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Assessor name	Gill Varvel	Affected site(s)	Bussey and Sabberton Bros Limited (NR3 2EU)
Assessment date	22/12/2021	Review period	Annually
Approved by	Gill Varvel	Review date	22/12/2022
Approved date	22/12/2021	Reference	RA001v.2

Workspace(s)	Description
<div style="display: flex; flex-wrap: wrap; gap: 20px;"> <div style="text-align: center;"> Access / Egress</div> <div style="text-align: center;"> Office</div> <div style="text-align: center;"> Outside Area</div> <div style="text-align: center;"> Processing</div> <div style="text-align: center;"> Storage</div> </div>	<p>This document identifies and assesses the risks associated with Coronavirus (Covid-19) in the workplace and identifies the control measures already in place. Where additional control measures are required for specific areas of the business, these can be found in Method Statements linked to this Risk Assessment.</p> <p>Government communication and guidelines are constantly changing so we will update these control measures and procedures accordingly. These updates will be communicated via email, Teams and Cascade in the document "Mitigating and Preventing the Risk of Spreading Covid-19 in the Workplace" and can also be found in the Being Busseys > Health and Safety > Coronavirus Channel.</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>COVID-19</p> <p>COVID-19 is a Coronavirus. The virus is spread via droplets when a person coughs or sneezes. The droplets land on surfaces and are picked up on the hands of others and spread further. People catch the virus when they touch their infected hands to their mouth, nose or eyes.</p>	<p>All staff, Contractors, Management, Members of the public, visitors</p> <p>How? Contracting the virus could lead to symptoms including raised temperature or new/continuous cough. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Access Into The Premises Is Controlled</p> <p>Access into the premises is controlled so unnecessary contact is avoided.</p> </div> <div style="width: 50%;">  <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> </div> <div style="width: 50%;">  <p>PPE Issued, Worn & Kept In Good Condition</p> <p>PPE Issued, Worn & Kept In Good Condition</p> </div> <div style="width: 50%;">  <p>Protective Screens Provided & Used</p> <p>Protective Screens Provided & Used</p> </div> <div style="width: 50%;">  <p>Social Distancing (2 Metres Apart)</p> <p>All individuals should operate a minimum of 2m apart. Apply risk assessment process where this is not possible (e.g. ensure shielding screens are in place).</p> </div> <div style="width: 50%;">  <p>Temperature screening of staff</p> <p>Government guidelines to be followed with regards to testing staff temperatures upon arrival at work or when displaying symptoms.</p> </div> </div>	<p>1 x 8</p>  <p>Low</p>
 <p>Contact with contaminated non-sanitised surfaces Carriers may cough or sneeze over surfaces and/or touch it with uncovered hands with no follow up cleaning of the surfaces</p>	<p>All staff, Contractors, Management, Members of the public, visitors</p> <p>How? Those coming in to secondary contact with the surface could develop symptoms of the virus.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> </div> <div style="width: 50%;">  <p>Hygiene Procedures in Place & Followed</p> <p>Hygiene procedures in place & followed</p> </div> <div style="width: 50%;">  <p>Suitable & Sufficient Welfare Facilities Provided</p> <p>To include hot/cold water, soap, means of drying, well ventilated and kept in an orderly condition.</p> </div> <div style="width: 50%;">  <p>Use Of Hand Sanitisers</p> <p>Use of a hand sanitiser to reduce the risk/spread of infection</p> </div> <div style="width: 50%;">  <p>Waste Bins Are Provided Within The Premises</p> <p>Lidded waste bins are provided within the premises</p> </div> <div style="width: 50%;">  <p>Work Surfaces Cleaned & Disinfected Daily. (Internally)</p> <p>Only suitable sanitisers used that fully remove bacteria</p> </div> </div>	<p>1 x 8</p>  <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Individuals Displaying Symptoms. Coronavirus reportedly spread through exposure to or contact with cough droplets, either directly or when in contact with contaminated surfaces. Suspected contact may bring on related symptoms.</p>	<p>All staff, Contractors, Management, Members of the public, visitors</p> <p>How? Contact with infected substances may bring on symptoms such as new or persistent cough, raised temperature (exceeding 37.8 degrees). Tiredness. Muscle pains.</p>	<p> Communication Should individuals display or witness anyone with potential symptoms they should come forward and make the correct person(s) aware immediately.</p> <p> Good Hand Washing/Hygiene Procedures Observed Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately for in excess of 20 seconds.</p> <p> Information on Coronavirus communicated amongst all staff. Communicate information on Coronavirus using official medical and Government guidance.</p> <p> Isolate Those who have a new or persistent cough or raised temperature (exceeding 37.8 degrees) should stay at home in isolation as per the latest Government guidelines whilst the virus becomes non-infectious and follow the Government Test and Trace guidelines: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works. Do not visit the GP, hospital or walk in centre. Up to date guidance can be found at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p> PPE Issued, Worn & Kept In Good Condition Any PPE provided should be worn as stated within the procedure and disposed of correctly.</p> <p> Restricted Access Restrict access to members of the public or those displaying related symptoms where possible. Contact should be restricted to excess of 2 meters from the affected person.</p> <p> Social Distancing Individual should exercise 'social distancing'. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough.</p> <p> Suitable & Sufficient Welfare Facilities Provided To include hot/cold water, soap, means of drying, well ventilated and kept in an orderly condition.</p> <p> Temperature screening of staff Government guidelines to be followed with regards to testing staff temperatures when displaying symptoms.</p>	<p>1 x 8</p>  <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Poor levels of hygiene / housekeeping. Risk of ill-health due to poor hygiene controls and cleaning down procedures such as incorrect handling of waste or handwashing etc.</p>	<p>All staff, Contractors, Management, Members of the public, visitors</p> <p>How? Individuals may start exhibiting symptoms related to the virus, including, Coughing. High temperature. Shortness of breath.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Follow Government and PHE guidance. Employees are encouraged to follow the guidance from the Government and Public Health England as to correct health measures.</p> </div> <div style="width: 45%;">  <p>Hand sanitisers provided. Only suitable sanitisers used that fully remove bacteria.</p> </div> </div> <div style="margin-top: 10px;">  <p>Hygiene procedures in place. Any staff that may have come in to contact with those displaying symptoms should utilise washing facilities immediately.</p> </div> <div style="margin-top: 10px;">  <p>Implement/Increase Hygiene Procedures Provisions of soap, hand sanitiser and paper towels should be ensured at all times. All welfare, common areas and wash areas should be cleaned more frequently throughout the working day to ensure hygiene levels are maintained. Rubbish bins should be provided where applicable. Increased cleaning of door handles, hand rails, flush handles, telephones, food preparation areas, office equipment etc.</p> </div>	<p>1 x 8</p>  <p>8</p> <p>Low</p>
 <p>Those with pre-existing conditions Individuals with weakened immune systems, auto-immune/motor neuron disorders, expectant mothers, older people and those with diagnosed lung, kidney, liver or heart disease, cancer, or diabetes and those who are overweight with a BMI of over 40. Up to date at risk groups can be found at: https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults</p>	<p>All staff, Contractors, Management, Members of the public, visitors</p> <p>How? Due to weakened immune systems or prescribed medication, symptoms of COVID-19 can be aggravated should the individual become infected.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Follow Government and PHE guidance. Employees are encouraged to follow the guidance from the Government and Public Health England as to correct health measures.</p> </div> <div style="width: 45%;">  <p>Health conditions announced. For those with a pre-existing health condition that may be affected by Coronavirus infection, employees are encouraged to inform management.</p> </div> </div> <div style="margin-top: 10px;">  <p>Social Distancing Individual should exercise 'social distancing'. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough.</p> </div>	<p>1 x 8</p>  <p>8</p> <p>Low</p>

Further control measures

None required

Operating procedures

For individuals displaying symptoms, reduce potential spread by leaving the workplace or client premises and return home immediately. Contact should be made with direct line management.

Measures of 'social distancing' should be applied. Individual should exercise 'social distancing'.

1. Only go outside for food, health reasons or work (where this absolutely cannot be done from home)
2. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.
3. Stay away from other people
4. Wash your hands as soon as you get home

Everyone should be trying to follow these measures as much as possible.

Contact should be made to your line management on returning to work following quarantine.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

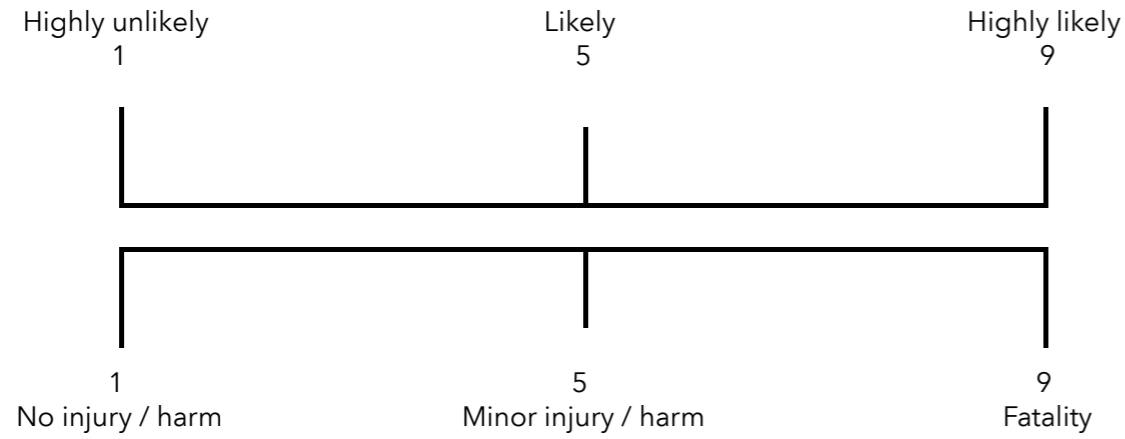
In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including: good respiratory hygiene and respiratory etiquette; frequent careful hand washing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control)

For specific operating procedures, see Method Statements for the following areas:

- Standard working practices for all employees
- Service receptions
- Technicians
- Sales
- Driving vehicles
- Collection and Delivery
- Viewing vehicles with a customer

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9
	Severity							

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Gill Varvel

Approved by signature: Gill Varvel