

**RISK ASSESSMENT FOR:
COVID Secure – Bailey UK**

HSE-STD-S-RK-0046

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REVISION: D

Risk Assessment for BUK

Bailey is fully committed to safeguarding the health, safety and security of all employees, visitors, contractors and supply partners.

Bailey has undertaken a full site risk assessment across each of its three locations, focusing how it can manage and control the risk posed by COVID-19 coronavirus.

Each risk assessment follows the guidance published from the Health & Safety Executive, Public Health England and the Department of Business, Energy and Industrial Strategy and has been considered alongside Bailey's existing obligations relating to health and safety and employment law.

All activities have been reviewed and approved by Senior Management as well as members of the companies Works Council and each risk will be reviewed on a continued basis to ensure that any new guidance is considered.

This document will be shared with all employees prior to their return to work.

Approved by:

Managing Director:

Date:

Operations Director:

Date:

H&S Manager:

Date:

Head of HR:

Date:

RISK RATING MATRIX

		LIKELIHOOD					
		1	2	3	4	5	
		Remote	Improbable	Possible	Probable	Frequent	
S E V E R I T Y	1 Negligible	Low	Low	Low	Low	Medium	
	2 Minor	Low	Low	Medium	Medium	Medium	
	3 Moderate	Low	Medium	Medium	Medium	High	
	4 Serious	Low	Medium	Medium	High	High	
	5 Major	Medium	Medium	High	High	High	
		Low – Monitor and manage					
		Medium – Monitor and maintain strict measures					
		High – Do not proceed – Immediately introduce further control measures to lower the risk. Re assess before proceeding					

RISK RATING:

SEVERITY (S) =

Major (5) - Serious (4) - Moderate (3) - Minor (2) - Negligible (1)

LIKELIHOOD (L) =

Frequent (5) - Probable (4) - Possible (3) - Improbable (2) - Remote (1)

NOTE: Likelihood may be reduced to Zero if control measures completely mitigate risk

Degree of Risk (DR) = SEVERITY x LIKELIHOOD.

H = High, M = Medium, L = Low

****RESIDUAL RISK RATING:**

Residual risk is the level of risk that remains after suitable and sufficient control measures have been introduced.

SIGNIFICANT HAZARD & RISK	PERSON AT RISK	ACTIVITY	RISK RATING*			RISK CONTROL MEASURES	RESIDUAL RISK RATING**		
			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Before coming to work	5	4	20 H	<ul style="list-style-type: none"> Prior to commencing work all new employees will receive a document outlining the new site guidelines on social distancing, hygiene, cleaning, revised working practices etc. Employees will acknowledge adherence to these practices by clocking in each morning. All employees must ensure that they are fit and well and displaying no symptoms of Covid-19 before reporting for work. Employees should not report for work if they have been in close contact with any person displaying symptoms of Covid-19 or with any person who has had a positive Covid-19 test result until agreed with the HR department Any employee who has received notification to self-isolate must not report for work until it has been agreed with the HR department. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Travelling to work	5	4	20 H	<ul style="list-style-type: none"> Employees who are able to walk or cycle to work must do so. Employees are prohibited from car sharing unless it is only with members of their own household. This is policed by management and security. There may however be circumstances where, due to remote location of a site, Management will allow limited car sharing -to enable employees to travel to and from work. Any sharing will only take place following approval from Senior Management adherence to strict protocols. Where permitted employees will form fixed bubbles of two (1 driver & 1 passenger), sitting one in front and one in the back, face masks will be worn at all times and windows to be rolled down during the journey. All touch points will be cleaned at the end of the journey. Employees must avoid the use of public transport unless other means have been investigated and not deemed possible. When public transport is unavoidable, employees must ensure that they are maintaining the social distancing guidelines as advised by Public Health England. The use of face coverings is also mandatory when using public transport. Wash or sanitise your hands as soon as possible after using public transport. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Arrival on site	5	4	20 H	<ul style="list-style-type: none"> All employees must enter the site from the south liberty lane entrance, access to the site through any other entrance is prohibited. To ensure the health and safety of all employees, each individual will need to have their temperature checked on arrival at site. A temperature check station is in place in the East canteen, all employees must report directly to the East canteen on arrival on site, without entering any other building. Two stations are operational to manage peak periods and to allow for social distancing to be maintained. A one-way system to control the flow of pedestrians will be in place around the site. Floor markings will be in place to ensure that minimum social distancing can be maintained. The temp station will be manned at the start of the working day, once closed, all traffic is then diverted and will go to the Security hut to be checked All employees must sanitise their hands at the sanitisation station on entering the test area before then doffing a surgical grade II face mask. A foot propelled sanitiser is in operation to reduce contact. Each employee will have their temperature checked using a non-contact thermometer. Personnel conducting the temperature checks will be fully trained in the process and provided with full PPE (Disposable gloves, Type II masks, Face visors) If two temperature checks show a reading of 37.8°C or above the individual will be asked to return home and will be contacted by a member of the HR team that day. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Entering the buildings	5	3	15 H	<ul style="list-style-type: none"> All personnel must wear a face mask when <u>within ALL buildings</u>, the only exceptions to this are: <ul style="list-style-type: none"> When sitting at your own desk When seated in a canteen When in the bathroom facilities Employees waiting to enter the buildings must maintain social distancing at all times. The entry doors to the buildings will be held open to eliminate the touch points where possible. Employees must sanitise their hands at the sanitising station immediately upon entering a building. To control the flow of personnel accessing and egressing buildings, a one-way flow will be in operation. Employees must follow the one-way pedestrian route around the building to make their way to their own work area When exiting the building, employees must ensure that they are adhering to the one way pedestrian route. We have identified some roles where it would not be practicable for one-way systems to be adhered to at all times. Special dispensation has therefore been given to specific personnel to move freely around production areas and not strictly following the one-way system. These personnel still follow all site social distancing and hygiene protocols. 	5	1	5 L

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Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Working in the offices	5	3	15 H	<ul style="list-style-type: none"> All office personnel must wear a face mask while within the offices except for when they are sat at their own desk. Face masks must be worn by all attendees in meeting rooms if room is at maximum occupancy and is enclosed Whilst working within the offices employees must ensure that they socially distance at all times Employees must avoid face to face contact within 1 metre even whilst wearing a mask Meeting rooms have been utilised as extra office space to create extra room. Desks/tables will be removed where possible to create extra room. Perspex screens fixed to all desks to separate people from each other where necessary. Employees must only use the equipment at their own workstations and avoid 'hot-desking' where possible After using any communal equipment such as photocopiers, use disinfectant wipes to clean all touch points. Windows open throughout the day to allow for natural ventilation 	5	1	5 M

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Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Working in the offices	5	3	15 E	<ul style="list-style-type: none"> Where safe and practical to do so, all doors to be held open to minimise touch points, area fire marshals will close all fire doors at the end of the day. Commonly touched door handles will be fitted with Purehold anti-bacterial sleeves to help prevent the spread of infection Employees must wash their hands for at least 20 seconds at regular intervals throughout the day, use hand sanitiser where water is not readily available. Employees must regularly wipe down common touch points at their workstation (telephones, keyboards, computer mouse, drawer handles etc.) throughout the day. Employees must fully clean down their workstations including dividing screens at the beginning and end of each day. 	5	1	5 M

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Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Working in production areas	5	3	15 H	<ul style="list-style-type: none"> Consolidation of manufacturing processes and implementation of single main assembly line has reduced density of workforce. Separate facilities have been created for small panel production, sub assembly and furniture preparation; providing more space between operators and open working environments; with additional stations added. Whilst in production areas employees must ensure that they socially distance where possible to do so. Avoiding face to face contact within 1 metre even whilst wearing a mask for longer than 1 minute. All tasks within production have been RAG (Red-Amber-Green) rated to determine areas where 2m social distancing is not possible. Mitigating actions will be put in place for all tasks rated Red or Amber to reduce the risk of transmission. Where possible tasks are spread out among stations to enable social distancing. Close proximity work with other individuals must be kept to a minimum. When working together or in close proximity, employees must work back-to-back or side-to-side, avoiding face-to-face work or skin-to-skin contact. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Working in production areas	5	3	15 H	<ul style="list-style-type: none"> • A maximum number of four people are permitted to be inside a vehicle at any time as long as the following measures are in place: <ul style="list-style-type: none"> ○ All personnel are wearing Type II R face masks ○ All personnel sanitise their hand before entering the vehicle ○ If a person coughs, sneezes or touches their face, they must immediately leave the vehicle and wash or sanitise their hands. ○ The maximum of four people must be limited to 2 in the front and 2 in the rear of the vehicle. ○ Employees must avoid face to face working, instead working side to side or back to back. ○ Employees must maintain social distancing from each other when entering or leaving the vehicles • When conducting internal work inside vehicles, open up all roof lights and as many of the vehicle windows as is safe to do so, to provide ventilation • When conducting external work, employees will again work in fixed teams and avoid face-to-face working, working side to side. • Where employees may need to work in close proximity, (e.g. fitting side panels) these tasks will be limited to less than 15 minutes, always using fixed teams. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Working in production areas	5	3	15 H	<ul style="list-style-type: none"> Where possible plant & equipment must be operated by the same person over the course of a shift. Where more than one person is required to operate any plant or equipment during the course of a shift, all controls must be wiped clean after each use. Each operator will report to their respective tool cabinet at the beginning of their shift. Employees must use their own tools or equipment and avoid sharing tools where possible Where tools or equipment must be shared, they must be cleaned down before and after use. When collecting or depositing any batteries from the charging stations, the batteries and chargers that each person has touched must be wiped clean. Employees must wash their hands at regular intervals throughout the day, use hand sanitiser where water is not readily available. Employees are prohibited from any non-essential contact with any person outside of their own work team. Employees must regularly wipe down their workstation/area throughout the day, especially focussing on all common touch points Employees must fully clean down their workstations at the beginning and end of each day/shift. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Meetings	5	3	15 H	<ul style="list-style-type: none"> Non-essential meetings between employees to be avoided. Use video conferencing tools where possible. Where meetings are essential ensure that minimum number of participants are present The maximum capacity of each meeting room is displayed on the door, this must not be exceeded. All personnel attending meetings must wear a face mask throughout the meeting unless 2m distancing can be maintained and room has sufficient fresh air Hand sanitiser is provided in every meeting room; all attendees must sanitise their hands upon entering the meeting room Where possible, hold meetings outdoors or in well ventilated rooms and open windows. Avoid passing or sharing items between one another (paper, pens etc.) to prevent transmission. Antibacterial wipes are provided in every meeting room; common touch points (Tables, chair arms and adjustment controls, door handles, computer and monitor equipment, remote controls, air conditioning controls etc.) must be wiped clean after each meeting. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Break times and using canteens and break out areas	5	3	15 H	<ul style="list-style-type: none"> Two new purpose built canteens have been created to reduce congestion and to provide ample space for rest periods Break times staggered to reduce volume of people using facilities. Employees are not permitted to eat at their workstations. Employees are encouraged not to leave site during break times. Employees must not share food, snacks etc. Pre ordered food from The Sandwich Shop can be collected from the East canteen at lunchtime Employees are not permitted to receive food deliveries to the workplace. Employees must avoid making drinks or food for other individuals. Employees going to the canteen must adhere to the one-way pedestrian flow on site and ensure that they socially distance Tables and seating are arranged in canteens to ensure minimum 2m metre distance. Employees must wash their hands upon entering the canteen. Employees are reminded that they must distance from other employees whilst using the canteen facilities. Face masks must be worn until employees are seated at their own table. When removing a face mask at break times, employees must lay it outer side down on their own table beside themselves, or fold it into quarters and put in their pocket, remembering to put their mask back on when leaving their table. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Break times and using canteens and break out areas	5	3	15 H	<ul style="list-style-type: none"> Each individual must wipe down all communally used items (hot & cold water dispensers, fridge door handles etc.) after they have used them. Employees must bring their own cutlery & crockery to work with them and avoid sharing these items. Each individual must dispose of their own waste, clean down their table and chair and wash and remove their own cutlery & crockery at the end of their break. Any items left in the canteen or fridges at the end of break periods will be disposed of. A single smoking area on site is in place opposite building 4, smoking is not permitted in any other areas of the site. A one-way system in and out of the smoking area is in place. When using the smoking area employees must ensure that a minimum 2m distance is maintained at all times. Employees must adhere to the one-way system when making their way back to their own work area avoiding non work essential contact with other individuals. Upon re-entering their own building after break, employees must wash or sanitise their hands. Canteens are cleaned throughout the day, and all common touch points are disinfected before and after break times 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Managing visitors or contractors	5	3	15 H	<ul style="list-style-type: none"> Where possible non-essential visitors to site must be discouraged, conduct meetings via telephone or video conferencing where possible. When visitors are essential, the visitor site guidance document on social distancing and hygiene must be sent to the visitors and signed off and returned before their arrival. Security team will check the temperatures of visitors to site whilst they are still in their vehicle. All visitors must remain with their host throughout their visit to ensure that site guidelines are followed. Ensure that a minimum 2m distance is maintained between visitors and employees at all times. Visits to site must be discussed and co-ordinated through reception to limit the number of visitors on site at any one time. Carry out essential site services and contractor visits outside of regular working hours where possible. All visitors to site must sign in on the Envoy iPad in reception to ensure that a record is kept. Envoy iPad to be cleaned after each visitor sign in using antibacterial spray. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Deliveries to and collections from site	5	3	15 H	<ul style="list-style-type: none"> Postal deliveries – drop off and pick up made at the security hut Employees are not permitted to have personal items delivered to site. All goods deliveries will report to the Replenishment centre. All goods drivers must remain in their vehicle cab until attended to by the goods in team. Any driver exiting their cab will be required to wear a face mask. Drivers must maintain a 2m distance from Bailey employees and other personnel at all times. If drivers wish to use the toilets they must follow the one-way route in and out of the building. Upon entering the building drivers must sanitise their hands, maintain a 2m distance from all personnel and leave the toilets in the same clean condition in which they found them. Hand sanitiser and wipes, along with all required PPE (Type II masks, face shields, gloves etc.) available to goods in team. Clean and remove outer packaging of deliveries to site wherever possible. Employees must sanitise or wash their hands after handling any deliveries to site Floor markings in place to aid social distancing. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Hygiene, showers & toilets	5	3	15 H	<ul style="list-style-type: none"> Employees must wash their hands with soap and water at regular intervals throughout the day, especially at start and end of shifts and break times. Use hand sanitiser where access to water is not available. Employees must avoid touching their face. Employees must cough or sneeze into a tissue which is then safely disposed of. Sneeze into your arm where a tissue is not available. Wash or sanitise hands immediately after coughing or sneezing. Employees must use the toilet facilities in their own area, visiting other areas of the site to use the toilet facilities is strictly prohibited. Some sinks and urinals have been removed from use to ensure that social distancing can be maintained Queuing or waiting inside or outside the toilets is not permitted. After using the toilet employees must thoroughly wash their hands. As per UK Government and World Health Organisation guidance, hands can be dried using either paper towels or electrical hand dryers. Employees are to leave the toilets in the same clean condition in which they found them. Any cleanliness or other issues with the toilet facilities must be reported immediately. Any individual using the shower facilities must thoroughly clean down the area using the normal cleaning products, paying special attention to all touch points (shower controls, shower head, door handles etc.) 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Cleaning	5	3	15 H	<ul style="list-style-type: none"> Cleaners will be provided with full PPE including Type II face masks, visors, disposable gloves and disposable aprons. Enhanced cleaning routines have been put in place with cleaners dedicated to each area throughout the day, removing waste and regularly cleaning all toilets, canteens, door handles, common touch points etc. Extra cleaners have been employed to ensure that all communal areas (canteens, toilets etc.) and common touch points can be cleaned on a continuous basis throughout the day. Fogging machines dispensing a detergent tested to BS EN 14476 and proven to be effective against enveloped viruses, are used to disinfect toilet facilities on a daily basis. Production areas will be deep cleaned and disinfected 3 times a week using fogging machines and disinfectant proven to kill enveloped viruses. Employees are expected to clean down their own workstations at regular intervals throughout the day and at the end of shift. Employees to remove all unnecessary items from their work stations at the end of the day and maintain a clear desk policy. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Wearing of face masks or face coverings	5	3	15 H	<ul style="list-style-type: none"> • All personnel must wear a face mask when within the buildings, the only exceptions to this are: <ul style="list-style-type: none"> ○ When sitting at your own desk ○ When seated in a canteen ○ When in the bathroom facilities • All face masks will be supplied to employees free of charge by the company and they will be instructed in its correct fitment and use. • Anyone wearing a face mask must: <ul style="list-style-type: none"> ○ Wash their hands thoroughly with soap and water or sanitise their hands before putting it on or taking it off. ○ Ensure that the face mask is fully covering their mouth and nose ○ Avoid touching their face or face mask to prevent contamination. ○ Change their face mask if they have touched it or if it becomes damp. ○ Continue to wash their hands regularly ○ Change their face mask daily. ○ Continue to maintain social distancing. • Employees must dispose of all used disposable face masks into the dedicated red face mask disposal bins provided, face masks must be disposed of into any other bin 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19		Wearing of gloves	5	3	15 H	<ul style="list-style-type: none"> Gloves, including disposable and general handling gloves may be worn and will be required for certain tasks conducted by employees. Employees are reminded that gloves offer no added protection against Covid-19 and should not be worn as a measure to protect against Covid-19. Gloves are not a substitute for good hygiene practices and regular hand washing. Disposable gloves should be changed regularly throughout the day as per normal work practices. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Travelling to other sites and using company vehicles	5	3	15 H	<ul style="list-style-type: none"> Where travel is necessary, employees must not travel in shared vehicles where social distancing is not possible. Minimize contact with people at the other sites, maintaining social distancing Employees must sanitise their hands prior to using any company vehicle. Employees must spray the interior of company vehicles after use using the disinfectant spray or wipes provided, paying special attention to all touch points (driving controls, interior and exterior door handles, window controls, seat belts etc.) When using any vehicles on site (forklift trucks, tractors, motorhomes etc.) these should be limited to a single driver throughout the shift wherever possible. Where vehicles must be operated by more than one user during the shift, all common touch points (steering wheel, vehicle controls, seat belts, door handles, keys etc.) must be thoroughly wiped clean between uses. A full clean down of the vehicle must be conducted by the operator at the beginning and end of the shift. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Communication and signage	5	3	15 H	<ul style="list-style-type: none"> All employees will be regularly updated on any changes in government advice or changes to working arrangements. Bailey will explain and agree any changes to working practices through the Bailey company council, if necessary to do so. Signage and floor markings will be in place to remind employees of the importance of social distancing, good hygiene, handwashing techniques and other Covid-19 safety matters. Employees can raise any Covid-19 related concerns via their team leader, line manager, company and safety council representative, health and safety manager or using the near miss reporting stations located throughout the site. Roadmap for relaxing rules on each of the three sites, to be agreed with Senior Management Team. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Accident & emergency procedures	5	3	15 H	<ul style="list-style-type: none"> Bailey will ensure that there are enough first aiders and fire marshals on site during any reduction in site staffing levels to cope with any eventuality. Any person suffering an accident must report to the site first aid room and alert a first aider for attention. All first aiders giving first aid treatment will wear full PPE including Type II face mask, visor, disposable gloves and disposable aprons. Any person receiving first aid treatment will be required to wear a Type II face mask to protect themselves and the first aider. In the event of a fire alarm sounding, normal evacuation procedures will be followed. In the event of an emergency such as an accident or fire evacuation, people do not have to stay 2m apart if it is not safe to do so. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Leaving the site	5	3	15 H	<ul style="list-style-type: none"> Employees must dispose of all used disposable face masks into the dedicated bins provided at the end of their shift. Employees must wash or sanitise their hands when finishing work. Employees must remember to leave the buildings and site in a prompt and orderly fashion, maintaining social distancing from others and following the one way pedestrian routes. To maintain an orderly egress from the site, employees must avoid lingering in the car park, on walkways, or the outside areas around the site to avoid hindering others and congestion. 	5	1	5 M

SIGNIFICANT HAZARD & RISK	PERSON AT RISK	ACTIVITY	RISK RATING*			RISK CONTROL MEASURES	RESIDUAL RISK RATING**		
			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Drinking water	5	3	15 H	<ul style="list-style-type: none"> • Due to the risk of contamination of the drinking water dispensers, all employees must: <ul style="list-style-type: none"> ○ Wash their hands before using the dispenser. ○ Thoroughly wash their refillable drinks container before using the dispenser. ○ Wipe down the control buttons and tap of the water dispensers using the disinfectant wipes provided before and after use. ○ Avoid touching the tap of the dispenser with any part of the body or the mouth of their drinking container. • The dispensers will be regularly cleaned throughout the day. 	5	1	5 M

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			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Cleaning after a suspected case of Covid-19	5	4	20 H	<ul style="list-style-type: none"> Persons cleaning an area after a person with symptoms of Covid-19, or confirmed Covid-19 has left the area will be required to wear the following PPE: <ul style="list-style-type: none"> Disposable nitrile gloves meeting EN 455 standard Chemical suit meeting EN 13034 standard Safety goggles meeting EN 166 5 standard Half mask respirator meeting EN 140 FFP3 standard Areas where the symptomatic person has passed through spending minimal time require no deep cleaning, just usual cleaning practices. Areas where the symptomatic person has spent significant time must be quarantined until they have been deep cleaned and disinfected, this includes their work areas and also communal areas that may have been used, such as toilets or canteens. Any bodily fluids present from the symptomatic person must first be soaked up using either paper towel or spill kit mats. All surfaces and equipment that the symptomatic person has come into contact with must be thoroughly cleaned and disinfected using disposable paper towel and antiviral disinfectant meeting BS EN 14476 standard. All waste generated during the cleaning up must be double bagged, securely tied and marked with the date. The bags must then be kept separate from all other waste for a minimum period of 72 hours or until a negative Covid-19 test result has been received. After this the bags can be placed in the general waste bin. 			

SIGNIFICANT HAZARD & RISK	PERSON AT RISK	ACTIVITY	RISK RATING*			RISK CONTROL MEASURES	RESIDUAL RISK RATING**		
			S	L	DR		S	L	DR
Spread of Covid-19	Employees Visitors Cleaners Contractors Delivery drivers Vulnerable people – Pregnant women, people with existing medical conditions	Cleaning after a suspected case of Covid-19	5	4	20 H	<ul style="list-style-type: none"> Once all areas have been physically deep cleaned the areas will need to be disinfected. The area will be disinfected using antiviral disinfectant meeting EN 14476 standard proven at being effective against enveloped viruses. The disinfectant will be applied using a fogging machine to create a disinfecting mist which covers all surfaces. Before commencing the fogging operation ensure that the area is clear of all personnel. Electrical equipment may be left in place but must be unplugged from the power before fogging commences. Working backwards from the furthest point, the disinfectant can now be applied with the fogging machine ensuring that all areas are covered. Once fogging is completed the area needs to be isolated for 15 minutes to allow the disinfectant to evaporate. Once 15 minutes have passed the area will be safe for people to use. All disposable PPE (gloves, chemical suit, respirator filters) worn by the cleaner must be bagged up and stored as per the other contaminated waste. Reusable PPE can be cleaned with disinfectant wipes ready for reuse. 			

This risk assessment has been conducted following current government guidance in relation to COVID-19 and in consultation with employees via the Bailey Company Council.

This risk assessment will be reviewed and updated:

- Following any change in government guidance
- Following any accident, incident or near miss
- If it is no longer believed to be effective
- Following any change in work practices
- After a minimum of 6 months