

COVID-19 Coronavirus	Convey Bros	Date: 22nd December 2021
	Health & Safety	Issue No. 1
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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: 22/12/2021

Date of Review: 10/01/2022

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. Site transportation of staff. Kitchen areas. Parcel deliveries. Visitors & or office meetings. The Health and Social Care Act 2008 (RegulatedActivities) (Amendment) (Coronavirus) Regulations 2021.

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)

This risk assessment and safe working methods (Issue 1, Rev U) for our site personnel and office personnel, has been amended and updated to reflect the governments amendment of **covid restrictions, which come into force 14/12/2021. In respect of the new Omicron variant.**

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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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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	Procedure to be put into place for office staff to control the risk of spreading/contracting Covid-19. Everyone entering the office area to wear face mask and use hand sanitiser. Desks to be minimum of 2m apart, where necessary utilise empty rooms. All equipment to be used by one person only.	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 10 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 wear face covering and use hand sanitiser. Desks to be minimum of 2m apart, where necessary utilise empty rooms. All equipment to be used by one person only.	1 x 3 = 3 Low Risk	
Parcel deliveries	Employees risk of contracting Covid-19	3 x 4 = 12 High Risk	Remove all packaging from parcel. Dispose of parcel packaging 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. 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 sanitiser to be used. Face coverings to be worn while inside of any customer premises. 3 operative's maximum inside of each vehicle. 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 sanitiser to be used. Face coverings to be worn while inside of any customer premises. 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	

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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 sanitiser to be used. Face coverings to be worn while inside of any customer premises. 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 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. 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	
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.	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	
The Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021.	Employee's risk of breaking regulation or passing virus to vulnerable persons.	3 x 4 = 12 High Risk	Only double vaccinated staff to work at any premises for persons who require nursing or personal care.	2 x 3 = 6 Medium 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 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 PCR test and for up-to-date advice.

People who are double-vaccinated and come into contact with a person with Covid (all variants) should take daily lateral flow tests for seven days, rather than immediately self-isolating.

Anyone who tests positive will then need to self-isolate and take a PCR test to verify the result.

If the PCR is positive, they must self-isolate for 10 days from the day they took the positive rapid test or developed symptoms.

This only applies to people who are double-vaccinated, anyone in England who is **unvaccinated** still needs to isolate for 10 days if they are a contact of a positive Covid case.

It is now possible to end self-isolation after 7 days. People who receive negative LFD results from tests taken 24 hours apart on day six and day seven of their self-isolation period will no longer have to self-isolate for the full 10 days.

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

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People working or deployed in care homes

The Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021.

All staff have been informed as of the 11 November 2021 care homes must only allow individuals who are fully vaccinated against COVID-19 (or those exempt) entry inside of a social care service.

Before you can attend any such site you must provide evidence of an NHS COVID pass letter showing your coronavirus (COVID-19) vaccination status or a digital version. (Digital versions expire after 30 days – make sure you refresh your digital version to keep it up to date).

Face covering:

Face coverings are now once again compulsory in more indoor venues. To help to comply with this requirement, it is now company policy for staff to wear face coverings, when working indoors. If a customer requires face masks to be worn anywhere on their site, then face coverings must be worn.

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) Keep all rooms well-ventilated.
- 4) Desks in use to be minimum of 2m apart, where necessary utilise empty office areas.
- 5) All desk equipment to be used by one person only. (NO hot desking).
- 6) Only one person to be within kitchen area at any time.
- 7) Wash hands before and after working in the kitchen.
- 8) Only personal kitchen items to be used by each person.
- 9) All utensils and kitchen equipment to be immediately washed after use.

Convey Bros – Office Protection Procedure. Site Personnel.

- 1) Only one van/team to be filling up at any one time.
- 2) Face coverings are to be put on before entering the premises.
- 3) Sanitise hands, with hand sanitising gel.
- 4) Fill vehicle H&SP22 Van Tank Filling Procedure
- 5) Replenish the water tank, H&SP22 Van Tank Filling Procedure.
- 6) Enter office area only if necessary.
- 7) Before entering the office sanitise your hands using the provided hand sanitiser gel situated at the main entrance door.

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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 2 or 3 for each work vehicle.
- 3) Before entering the vehicle sanitise hands, with hand sanitising gel.
- 4) Observe the site rules in place to protect any vulnerable people.
- 5) External working, when arriving onsite sanitise hands, with hand Sanitising gel.
- 6) Set out site for window cleaning, with cones, signs etc.
- 7) Check with office/site if internal window cleaning is to take place.
- 8) Internal working, sanitise hands, with hand sanitising gel.
- 9) **Face coverings to be put on at all times, if you are to enter a building.**
- 10) **face coverings to be put on and worn anywhere on site if requested by the customer.**
- 11) All window cleaning equipment to be washed with soap/water after use and returned to the vehicle.
- 12) Before entering the vehicle sanitise hands, with hand sanitising gel.
- 13) Remove face covering if it has been put on due to internal working or site rules. Unless face covering is to be continued to be worn through personal choice.
- 14) 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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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) Fill the vehicle with fuel.
- 4) Put on face covering, before entering petrol kiosk.
- 5) Report to the kiosk to pay for the fuel.
- 6) Remove face covering. Unless face covering is to be continued to be worn through personal choice.
- 7) On returning to the vehicle, sanitise your hands using the provided hand sanitiser gel.

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.

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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 wear face covering.
- 4) Visitors entering the office area to sanitise their hands using the provided hand sanitiser gel situated at the main entrance door.
- 5) Using the temperature gauge the visitor will take their temperature, temperature must be **below 37.8C** (If above visitor will be **refused entry**).
- 6) If entry is refused, sanitise items touched by visitor.
- 7) All permitted visitors to complete a COVID-19 visitor questionnaire on arrival and follow the instructions.
- 8) Meeting room table, chairs etc, to be sanitised/cleaned before and after the meeting has taken place.
- 9) Only absolutely necessary participants should attend meetings.
- 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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