



PART A: RISK OVERVIEW |

No	Question	Risk level			Comments
		H	M	L	
1	Covid-19 Workplace, Home worker and Visitor policies reviewed and up to date within the previous 12 months				These policies have been assessed as part of this risk assessment. Clarification was gained that the completed policies are being communicated with Managers and Employees to ensure that compliance best practice under Covid-19 restrictions are being achieved.
					<p>The Workplace policy is clear in its content, covering roles and responsibilities, the need for social distancing to be maintained, how to manage client and supplier visits, as well as the provision of workspace and welfare facilities.</p> <p>The policy document is concise but has sufficient detail to be effective. Regular group wide communications are sent out regarding updates and reminders of Covid-19 safety guidelines.</p>
					<p>In respect of visitors to the Company, they are welcomed providing they follow all safety guidelines. However, if a visit is not possible, the company are using video conferencing: Microsoft Teams.</p> <p>Ensuring that visits are pre planned as a key control for site tours has been included in the Policy. Information on welfare, hygiene and catering arrangements has also been included in the policy.</p> <p>When a face to face visit or site tour has been agreed and planned in, a copy of the visitor policy and Covid-19 Risk Assessment is sent out by the Company Host to their visitor, to include details of parking, access arrangements and contact details on arrival. This approach does appear to be comprehensive</p>
2	Display screen equipment assessment				DSE assessments have been completed by all employees to cover their place of work using a DSE portal 'DSEasy'. For those employees in category 2 of the hybrid working strategy trial, both home and office assessments have been carried out.

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3	Level of first aid cover provided				<p>Guidance is provided by the HSE in indg214 as to the numbers of first aiders as shown by the following link: <a href="https://www.hse.gov.uk/pubns/indg214.pdf">https://www.hse.gov.uk/pubns/indg214.pdf</a></p> <p>The Company has currently 7 fully trained first aid trained employees in place with 3 further employees trained as mental health first aiders. The current first aid employees in place ensure that there are sufficient first aiders on all sites at any one time.</p> <p>It was also noted that the Company have in place a defibrillator, for which current first aiders have had training. In relation to Covid-19, the Workplace policy states that additional PPE is to be provided. In this case this would include Facemasks and disposable gloves Guidance on safe treatment distances has been given in the Policy also.</p>
4	Sudden ill health issues being managed by First Aiders				<p>Employees who have pre-existing medical conditions that may lead to ill health, if advised by their medical professional, are during this time shielding. At this time of Covid-19 with anxiety levels at an increase, it is a positive that the Company has in place trained Mental Health First Aiders provision.</p>
5	Contractor Competence information obtained in relation to Covid-19 policies and procedures				<p>The Company has in place contract cleaners, Big Green Cleaning Company, providing enhanced cleaning services. Big Green have provided their own Covid-19 Risk Assessment, assessed and signed off by their Director, Clare Blizzard, which we have reviewed along with their Standard Operating Procedures and premises risk assessment, signed off by their Area Manager, Sandra King. These documents as viewed have been found as suitable and sufficient.</p> <p>The key control as with all risk assessments, will be to ensure that the individual cleaning operatives have read and understood them.</p>
6					<p>For external catering for meetings, Wolfies Sandwich Shop, local to the Company, based in Bath Road are in place. For use if required for arranged visits during the current Covid-19 restrictions, the company have obtained Wolfies Covid-19 policy and risk assessment for corporate catering arrangements. Lunches are provided in individual boxes to ensure strict hygiene measures.</p>

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7					<p>For any other contractors attending premises during this process, e.g. Gloucester based Plantarama, the forklift engineer or air conditioning service engineers, ensure they are supplied with a copy of the company Visitor Policy and they supply their Covid-19 Risk Assessment.</p> <p>It is noted that for Plantarama, who are a regular visitor to the Company, their Covid-19 policy and risk assessment has already been obtained and kept on file.</p>
8	Site working / visiting				<p>When visiting client sites, employees are asked to follow the guidance on social distancing and hygiene provided by the client prior to their visit.</p> <p>Employees should ask to obtain a copy of the organisations risk assessment document for visitor to ensure that there are suitable measure in place to ensure their safety whilst on site.</p> <p>Employees must continue to observe the safety measures which have been put in place by Commercial but also adhere to all guidelines in place by the organisation they are visiting and wear appropriate PPE where requested to minimise risk.</p> <p>Employees should not visit a company premises that does not have sufficient safety measures in place in line with government COVID-19 guidelines.</p>
9	Physical Checks / Measures in place				<ul style="list-style-type: none"> <li>• Screens with visual reminders regarding the ongoing risk of Covid-19 infection</li> <li>• Increased awareness of symptoms</li> <li>• Signage in place also to act as reminders</li> <li>• Temperature checks/screening carried out at entrance to building</li> <li>• Hand Sanitiser in place and easily accessible</li> <li>• Masks to be worn when moving around the building. They can be removed when at workstation.</li> <li>• Anti-virus units in place to reduce viral load in the workplace.</li> </ul>

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		H	M	L	
	<b>Section A compliance and non-compliance</b>	High risk	Medium risk	Low risk	

PART B - SITE SPECIFIC SAFETY OBSERVATIONS | COVID-19

Area	Expected standards	Risk level			Comment	Action
		H	M	L		
Premise's entry	Entry to the building should only be via reception.				Clear signage is on both external doorways	Although the one-way system inside the building is being removed, entry must remain only via reception.
Reception area	Visitor procedure on arrival				 <p>Provision of digital temperature check system, electronic sign on and hand sanitiser.</p> <p>Procedure for sign in is displayed on the totem behind the Smart Visitor portal. The employee list on the sign in system enables the system to alert the visitor host of the visitors' arrival.</p> <p>Floor signage is in place to prompt use of the hand sanitiser.</p>	There will not be a receptionist for the foreseeable future as the visitor portal facility is working well.
Employee temperature checks as part	Employee temperature checks completed on entry to the building				Although employees do not sign in, all employees entering the premises are required to have their temperature taken at the digital thermometer system in reception.	Employees would not enter the premises if Coronavirus Covid-19 symptoms were suspected. Any issues of concern would be reported, with self-isolation

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		H	M	L		
of Covid-19 controls					If over 38 degrees, they would not enter the premises; with information provided to their Line Manager and HR	measures in line with Government guidance being applied
In house kitchen facilities	Place to take meals in comfort				There is no employees rest room in place. Employees eat at their desks or go off site at lunch time.	
	Means for preparing and storing food on site where necessary: Commercial Group – Main Building				There is a small ground floor kitchen with a microwave, kettle, fridge and dishwasher, as well as a water cooler, and hot water boiler. This kitchen is now advised as 2 persons maximum to occupy at one time.  The larger kitchen on the 1 <sup>st</sup> floor has kit to include 2 microwaves, a kettle, toaster, a fridge and a dishwasher. There is space for 4 persons at a time in this space.  Employees are asked to observe good hygiene practice in the kitchen areas, including wiping down surfaces and putting all used crockery and cutlery directly into the dishwashers.	
Workplace Transport; Deliveries and Collections	Delivery and collection drivers attending the premises: Controls on access to the premises				Signage is in place at the front of the warehouse for delivery and collection drivers not to enter the premises.	Toilet/ Washing facilities may be used by visiting drivers. The procedure is to enter via reception, receive a digital temperature reading and if below 38 degrees, and have

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						sanitized hands are allowed to use facilities.
Fire	Fire Marshalls trained and in place				There are 24 trained fire Marshals in place. 2 of the fire marshals are based in Commercial Foundation	The number of fire Marshals has increased to take into account hybrid working.
	Fire evacuation plan robust and practiced				Following the hybrid working strategy now in place, it is recommended to put in place a fire evacuation drill, with a 6 monthly repeat, as part of the reintroduction process.	Outsource safety along side Jenny Hodgson and Emma Levings are carrying out a full review of the evacuation drill in November 21
Fire Risk Assessment	Fire risk assessment for Commercial UK				Fire risk assessments were carried out by Outsource safety November 2020 and a review is being carried out in November 21.	
Pregnant Workers	Risk assessment completed				Risk assessments on a trimester basis would be carried out by HR	Employees who do advise they are pregnant during Covid-19 are to obtain advice from their GP on whether it is safe for them to return to the office environment or work from home if able to do so, in order to reduce risk as far as reasonably practicable

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Inside of Buildings	Safe use of space				<p>A number of desks have been removed to enable safe distancing when walking around the building and when at desks.</p> <p>This is assessed as a safe use of space. Where possible employees use the same desks and avoid hot desking.</p>	
	Social distancing at desks/work stations is achieved				<p>In respect of desks in a row; a number of desks have been removed from the offices to allow for 2 m social distancing. Signage is in place for mid desks not to be used. The hybrid working strategy has ensured that we have not yet reached full capacity in terms of desk space on any one day.</p> <p>Smartway2 desk booking system in use to book desks and prevent booking of desks already used in a working day.</p> <p>All desks and desk equipment are cleaned daily by the cleaning team.</p>	
Inside of buildings	Walkways kept clear and warehouse tidy.				 <p>There are areas of the warehouse where housekeeping is an issue. Waste cardboard and paper is removed from the premises on a</p>	Maintain housekeeping checks in the warehouse, to ensure walkways are kept as clear as possible

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					regular basis and taken offsite to Printwaste, so waste levels are reduced on a regular level.	
Hybrid Working Strategy	<p>There is currently a hybrid working strategy trial in place. Employees have been placed into the following categories:</p> <ol style="list-style-type: none"> <li>1. Office worker</li> <li>2. Office and home working permitted with a minimum expectation of number of days in the office agreed with line manager</li> <li>3. Remote worker</li> </ol>				<p>Hybrid working plans have been agreed by Directors and implemented by Managers a Managers have planned for a minimum number of employees needed on site to operate safely and effectively.</p> <p>Managers have reviewed all employees job roles in order to facilitate and encourage the hybrid working strategy.</p> <p>A homeworking policy is in place to ensure that sufficient support is provided to homeworkers. Managers will monitor the wellbeing of employees working from home and put in place measures to support their mental and physical health and personal security.</p> <p>Enhanced IT provided to homeworkers in place to ensure the effectiveness of working arrangements and the security of data and information for example, remote access to systems.</p> <p>Arrangements have been made to help homeworkers to stay connected to the rest of the workforce as appropriate via regular communications and weekly learning days from HQ.</p>	Hybrid Working Strategy trial to be reviewed end of 2021.
Process for positive testing employees	If positive case identified, procedure for testing / advice to employees in place				Smartway2 desk booking system in use to book desks and prevent booking of desks already used in a working day.	

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					<p>If an employee tested positive we would check which employees sat near to the positive employee and advise testing. Positive employee to self-isolate in line with government guidelines. All employees potentially effected would be informed.</p>	
Clean Air/Air conditioning	An adequate supply of fresh air in the workplace must be maintained when using air conditioning.				<p>The risk of air conditioning units spreading COVID-19 in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation alongside it's use. As such, it is recommended that air conditioning is used with a high fan speed before the building is occupied and then at a low fan speed once the building is occupied.</p> <p>Windows and doors should be used to provide ventilation as a first option where possible as the A/C units only circulate air - they do not introduce fresh air.</p> <p>Desk fans are permitted as the risk of transmission through their use is extremely low.</p> <p>In addition to this the company has gone above and beyond the government precautionary measures to ensure the offices are COVID-19 secure, including installing clean air technology in both all open plan areas and meeting room spaces. (this kills all viruses, bacteria, fungi and mould achieve a 99.9999% kill rate). The</p>	

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					<p>various sized units installed are all suited to the space they are in.</p> <p>These units monitor CO2 levels and provide an alert for any unsafe levels in any areas.</p>	
Hygiene	There is signage around the building including on monitors reminding employees and visitors to wash hands and use hand sanitizer				Hand sanitizer units around the building with signage as a reminder to use. Cleaning contractors are ensuring these are refilled regularly.	
Toilet Facilities	There are no occupancy limits on the ladies and men's toilets.				Touch pads which kill germs are installed on all entrance doors to toilets and replaced regularly by cleaning contractors.	
Face Masks	It is compulsory to wear face masks when moving around the building at all times.				Employees may remove masks when at their workstation	This is to be reviewed in line with Government guidance but will remain certainly until the end of 2021.
Social distancing in meeting rooms	Meeting rooms have capacity levels set to maintain the 2 metre social distancing guidance				 <p>Meeting rooms are signed for capacity in line with the 2 metre guidance. Alternatives for meetings are set up via Microsoft Teams.</p>	

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<b>Section B compliance and non-compliance</b>		High risk	Medium risk	Low risk		

## COVID-19 Risk Assessment



**Assessor:** Emma Levings,

**Job Title:** Health and Safety Representative

**Assessment date:** 2<sup>nd</sup> November 21

**Review date(s):** ongoing in line with Government COVID-19 guidelines

**Business location:** Old Station Drive, Liddington Industrial Estate, Cheltenham, GL530DL