

	Ref No:	RACOV19-3	Date:	22 nd July 2021
	Location:	Radleys, Saffron Walden, Essex, CB11 3AZ	Authorised By:	Mark Radley (MD)
	Prepared By:	Simon Moorhouse (DO)/ Helen Edwards (DF)	Review Date:	22 nd Oct 2021

Risk Analysis		Likelihood	Consequences	Risk Rating
		1 – Very Unlikely	1 – Insignificant	1 – 4 Acceptable
		2 – Unlikely	2 – Minor	5 – 9 Adequate
		3 – Fairly Likely	3 – Moderate	10 – 16 Tolerable
		4 – Likely	4 – Major	17 – 25 Unacceptable
		5 – Very Likely	5 – Catastrophic	
Task Description	WORKING SAFELY DURING COVID-19	People Affected	Employees / Contractors / Visitors / Vulnerable groups / People with underlying health conditions / New and expectant mothers / Anyone we come into physical contact with	

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R				
	L	C	R			L	C	R		
General	1	4	4	<ul style="list-style-type: none"> Email & phone communication to all staff regards COVID-19 measures in place Working Safely during COVID-19 Guidelines issued to all staff and visitors Inductions / training given to all staff members on guidelines All staff to sign off against guidelines All staff offered weekly COVID tests for as long as considered necessary and viable. Daily testing implemented if considered necessary by a confirmed case on site. 				1	4	4
Clinically Extremely Vulnerable Employees	2	4	8	<ul style="list-style-type: none"> Relevant employees told not to work outside of their home environment. Refer to the current advice on who is in the 'Clinically Extremely Vulnerable Employees' group. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable All employees asked if they are classified as Extremely Vulnerable, or are living with an Extremely Vulnerable person 				2	4	8

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Clinically Vulnerable Employees	2	4	8	<ul style="list-style-type: none"> Relevant employees to take extra care in observing social distancing and they will be helped to work from home in current role or alternative role Where a 'Clinically Vulnerable Employee' cannot work from home, offer the option of the safest available on-site role, allowing them to stay 2m away from other individuals Refer to the current advice on who is in the 'Clinically Vulnerable' group (Over 70, Under 70 with underlying health condition, pregnant) https://www.bupa.co.uk/newsroom/ourviews/coronavirus-vulnerable-high-risk All employees asked if they are classified as Vulnerable, or are living with a Vulnerable person If for any reason they have to spend time with any other person within 2m, assess whether this is an acceptable level of risk 			2	4	8
Employees with Protected Characteristics	1	4	4	<ul style="list-style-type: none"> Carry out risk assessment for employees with protected characteristics i.e. expectant mothers, considering their specific duties and whether we can ensure their safety in line with the above measures 			1	4	4
Employees Who Need to Self-isolate	2	4	8	<ul style="list-style-type: none"> Employees who are advised to stay at home, will not physically come into work. This includes individuals who have symptoms or COVID-19, as well as those who live in a household with someone who has symptoms Links to UK Gov guidance sent to all employees Where it is possible ensure employees can work from home whilst self-isolating 			2	4	8
Managing Wellbeing	3	3	9	<ul style="list-style-type: none"> Radleys will continue to promote mental health and wellbeing awareness to staff, offering support where possible Managers to have regular contact with all staff, including those on furlough Managers feedback any wellbeing concerns to Senior Management Team (SMT) SMT review and take appropriate action 			3	3	9

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				<ul style="list-style-type: none"> SMT maintain good levels of communication during COVID-19 						
Social Distancing	1	4	4	<ul style="list-style-type: none"> Ensure minimum number of on-site employees. Where it is possible, employees to work from home All staff to comply with 2m social distancing On site production / assembly / stores employees always maintain minimum of 2m social distance No face to face meetings to be held, unless essential, then social distancing followed Regular checks and communication from Managers, reminding staff of social distancing guidelines Clear signs & floor markings installed, detailing social distancing Desks / workspaces only used that comply with 2m social distancing rules, or have screens in place Number limits set for access to small / enclosed work areas, to ensure 2m social distancing Where 2m social distancing not possible: <ul style="list-style-type: none"> activity / task time must be kept as short as possible. provide face masks and gloves consider screens or barriers to separate people from each other. Consider back-to-back or side-to-side working as opposed to face-to-face. 				1	4	4
Arriving to Work and Leaving Work	1	4	4	<ul style="list-style-type: none"> Ensure minimum number of on-site employees Where it is possible, employees to work from home All employees issued with fobs for use with clocking in machine (not to use fingers) Ensure all employee sanitise their hands upon arrival at work All staff to use infrared temperature monitors at each Unit entrance Stop car sharing Install clear signage at entry & exit points of building, detailing social distancing 				1	4	4

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Moving Around Work Zones, Buildings, Worksites and Destinations	2	4	4	<ul style="list-style-type: none"> Work zones set up – where any movement between zones is required, hands must be sanitised Face masks worn at all time other than when employee is at own workstation Ensure minimum number of on-site employees. Where it is possible, employees to work from home. Employees advised to reduce movement between buildings, only do this when essential. Ensure face coverings worn when moving between buildings. 			1	4	4
Social Distancing Inside a Vehicle	1	4	4	<ul style="list-style-type: none"> Only one person allowed in a Radleys vehicle at any one time, except for someone the driver lives with 			1	4	4
Visitors, Contractors, Deliveries or Collections	2	4	4	<ul style="list-style-type: none"> All visitors must wear face masks at all times on site All visitors to use infrared temperature monitors at each Unit entrance Deliveries or collections by Radleys employees avoided where possible Social distancing guidelines conveyed to all delivery drivers arriving on-site Install clear signage at entry & exit points of building, detailing social distancing Install signs / barrier to prevent delivery drivers entering building Issue guidelines to be shown to all visitors Install bell to allow delivery drivers to contact staff without entering building Review paper movement, reduce or stop where possible through digital paperwork Encourage drivers to stay in their vehicles. Install hand sanitiser station at Stores entrance Employees advised to reduce personal deliveries to work Avoid 2 person lifts wherever possible. If not possible to avoid, use social distancing. If this is not possible, face mask and gloves to be used 			1	4	4

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Accident, Security and Other Incidents	1	4	4	<ul style="list-style-type: none"> In the event of an emergency i.e. accident, fire or break-in, employees do not have to stay 2m apart as this would be unsafe to do so Where any person is involved in the provision of assistance to others, particular attention should be made to sanitation measures immediately afterwards, this includes washing of hands First Aiders reviewed 		1	4	4
Keeping the Workplace & Vehicles Clean	1	4	4	<ul style="list-style-type: none"> Cleaning contractors carry out additional daily (end of day) sanitisation tasks of high touch points Radleys staff carry out daily (mid-day) sanitising of high touch points Provision of suitable cleaning equipment, sanitiser and disposal arrangements All employees to sanitise hands before moving between buildings and entering a vehicle Ensure suitable supply and availability of anti-bacterial wipes & sprays Clear desk policy / reduce surface storage Ensure workspaces & vehicles are cleared and all waste is removed at the end of each shift Install door stops to keep fire doors open Ensure a sufficient amount of hand sanitiser & wipes is kept in vehicles 		1	4	4
Hygiene – Hand Washing, Sanitisation Facilities and Toilets	1	4	4	<ul style="list-style-type: none"> Use posters and signs to enhance awareness of good handwashing techniques Provide hand sanitiser Non-touch hand sanitiser dispensers positioned throughout buildings Provide sufficient waste facilities and frequent rubbish collection Install wall mounted, touch free sanitiser dispensers at all entry points Provide mobile sanitisation stations in appropriate areas – to include hand sanitiser, wipes, sprays, face masks, gloves and paper towels 		1	4	4
Face Coverings	1	4	4	<ul style="list-style-type: none"> Face coverings must be worn at all times, including when employees arrive and leave Radleys site, 		1	4	4

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				except for when employees are at their own desk or workstation. <ul style="list-style-type: none"> All visitors must wear face masks at all times whilst on site Face masks provided to employees travelling on business Employees will be provided with face masks 				
Changing Rooms and Showers	1	4	4	<ul style="list-style-type: none"> Changing rooms and shower areas not available for use, out of bounds 				1 4 4
Common Areas	1	4	4	<ul style="list-style-type: none"> Canteen areas available for limited use, employees must adhere to guidelines issued for kitchen use. All employees encouraged to bring in their own food and drink Employees encouraged to remain on the premises and when this is not possible, they should maintain social distancing whilst off site Break times, staff advised to go outside and maintain social distancing 				1 4 4
Meetings	1	4	4	<ul style="list-style-type: none"> Avoid face to face meetings wherever possible, use remote working tools Only when it is absolutely necessary employees should attend meetings, maintaining a 2m distance and wearing a face mask if not at own work station Where meetings need to be held, consider holding them in a well-ventilated area or outdoors. Provide hand sanitiser in meeting areas. 				1 4 4
Home working	1	4	4	<ul style="list-style-type: none"> Provide staff working from home with necessary tools and equipment to carry out required tasks Managers to ensure regular communication with home-working staff Home Working risk assessment carried out for all relevant employees 				1 4 4
Work Related Travel	2	4	8	<ul style="list-style-type: none"> UK Gov websites to be checked prior to any travel e.g. https://www.gov.uk/foreign-travel-advice Do not permit more than one person in a vehicle If overnight stay required, ensure that accommodation meets social distancing guidelines 				2 4 8

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			4	<ul style="list-style-type: none"> • Touch points in shared vehicles to be cleaned before and after use • When attending a customer site follow all appropriate site-specific guidelines, and as a minimum maintain social distancing. If this is not possible employee to stop all work and advise local site contact • If overnight stay required, must be approved and logged by manager • If travel using public transport or plane required, must be approved and logged by manager • All drivers, employees travelling for work, issued with PPE kit (hand sanitiser, wipes, face masks, face mask clips, gloves and lab coats) 						4
Recontamination	1	4	4	<ul style="list-style-type: none"> • Employees who suspect they may be unwell are required to stay away from work and follow normal sickness absence reporting procedures. • Employees displaying any symptoms must get a PCR test with a negative result before they can return to the workplace. 			1	4	4	

Assessors Name:	Simon Moorhouse / Helen Edwards	Date of Assessment:	22 nd July 2021
Approved By:	Mark Radley	Date of Review	22 nd October 2021