3 x 4 = 12 High Risk	<ol style="list-style-type: none"> 1) Site personnel with underlying health condition to stay furloughed at home. 2) Procedure to be put into place for office staff to control the risk of spreading/contracting Covid-19. Everyone entering the office area to wash hands for 20 seconds or use hand sanitiser. Everyone to maintain 2m distancing. Desks to be minimum of 2m apart, where necessary utilise empty rooms. All equipment to be used by one person only. Equipment to be decontaminated each morning. High traffic areas to be decontaminated each morning such as door handles, light switches. 	1 x 3 = 3 Low Risk	

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HAZARDS IDENTIFIED	PERSON AT RISK: POSSIBLE EFFECT:	RISK RATING P X S =	RISK CONTROL MEASURES	RESIDUAL RISK P X S =	ADDITIONAL CONTROL MEASURES REQUIRED.
Staff presenting Covid-19 symptoms.	Employees risk of contracting Covid-19	3 x 4 = 12 High Risk	Employees presenting Covid-19 symptoms. Inform office personnel of symptoms. Remain at home for 7 days. Any employee working from same vehicle to also self-isolate for 14 days.	1 x 3 = 3 Low Risk	
Transmission of Covid-19 from staff to staff.	Employees risk of contracting Covid-19	3 x 4 = 12 High Risk	Office procedure for prevention and controlling the spread of Covid-19. Everyone entering the office area to wash hands for 20 seconds or use hand sanitiser. Everyone to maintain 2m distancing. Desks to be minimum of 2m apart, where necessary utilise empty rooms. All equipment to be used by one person only. Equipment to be decontaminated each morning. High traffic areas to be decontaminated each morning such as door handles, light switches.	1 x 3 = 3 Low Risk	
Parcel deliveries	Employees risk of contracting Covid-19	3 x 4 = 12 High Risk	Gloves to be worn. Remove all packaging from parcel. Dispose of parcel and gloves in external bin. Sanitise hands when re-entering office.	1 x 3 = 3 Low Risk	
Visitors & or office meetings		3 x 4 = 12 High Risk	Necessary meetings only. Maintain 2m distances, keep meetings short duration. Only necessary visitors- by appointment only.	1 x 3 = 3 Low Risk	

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HAZARDS IDENTIFIED	PERSON AT RISK: POSSIBLE EFFECT:	RISK RATING P X S =	RISK CONTROL MEASURES	RESIDUAL RISK P X S =	ADDITIONAL CONTROL MEASURES REQUIRED.
Transmission of Covid-19 from staff to staff.	Employees risk of contracting Covid-19	3 x 4 = 12 High Risk	Vehicle based operative's procedure for the prevention and controlling the spread of Covid-19. Disposable gloves to be used at all times, face coverings to be worn while inside of the vehicle and inside of any customer premises. 2 operative's maximum inside of each vehicle. 2m distances to be maintained, while onsite. Equipment to be washed after use. Internal vehicle cab areas to be sanitised/washed at end of each shift.	2 x 3 = 6 Medium Risk	
Transmission of Covid-19 from staff to customers.	Customers risk of contracting Covid-19	3 x 4 = 12 High Risk	Vehicle based operative's procedure for the prevention and controlling the spread of Covid-19. Disposable gloves to be used at all times, face coverings to be worn while inside of any customer premises. 2m distances to be maintained while working externally and where possible internally, while onsite. Equipment to be washed after use. Internal vehicle cab areas to be sanitised/washed at end of each shift.	1 x 3 = 3 Low Risk	
Filling vehicles with fuel	Employees risk of contracting Covid-19	3 x 4 = 12 High Risk	Gloves and face coverings to be worn, while filling vehicle and paying for fuel.	1 x 3 = 3 Low Risk	

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HAZARDS IDENTIFIED	PERSON AT RISK: POSSIBLE EFFECT:	RISK RATING P X S =	RISK CONTROL MEASURES	RESIDUAL RISK P X S =	ADDITIONAL CONTROL MEASURES REQUIRED.
Transmission of Covid-19 from customers to staff.	Employees risk of contracting Covid-19	3 x 4 = 12 High Risk	Vehicle based operative's procedure for the prevention and controlling the spread of Covid-19. Disposable gloves to be used at all times, face coverings to be worn while inside of any customer premises. 2m distances to be maintained while working externally and where possible internally, while onsite. Equipment to be washed after use. Internal vehicle cab areas to be sanitised/washed at end of each shift.	1 x 3 = 3 Low Risk	
Transmission of Covid-19 from customer surfaces to staff.	Employees risk of contracting Covid-19	3 x 4 = 12 High Risk	Vehicle based operative's procedure for the prevention and controlling the spread of Covid-19. Disposable gloves to be used at all times, face coverings to be worn while inside of any customer premises. Observe the site rules in place to protect any vulnerable people. 2m distances to be maintained, while onsite. Equipment to be washed after use. Internal vehicle cab areas to be sanitised/washed at end of each shift.	1 x 3 = 3 Low Risk	
Shortage of PPE equipment.	Employees risk of contracting Covid-19	3 x 4 = 12 High Risk	Nominated Partner to ensure supply chain and provision of all necessary PPE is maintained.	1 x 3 = 3 Low Risk	

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HAZARDS IDENTIFIED	PERSON AT RISK: POSSIBLE EFFECT:	RISK RATING P X S =	RISK CONTROL MEASURES	RESIDUAL RISK P X S =	ADDITIONAL CONTROL MEASURES REQUIRED.
Transmission of Covid-19 from equipment to staff.	Employees risk of contracting Covid-19	3 x 4 = 12 High Risk	Vehicle based operatives procedure for the prevention and controlling the spread of Covid -19 to include washing/sanitising work equipment after use at each customer site.	1 x 3 = 3 Low Risk	
Protecting social distancing measures.	Employees and customers risk of contracting Covid-19	3 x 4 = 12 High Risk	Office and site procedures to protect 2m social distancing measures or introduce gloves and face covering PPE equipment to control the risks of spreading Covid – 19.	2 x 3 = 6 Medium Risk	
Site transportation of staff.	Employees risk of contracting Covid-19	3 x 4 = 12 High Risk	Vehicle based operative's procedure to include staff limits per vehicle, transport to and from work and gloves and face covering PPE details while in vehicles.	2 x 3 = 6 Medium Risk	
Kitchen Areas	Customers risk of contracting Covid-19	3 x 4 = 12 High Risk	Wash hands before and after working in the kitchen. Only one person to be within kitchen area at any time. Only personal kitchen items to be used by each person. All utensils and kitchen equipment to be immediately washed after use.	1 x 3 = 3 Low Risk	

ACTION: Additional control measures identified as necessary in this assessment: NONE.

WHEN: Date for implementation of identified additional control measures: N/A

By Whom: N/A

Date Actions completed: N/A

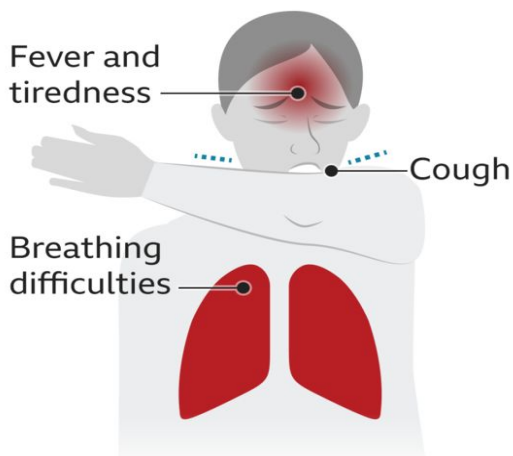
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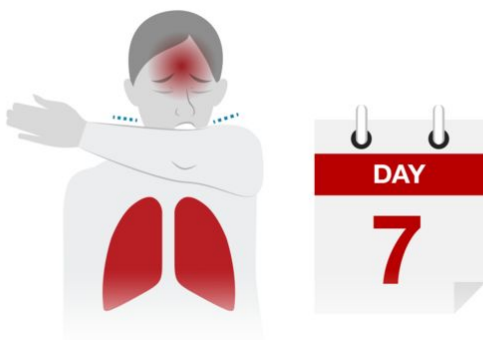
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Covid-19-CORONAVIRUS

What are the symptoms - What should I do if I think I have coronavirus?



If you have a new cough or high temperature you should stay at home for seven days



If your symptoms get worse or are no better after seven days seek medical advice

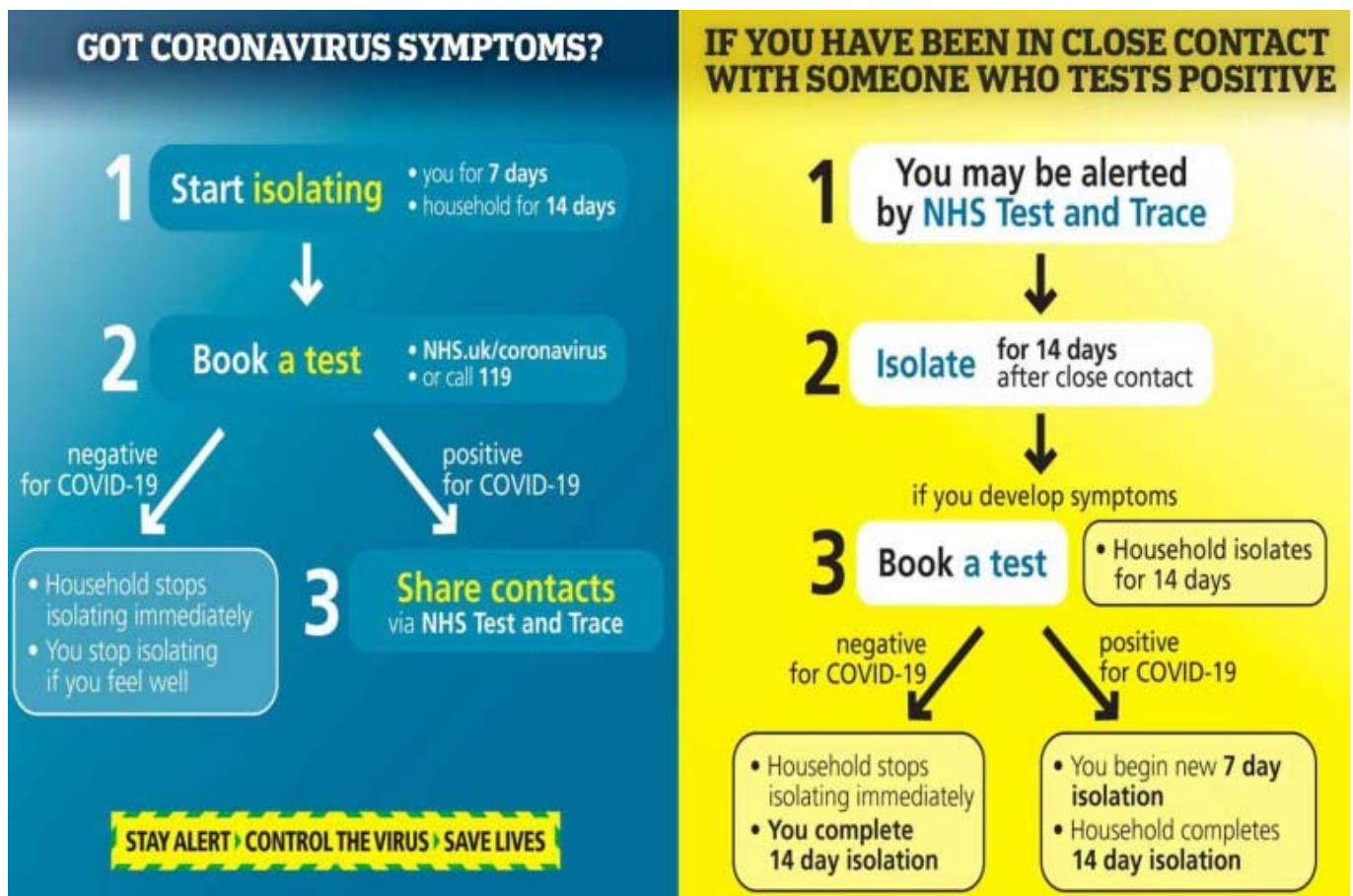
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The new NHS England's Track and Trace system has now been introduced, it will work to find people who are currently infected with the virus. Tracers will be able to track down the contacts of around 10,000 people per day.

Track & Trace Procedures:



What to do if you need to stay off work.

If you have Covid-19 symptoms do not attend work. Telephone your supervisor to inform him you are to stay at home for 7 days, due to Coronavirus symptoms. You can contact NHS.uk/coronavirus to book a test or for up to date advice.

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Supervisor and remaining team members are not to attend work for 14 days. If any of you start to display symptoms, book a test, you need to stay at home for 7 days from when the symptoms appeared, regardless of what day you are on in the original 14 day isolation period. You can contact NHS.uk/coronavirus to book a test or for up to date advice.

On day one of the isolation period. The supervisor must ring the office to inform them of the actions being taken and that the team will be absent from work.

METHOD STATEMENTS

Convey Bros – Office Protection Procedure. Office Personnel.

- 1) ALL office staff to be transported to and from work via works vehicle, or car.
- 2) Everyone entering the office area to sanitise their hands using the provided hand sanitiser gel situated at the main entrance door.
- 3) If sanitising hand jell is unavailable, everyone entering the office area to wash their hands for 20 seconds, with soap and water, from either the male or female toilet.
- 4) Keep all rooms well-ventilated.
- 5) Everyone where practicable to maintain 2m distancing.
- 6) High traffic areas to be decontaminated each morning using anti-virus surface cleaner to areas such as door handles, light switches, kitchen surfaces, etc.
- 7) Desks in use to be minimum of 2m apart, where necessary utilise empty office areas.
- 8) All desk equipment to be used by one person only. (NO hot desking).
- 9) All desk and computer equipment to be decontaminated each morning, using anti-virus surface cleaner.
- 10) Only one person to be within kitchen area at any time.
- 11) Wash hands before and after working in the kitchen.
- 12) Only personal kitchen items to be used by each person.
- 13) All utensils and kitchen equipment to be immediately washed after use.

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Convey Bros – Office Protection Procedure. Site Personnel.

- 1) Only one van/team to be filling up at any one time. Stay next to your van until it is your turn to fill up, with de-ionised water. EVERYONE to stay 2m apart, while waiting to fill up.
- 2) Keep your disposable gloves on. Masks can be removed if 2m distances are maintained.
- 3) After replenishing the water tank, dispose of gloves into vehicle refuse bag.
- 4) Dispose vehicle refuse bag (from that day's work) in external office refuse bin.
- 5) Enter office area only if necessary.
- 6) Everyone entering the office area to sanitise their hands using the provided hand sanitiser gel situated at the main entrance door.
- 7) If sanitising hand jell is unavailable, everyone entering the office area to wash their hands for 20 seconds, with soap and water, from either the male or female toilet.
- 8) In office observe social distancing of minimum 2m (three steps), between persons.
- 9) Before re-entering the van put on new disposable gloves and replace mask.

Convey Bros – Site Protection Procedure. High Risk Site Personnel.

Site personnel with severely underlying health conditions to stay furloughed or on statutory sick pay, whichever is appropriate, they must remain *shielded* at home.

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Convey Bros – Site Protection Procedure. Site Personnel.

Supervisor to sign satisfaction note, do not pass book to or leave copy with customer site personnel.

Supervisors to ensure premises address, the date and time onsite and names of personnel onsite are entered onto all satisfaction notes, this is to enable us to maintain full traceability, of who attended site and when, for all contracts. (To enhance traceability of possible Covid-19 contacts).

- 1) ALL site staff to be transported to and from work via works vehicle.
- 2) Operatives to work in FIXED teams of TWO for each work vehicle.
- 3) Before entering the vehicle put on face coverings, keep face coverings on at all times when in vehicle.
- 4) Before entering the vehicle put on disposable gloves, keep gloves on at all times when in vehicle.
- 5) When arriving onsite, observe social distancing at all times of a Minimum of 2m (three steps), between persons/client.
- 6) Observe the site rules in place to protect any vulnerable people.
- 7) External working, set out site for window cleaning, with cones, signs etc. Gloves to be kept on, but face coverings can be removed during cleaning (keep them in the vehicle) as long as 2m social distancing between staff and site persons can be maintained at all times.
- 8) Check with office/site if internal window cleaning is to take place.
- 9) Internal working, Gloves and face coverings to be kept on at all times, where possible maintain 2m social distancing.
- 10) Soap, water, microfiber cloth, bucket. Have been provided.
- 11) When the task is completed, Equipment to be washed with soap/water after use and returned to the vehicle.
- 12) Dispose of gloves in refuse bag kept within van.
- 13) Wash hands for 20 seconds before leaving site.
- 14) Dry hands with microfiber cloth.
- 15) Put on new set of disposable gloves and replace face covering if it has been previously removed before re-entering the vehicle.
- 16) Dispose of vehicle refuse bag in external office refuse bin at the end of the shift.
- 17) At the end of the day decontaminate/wash all vehicle internal cab areas, such as steering wheel, door handles, dash board, switches, seat belts etc.

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Additional equipment:

Additional equipment provided for implementation of method statements (supervisor to replenish equipment during weekly GN06 meeting).

2 x soap, 2 x 100 disposable gloves, 3 x microfiber cloths, 10 x refuse bags, Bucket
Face coverings.

Simon Convey (Partner) to ensure supply chain and provision of all necessary PPE is maintained.

Vehicle refuelling procedure.

- 1) Bring the vehicle to a stop parking next to the desired refuelling pump.
- 2) Only the driver to exit vehicle.
- 3) The driver must keep on his disposable gloves and face covering. (Pump handles will have been used by multiple persons, reason for keeping gloves on).
- 4) Fill the vehicle with fuel.
- 5) Report to the kiosk to pay for the fuel. (Other customers may not adhere to 2m social distancing rules, reason for keeping face coverings on).
- 6) Where possible, keep 2m distance when waiting in the payment queue.
- 7) On returning to the vehicle, remove the disposable gloves and dispose of them in the bin at the pump.
- 8) Put on new disposable gloves, before entering the vehicle.

Parcel/equipment delivery.

- 1) Delivery to be left at internal entrance door.
- 2) Do not sign for delivery.
- 3) Put on disposable gloves before touching the parcel.
- 4) Remove all packaging from the parcel.
- 5) Dispose of all packaging into external refuse bin.
- 6) Remove disposable gloves, dispose of gloves into external refuse bin.
- 7) On returning to the office area, sanitise your hands using the provided hand sanitiser gel situated at the main entrance door.
- 8) If sanitising hand jell is unavailable, on entering the office area wash your hands for 20 seconds, with soap and water, from either the male or female toilet.

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Visitors/office meetings:

- 1) Visitors- are they necessary? If so by appointment only.
- 2) Everyone entering the office area to sanitise their hands using the provided hand sanitiser gel situated at the main entrance door.
- 3) If sanitising hand jell is unavailable, everyone entering the office area to wash their hands for 20 seconds, with soap and water, from either the male or female toilet.
- 4) Meeting room table, chairs etc, to be sanitised/cleaned before and after the meeting has taken place.
- 5) Only absolutely necessary participants should attend meetings.
- 6) Set out the office to achieve and maintain a 2m separation between delegates throughout the meeting.
- 7) Necessary meetings –keep meetings short and precise.
- 8) Provide hand sanitiser in meeting rooms.
- 9) Avoiding transmission during meetings, such as, avoiding sharing pens and other objects.
- 10) Keep meeting room well-ventilated.

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This risk assessment document has been communicated to me. I have had the opportunity to discuss and amend this assessment and fully understand the contents. I agree to work within the safe method statements itemised within this document.

I will immediately bring to the attention of management any hazard in my work environment that I consider the risk of contracting Covid-19 is not suitably or sufficiently controlled.

I will cease work until the identified hazard has been considered by management and is now suitably controlled.

Date	Name	Signature

Date	Description of uncontrolled hazard

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