

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. Signature:  **Position Held: Health and Safety Manager.**
Dip.RSA CMIOSH MIIRSM

Assessment Date: 08/02/2021

Date of Review: 05/04/2021

Equipment: 2 x soap. 3 x microfiber cloths. Bucket. Face masks. Hand sanitiser.

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
(draft)

NDG453 (rev1)

New Covid Variants: This review was conducted, to take account of the new variants, which are proving to be more easily transmitted. Our office personnel work activities cannot be carried out successfully by working from home, we have one extremely vulnerable individual and two vulnerable persons working from our office.

This risk assessment and safe working methods (Issue 1, Rev M) for our site personnel and especially our office personnel, has been amended and updated to further protect our vulnerable staff.

Prepared By:	Steve Burn	Date: 8th February 2021	Revision
Authorised By:	Simon Convey	Date: 8th February 2021	M

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Scale of Risk Being Assessed:

Low Risk.

Medium Risk.

High Risk.

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	Yellow	Red	Red	Red
3	Green	Yellow	Red	Red
2	Green	Yellow	Yellow	Red
1	Green	Green	Green	Yellow

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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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 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 10 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 packaging 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. Hand washing and or hand sanitiser to be used. 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. Hand washing and or hand sanitiser to be used. 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. Hand washing and or hand sanitiser to be used. 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. Hand washing and or hand sanitiser to be used. 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 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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What to do if you need to stay off work.

If you have come into close contact with someone with a positive Covid-19 test or you have developed covid - 19 symptoms do not attend work. Telephone your supervisor to inform him you are to stay at home for 10 days, due to Coronavirus isolation procedure. You can contact NHS.uk/coronavirus to book a test or for up to date advice.

Supervisor and remaining team members are not to attend work for 10 days. If any of you start to display symptoms, book a test, you need to stay at home for 10 days after the day symptoms appeared or positive test result), regardless of what day you are on in the original 10 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.

How to wear a face covering

Your face covering must:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

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When wearing your face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed.

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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 distancing apart, while waiting to fill up.
- 2) Face coverings can be removed if 2m distances are maintained.
- 3) Sanitise hands, with hand sanitising gel.
- 4) Fill vehicle H&SP22 Van Tank Filling Procedure
- 5) After replenishing the water tank, H&SP22 Van Tank Filling Procedure.
- 6) Sanitise hands, with hand sanitising gel.
- 7) All team members, before re-entering your van replace your face covering.
- 8) Enter office area only if necessary.
- 9) If necessary, only one person at a time, allowed into the office area.
- 10) Put on your face covering before entering the main entrance into the office.
- 11) Before entering the office sanitise your hands using the provided hand sanitiser gel situated at the main entrance door.
- 12) If sanitising hand jell is unavailable, when entering the office wash your hands for 20 seconds, with soap and water, from either the male or female toilet.
- 13) While in the office observe social distancing, a minimum of 2m distancing between persons.

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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 sanitise hands, with hand sanitising gel.
- 4) Before entering the vehicle put on face coverings, keep face coverings on at all times when in vehicle.
- 5) When arriving onsite, observe social distancing at all times of a Minimum of 2m distancing between persons/client.
- 6) Observe the site rules in place to protect any vulnerable people.
- 7) External working, when arriving onsite sanitise hands, with hand Sanitising gel.
- 8) Set out site for window cleaning, with cones, signs etc. 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.
- 9) Soap, water, microfiber cloth, bucket. Have been provided.
- 9) **If window cleaning gloves are required for water-fed pole cleaning, thoroughly wash gloves with soap and water for 20 seconds before use.**
- 10) Check with office/site if internal window cleaning is to take place.
- 11) Internal working, sanitise hands, with hand sanitising gel.
- 12) Face coverings to be kept on at all times, where possible maintain 2m social distancing.
- 14) When the task is completed. **If window cleaning gloves have been used for water-fed pole cleaning, thoroughly wash gloves with soap and water for 20 seconds.**
- 15) All window cleaning equipment to be washed with soap/water after use and returned to the vehicle.

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- 16) Wash hands for 20 seconds before leaving site.
- 17) Dry hands with microfiber cloth.
- 18) Before entering the vehicle sanitise hands, with hand sanitising gel.
- 19) Replace face covering if it has been previously removed before re-entering the vehicle.
- 20) 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.

Additional equipment:

Additional equipment provided for implementation of method statements (supervisor to replenish equipment during weekly GN06 meeting).
2 x soap, 3 x microfiber cloths, 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 face covering.
- 4) Fill the vehicle with fuel.
- 5) Report to the kiosk to pay for the fuel.
- 6) Where possible, keep 2m distancing when waiting in the payment queue.
- 7) On returning to the vehicle, sanitise your hands using the provided hand sanitiser gel.

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Parcel/equipment delivery.

- 1) Delivery to be left at internal entrance door.
- 2) Do not sign for delivery.
- 3) Sanitise your hands using the provided hand sanitiser gel situated at the office entrance door.
- 4) Remove all packaging from the parcel.
- 5) Dispose of all packaging into external refuse bin.
- 6) On returning to the office area, sanitise your hands using the provided hand sanitiser gel situated at the main entrance door.
- 7) Store parcel contents.

Visitors/office meetings:

- 1) Wherever possible, conduct business meetings via telephone or using e-mail.
- 2) **Visitors- are they necessary?** If so by appointment only.
- 3) Visitors entering the office area to sanitise their hands using the provided hand sanitiser gel situated at the main entrance door.
- 4) Using the temperature gauge the visitor will take their temperature, temperature must be **below 37.8C** (If above visitor will be **refused entry**).
- 5) If entry is refused, sanitise items touched by visitor.
- 6) All permitted visitors to complete a COVID-19 visitor questionnaire on arrival and follow the instructions.
- 7) Meeting room table, chairs etc, to be sanitised/cleaned before and after the meeting has taken place.
- 8) Only absolutely necessary participants should attend meetings.
- 9) Set out the office to achieve and maintain a 2m separation between delegates throughout the meeting.
- 10) Necessary meetings –keep meetings short and precise.
- 11) Provide hand sanitiser in meeting rooms.
- 12) Avoiding transmission during meetings, such as, avoiding sharing pens and other objects.
- 13) 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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