

TRADING DURING CORONAVIRUS RISK ASSESSMENT

YEWDAL CORPORATION LTD

Risk Assessment of Trading During Coronavirus Who Might be Affected? Staff, clients, customers		Date of Assessment 1 May 2020 Date for Review: See Safety Cloud. Name of Assessor Louise Hawkins, HR Manager, Garth Parsons, Operations Director, Ken Outen, Production Manager, Andy Hall, Technical Manager, David Payne, Consultant NB: These control measures are in addition to site risk assessments which are held on Safety Cloud and remain applicable for other hazards.
What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
Corona Virus – Covid19	<p>Most people are at risk from infection (staff, visitors, contractors etc.). The risk of COVID-19 infection is, as we know, higher for very high risk and high risk persons. The list of who is currently at risk includes: the elderly; those with chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.</p>	<p>Government Advice:</p> <ul style="list-style-type: none"> • Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice. • All unnecessary travel should be avoided. Increase the use of telephone calls, web conferencing, etc. • All employees are encouraged to work from home unless it is impossible for them to do so. • Employees are encouraged to not turn up at the same time and finish work to prevent congregations and avoid public transport on route to work where possible. • The company is adopting a more flexible approach to time and attendance within the business to facilitate this. • All meetings on site will be observing 2-metre social distancing rules where possible or conducted utilising technology. • All non-essential appointments on site have been postponed and necessary appointments will be evaluated taking into account current guidance as they occur. • All staff have will be issued with guidance on social distancing and will complete an eLearning title in relation to infection control and the importance of social distancing. • All training that requires congregations, fire drills and group exercises have been suspended within the business and adapted all work to avoid social contact where possible.

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		<ul style="list-style-type: none"> • Poster material related to social distancing will be applied throughout the business and employees will be reminded every morning and during their work day of the importance of social distancing.
		<p>Self-Isolation:</p> <ul style="list-style-type: none"> • The company is following government guidance on self-isolation. In the event of any staff member exhibiting symptoms they must self-isolate. Guidance on time scales changes. The latest advice is here: https://www.nhs.uk/conditions/coronavirus-covid19/self-isolation-advice/ • The Company will make efforts to survey all returning employees to determine if they are self-isolating based on them being classified as a very high risk or high risk group or likelihood of being in a at risk group via a health surveillance questionnaire or copy of letter from Government. Employees defined in an at risk group or shielding – should strongly be advised and supported if possible to stay at home and work from there. • The Company will ensure employees self-isolating are made aware of the importance of social distancing in line with current government guidelines. • The Company will undertake deep cleaning in the event of any staff member being confirmed as having coronavirus. <p>Personal Hygiene:</p> <ul style="list-style-type: none"> • Staff have been advised by management regarding common control measures such as sneezing into a tissue or elbow and not just into hand, followed by immediate disposal of tissue and frequent hand washing.

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<p>Coronavirus (Covid-19)</p>	<p>Most people are at risk from infection (staff, visitors, contractors etc.). The risk of COVID-19 infection is, as we know, higher for very high risk and high risk persons. The list of who is currently at risk includes: the elderly; those with chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.</p>	<p>Travel to site:</p> <ul style="list-style-type: none"> • Wherever possible workers should travel to site alone using their own transport. Where this is not possible and public transport is used, social distance guidelines should be followed. <p>Social Distancing / Personal Hygiene</p> <ul style="list-style-type: none"> • Managers will ensure social distancing is practiced and that adequate welfare facilities are available on sites. • All workers have been informed to follow the Government's guidance on handwashing and ensure hands are washed on a regular basis. • If an employee is conducting physical work that requires close contact between another person, he/she will wear an IIR/FFP2/FFP3 face mask and ideally a face shield • Work will be planned to minimise contact between workers • Re-usable PPE will be thoroughly cleaned on a regular basis and will not be shared between workers • Single use PPE will be disposed of so that it cannot be reused • Stairs will be used in preference to lifts • Workers will be informed to clean and disinfect shared equipment at the beginning of their shift. Disposable gloves and aprons can be provided. • 2-metre social distancing (will be encouraged in canteen and in changing areas). • Limited numbers of staff will be allowed in canteen and changing areas. Break times will be staggered where possible. • Employees will be asked to bring pre-prepared meals and refillable drinking bottles from home • Through the completion of health surveillance questionnaires, employees will be identified as fitting into at risk groups. High risk employees will be actively encouraged to adhere with 2-metre social distancing. • Staff will be discouraged from using other workers' phones, work tools and equipment, cups and drinking / eating vessels when possible. If necessary, these items will be cleaned and disinfected before and after use.

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<p>Coronavirus (Covid-19)</p>		<ul style="list-style-type: none"> • Physically greeting others will be avoided, such as shaking hands and nudging elbows. <p>Site Meetings:</p> <ul style="list-style-type: none"> • Unnecessary travel to sites will be avoided and where possible meetings will be held via telephone calls / web conferences • Participants should attend in person if absolutely necessary • Attendees should be 2-metres apart from each other. If this cannot be adhered to, our employee will wear an IIR/FFP2/FFP3 face mask and ideally, a face shield • Rooms should ideally be well ventilated / windows opened to allow fresh air circulation • Consideration will be given to holding meetings in open areas wherever possible.

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<p>Coronavirus (Covid-19)</p>	<p>Person to person spread due to be in close proximity to other staff members.</p>	<ul style="list-style-type: none"> ● The production lines will, wherever possible, be reconfigured to ensure 2 metre social distancing segregation between workstations. ● Where 2 metre social distancing distances cannot be maintained on production lines physical Perspex barriers, or equivalent barriers will be used and fixed into place to prevent them being moved. ● Where social distancing of 2 metres cannot be maintained with the use of reconfigured workstations or barriers, staff will be required to wear an IIR/FFP2/FFP3 face mask, and ideally, a face shield. PPE will be checked regularly by supervisors. Signage will be provided, reminding staff to wear the appropriate face masks. ● Any staff required to wear an IIR/FFP2/FFP3 face masks will be provided with either generic Face Fit instructions, or the manufacturers fitting instructions ● Staff will be shown how to wear masks and other PPE. ● All staff will be provided with a copy of this risk assessment and will complete an acknowledgment form to confirm they will follow the controls within the risk assessment. ● All staff accepting deliveries will wear gloves, ideally disposable. Gloves will be removed after each delivery and discarded in a safe, responsible manner. The correct technique to remove disposable gloves will be followed (see safe operating procedure on Safety Cloud). ● Paperwork will be passed at arm's length between staff. ● All staff that are able to home work to complete their duties are working from home. ● Any office staff who cannot work from home have been spaced out to ensure 2-metre social distancing, this will be reinforced with signage. ● Congregating in small offices/rooms/spaces is prohibited ● Staff are advised to stay apart in canteens. Posters are displayed in eating areas. Breaks are staggered to minimise the number of persons in canteen areas. ● Each staff member makes their own refreshments and cups are washed straight after use.

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<p>Coronavirus (Covid-19) – fire safety</p>	<p>Fire safety measures compromised due to Covid19</p>	<ul style="list-style-type: none"> • Interim measures addressing fire safety management will be of a temporary nature in response to the current Covid-19 situation. Once business as usual commences the fire safety measures will be reviewed, and normal procedures implemented, if deemed appropriate or revised to ensure they are suitable and sufficient for the establishment. • Fire Marshall provision has been reviewed. If additional Fire Marshalls are required, newly appointed Fire Marshalls will be asked to undertake the e-learning on Safety Cloud. • Hand sanitiser is being provided in key locations, including entry and exit doors. Employees are being encouraged to use hand sanitiser when re-entering the building. • Social distancing will be maintained at the fire assembly point – this will be led by the Fire Marshalls and all staff have been informed about maintaining social distancing in the workplace. • Usual in-house testing of the fire alarm / emergency lighting will continue. • Planned 6 monthly fire drills will be postponed until more Government guidance is given on the COVID-19 situation. All staff will be advised on any changes to fire evacuation procedures. • Fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned on a daily basis as per government guidance.

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<p>Coronavirus (Covid-19) – first aid</p>	<p>Insufficient first aid due to staff shortages, concerns of first aiders administering first aid.</p>	<ul style="list-style-type: none"> • We have undertaken a first aid needs assessment to determine the specific needs of the business during an reduction in staffing levels, relative to the hazards. • We will ensure there is enough first aid cover to support our business during the pandemic period. • We will obtain a 3 months extension for first aid certificates which expire on or after the 16th March 2020 when retraining cannot be accessed. • When dealing with first aid incidents, First Aiders will always be aware of the risks to themselves and others. • First Aiders will wear gloves or cover hands when dealing with injured persons, particularly those with open wounds. • First Aiders will cover cuts or grazes on their hands or arms with a waterproof dressing • We will ensure there is enough PPE for first aiders to utilise, including gloves, disposable aprons, face masks and face shields, if required • All medical waste will be disposed of safely in medical waste bins. • In the unlikely event of cardiac arrest, First Aiders have been informed not perform rescue breaths on the casualty https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/ <ul style="list-style-type: none"> ○ They know not to place their face close to the casualty to hear for breathing. They will watch the chest instead ○ If possible, they will lay a towel or similar over the nose and mouth. ○ They will ensure that CPR is performed using chest compressions

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<p>Deliveries and Collections for customer sites.</p>	<p>Restricted access or closed service/welfare facilities.</p>	<p>Pre Delivery</p> <ul style="list-style-type: none"> ● All unnecessary travel will be avoided; we will ensure that customer deliveries are booked and confirmed before travel. ● Wherever possible, the site/ driver will call ahead to the delivery location/ customer to confirm the social distancing and delivery arrangements. <p>Delivery at customer properties</p> <ul style="list-style-type: none"> ● Our drivers will continue to abide by driving regulations in relation to driving on work business. ● A review is carried out on all deliveries to condense loads, in order to reduce the number of vehicles/drivers required to access other premises. ● Wherever possible, the customer will be contacted prior to arrival and agree where to offload the materials, thereby helping to avoid face-to-face conversations. In the event a face-to-face conversation is unavoidable, there will be at least a 2-metre distance between persons. ● If paperwork needs to be exchanged, this is done at arm's length. Pens are not be shared between customers and employees. If the customer cannot use their own pen, our employee will complete the paperwork on their behalf ● Delivery staff are advised to wash their hands regularly and to ensure they use hand sanitiser/alcohol gel on arrival to customer properties, and after coughing/sneezing or blowing their nose. ● All provided PPE must be worn, as instructed. ● Gloves, ideally disposable, will be worn when making deliveries at customers properties. Gloves must be removed after each delivery and discarded in a bin bag. The correct technique to remove gloves must be followed (see safe operating procedure). The bin bag must be removed daily from the van upon arrival at Yewdale. The bin bag must be placed directly into the compactor.

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<p>Receiving deliveries at site and Collections from site. (Goods in / Despatch)</p>		<p>Deliveries and collections from site.</p> <ul style="list-style-type: none"> ● All deliveries and collections will, wherever possible, be pre-arranged with an agreed date for drop off and collections to be made. ● When drivers who are supplying stock/collecting stock try to access our site, they are required to press the intercom button, and will be asked to wait in their vehicle, either outside the main gate or inside the yard, until the appropriate employee can confirm the delivery/collection arrangements. ● Visitor access to the building has been minimised to pre-approved and essential visitors only. The number of vehicles entering the site has been limited to encourage social distancing. ● Wherever possible, entry and exit points to Goods In have been limited to Goods In personnel to make it easier to implement controls such as cleaning and disinfection of door handles. ● Additional signage and hand sanitiser stations have been set up at entry /exit points ● Wherever possible, the delivery/collection driver will be greeted externally to prevent the driver needing to enter the building. ● Social greetings such as shaking hands and nudging elbows will be avoided, to ensure we adhere to the 2-metre social distancing measures. ● Conversations will take place at a minimum of 2-metre distance and if paperwork needs to be exchanged, this will be done at arm's length. ● Pens will not be shared between drivers and employees. In the event the delivery driver does not have a pen, we will provide them with a company stamp, to enable them to stamp their paperwork. ● Parking spaces, loading bays or collection points are, whenever possible, planned to give a segregated area around the loading area to unstrap the load, we consider the use of signage, barriers or cones.

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		<ul style="list-style-type: none"> ● When receiving and dispatching goods, clear instructions will be discussed with the delivery or collection driver of loading/unloading arrangements. e.g. to confirm banksman signals and to prevent drive away. ● Drivers coming to site will be asked to leave or collect stock in marked /designated locations, this may be marked on the floor or placed on pallets or trolleys. ● If visitors need to use welfare facilities, they will be reminded of 2-metre social distancing measures. ● Contact points on JLG's, lift trucks and trollies will be sanitised at the start of each shift.

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Customer Collections	Person to person spread due to be in close proximity to other staff members.	<p>Customer collections only.</p> <ul style="list-style-type: none"> • Whilst verifying orders with customers on arrival, customers will be asked to stay in their vehicle until they are told they can start to load their items and the Dispatch staff have moved away from the area. • Wherever possible, customers' orders will be picked in advanced and made ready for their arrival in the allocated collection location. Where this is not possible, products will be brought to the customer and placed at the collection area prior to them exiting their vehicle. • Customers are encouraged to load their goods themselves, if however, customers need help lifting goods, 2-metre social distancing will be maintained. If 2-metre distancing is not possible, employees will wear an IIR/FFP2/FFP3 face mask and ideally a face shield, as well as gloves, ideally disposable gloves. Gloves will be removed after each collection and discarded in a safe, responsible manner. The correct technique to remove gloves will be followed (see safe operating procedure). • Wherever possible, the use of a purchase order will be used rather than a delivery note to confirm the delivery contents.

Please contact David Payne david.payne@southalls.com, 0345 2574015 at Southalls in the event any of the controls within this risk assessment require updating or changing so amendments can be recorded.