Activity Risk Assessment Form	Ref. No. ARA02/20 **Reviewed:** 14th Dec 20

Activity:	Working alongside Covid-19		
Location:	Urban Planters Franchise Ltd		
Frequency and Duration:	Daily	**Number of People exposed to the risks:**	All Staff, Customers & Visitors

Hazards:

1. Virus transmission to extremely vulnerable and vulnerable employees
2. Virus transmission in the workplace
3. Someone entering the workplace with Covid-19
4. Travelling to work
5. Driving at work
6. Entry and exit to our buildings/sites
7. Cleaning frequency
8. Visiting customer sites
9. Current self-isolation periods

RISK CONTROL MEASURES

Existing Controls:

1. Virus transmission to extremely vulnerable and vulnerable employees

1.1 Individual risk assessments for extremely vulnerable and vulnerable employees will be undertaken.

1.2 Where social distancing can't be maintained in our offices and where home working can be adopted, employees will be encouraged to do so. If they cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2 meters away from others. If they must spend time within 2 meters of others, we will carefully assess whether all workplace controls allow for an acceptable level of risk.

1.3 Maintain contact with line management and follow company policy/guidance.

2. Virus transmission in the workplace
2.1 All employees are encouraged to use the NHS Track and Trace app if available on their mobile device.

2.2 Consideration has been given to identify the control measures to reduce the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

2.3 Work has been arranged so that staff are able to maintain the 2 metre current distancing measures.

2.4 Employee activities are segregated to promote 2 meters distance.

2.5 Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been made whether that activity needs to continue for the business to operate.

2.6 Increased frequency of hand washing and surface cleaning.

2.7 The activity time involved is kept as short as possible and minimise the frequency.

2.8 Screens or barriers are used to separate people from each other.

2.9 Back-to-back or side-to-side working (rather than face-to-face) is used whenever possible.

2.10 Number of people each person has contact with is reduced by using 'fixed teams or partnering' (so each person works with only a few others).

2.11 A one-way flow system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.

2.12 Employees receive training on preventative care:
- Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.
- Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.
- Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.
- Employees have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.
- Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.
- Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.
- Employees bring their own provisions in for lunch.
- Social gathering amongst employees have been discouraged whilst at work.

2.13 Employees requested to keep in touch through remote technology such as phone, internet and social media.

2.14 Employees have been separated into teams to reduce contact between employees.

2.15 Desks are arranged to maintain a minimum of 2 meters from each other, with employee's facing in opposite directions. Only where it is not possible to move workstations further apart, or not face each other, the use of screens to separate people from each other will be adopted.

2.16 Use of protective screening for staff in receptions or communal areas where reasonably practicable.

2.17 Workstations are assigned to an individual. If shared, they are shared by the smallest possible number of people. Hot desks will be avoided.

2.18 Fixed pairing system for people who have to work in close proximity. For example, during two-person assembly, lifting or maintenance.

2.19 Processes have been changed to allow people to work further apart from each other where reasonably practicable.

2.20 Buildings have been separated into working zones and access restricted to keep different groups of workers physically separated where reasonably practicable.

2.21 Movement is discouraged for non-essential trips within buildings and sites.

2.22 Equipment rotation has been reduced where reasonably practicable.

2.23 Regulated use of high traffic areas including corridors and walkways to maintain social distancing.

2.24 Where PPE is already utilised as part of a work activity to protect against non-Covid-19 risks, this is continued to do so.

2.25 Support is provided to workers in using face coverings safely if they choose to or are requested to wear one. This includes:
   • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
   • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
   • Change your face covering if it becomes damp or if you've touched it.
   • Continue to wash your hands regularly.
   • Change and wash your face covering daily.
   • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
   • Practice social distancing wherever possible.

(Note: When managing the risk of Covid-19, additional PPE beyond what you usually wear is not beneficial. This is because Covid-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE. For example, first responders and immigration enforcement officers.) If you are in one of these groups, you should refer to the advice at:
https://www.gov.uk/government/publications/coronaviruscovid-19-personal-protective-equipment-ppe-plan/covid-19personal-protective-equipment-ppe-plan and
https://www.gov.uk/government/publications/covid-19decontamination-in-non-healthcare-settings

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2.26 Advice is shared with employees and they have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e., line managers, HR).

2.27 Business related travel is reduced where possible.

2.28 All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.

2.29 Meetings held outdoors or in well-ventilated rooms whenever possible.

2.30 Employees are discouraged from hand shaking and general close personal greetings.

2.31 Employees are made aware of the impact of Covid 19 on their job/change of working environment.

2.32 If a worker develops a high temperature or a persistent cough whilst at work, they should:
1. Return home immediately.
2. Avoid touching anything.
3. Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow.
4. They must follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

All reported cases to be escalated to the Safety Officer.

3. Someone entering the workplace with Covid-19
3.1 Request that companies who regularly attend our premises or those we work alongside to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding Covid-19 including 'Covid-19 secure' assurance notice.

3.2 Employees are made aware of Covid-19 symptoms via training sessions.

3.3 Temperature readings will be taken for everyone entering the building.

3.4 Anybody visiting site will be informed that they are not to enter if they're experiencing Covid-19 symptoms and will be advised to self-isolate in line with government guidelines.

3.5 Employees who have a person living in the same household or if they've been in contact with someone displaying Covid-19 symptoms then they should self-isolate as per government guidelines.

3.6 Employees who develop a high temperature or a persistent cough or loss of taste and smell whilst away from work, should stay at home, ring into work to explain the circumstances and follow the guidance on self-isolation and get a test to check if you have Covid-19 as soon as possible. Do not return to work until the self-isolation period has been completed. All reported cases to be escalated to the Safety Officer.

3.7 Employees are advised to contact and follow NHS 111 guidance and look to be tested for Covid-19. https://www.nhs.uk/conditions/coronavirus-covid-19/.

3.8 If NHS 111 or a GP determines an employee has contracted Covid-19 or if you have had a positive test, they will be treated as off sick as per our normal policy.

3.9 If a Covid-19 test gives a negative result, then the employee can stop isolating, if they feel well enough to do so.

3.10 Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS 111 for guidance.

3.11 Where contact has been made, colleagues will be requested to self-isolate for the required period. Working from home will be considered and encouraged where possible.

3.12 Stop non-essential visitors to the workplace.

4. Travelling to work

4.1 All employees are encouraged to use the NHS Track and Trace app if available on their mobile device.

4.2 Sufficient parking restrictions to maintain social distancing measures are in place.

4.3 Employees will be instructed to use their personal transport or use alternatives e.g., cycling, walking for work activities and avoid public transport wherever possible.

5. Driving at work

5.1 All employees are encouraged to use the NHS Track and Trace app if available on their mobile device.

5.2 Employee roles that are required to car share will be minimised and fixed travel partners will be adopted. Masks will be worn and car ventilation will also be increased, where possible.

5.3 Non-essential travel is minimised, with remote options considered first.

5.4 Shared vehicles will be cleaned between shifts or on handover.

5.5 Where employees are required to stay away from their home, this is centrally logged and any overnight accommodation confirmed to meeting social distancing guidelines.

5.6 Procedures in place to minimise person-to-person contact during deliveries to other sites.

6. Entry and exit to our buildings/sites

6.1 Temperature readings will be taken for everyone entering the building.

6.2 Congestion reduced, for example, by having more entry points to the workplace.

6.3 Access and exit from a building involving visitors signing in/out at reception.

6.4 Access to the building/site has been restricted to employees and approved visitors and contractors only.

6.5 Visitors confined to strictly defined areas and unnecessary movements around the building avoided.

6.6 Hand sanitiser pump action containers are available at all entry and exit points of our buildings.

6.7 Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.

6.8 Signs displayed reviewed and replaced as necessary.

6.9 Collaborative working conducted with landlords and other tenants where multi-tenant sites/buildings are occupied, to ensure consistency across common areas, for example, receptions, staircases and toilets.

7. Cleaning frequency

7.1 The ongoing cleaning frequency is made sufficient such that cleaning can be undertaken when site/building/premises is occupied.

7.2 All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.

7.3 Mats are removed where safe to do so to make cleaning and disinfection of floors easier.

7.4 Appropriate cleaning products are used during daily preventative clean regime.

7.5 Employees avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations.

7.6 Any use of common work equipment is restricted and managed.

7.7 Persons undertaking the cleaning have been instructed with clear safe usage instructions.

7.8 The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use.

7.9 Correct PPE is provided for the use of cleaning materials.

7.10 Appropriate cleaning products are provided, so that employees can frequently clean their workstations during the day.

7.11 Employees are provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.

7.12 Employees are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.

8. Visiting customer sites

8.1 All employees are encouraged to use the NHS Track and Trace app if available on their mobile device. Maintain social distancing as best as possible when entering/exiting a building and during the signing in/out process. Sanitising hands immediately after touching any common surfaces or equipment.

8.2 Maintain social distancing of at least two meters as best as you can throughout the building/site.

8.3 Temporarily move plant displays from an occupied space where possible, to enable maintenance.

8.4 Using a consistent pairing system if people must work in close-proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned. Consistent pairings should wear face coverings when social distancing cannot be maintained.

8.5 Keeping the activity time involved as short as possible.

8.6 Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

8.7 Avoid sharing operational tools and equipment but where this is not possible, sanitisation of all shared hand tools, machinery, and equipment after use. Work rotas will be implemented to try and maintain one person per machine activities.

8.8 Maintenance dockets not to be signed by the customer, instead the docket should be countersigned in front of and on behalf of the customer and a picture of the customer can also be taken.

8.9 All employees to be provided with hand sanitiser, disposable single use gloves, and face coverings.

8.10 Hands should be washed or sanitised immediately after touching common contact surfaces, as listed above.

8.11 When used, disposable single use masks, gloves, and tissues to be bagged immediately after use and disposed of correctly at the end of the day.

8.12 All remote employees will be monitored periodically throughout the working day by either the office or their supervisor.

8.13 If a worker develops a high temperature or a persistent cough whilst at work, they should:
1. Notify their supervisor, sign off site and return home immediately.
2. Avoid touching anything.
3. Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow.
4. They must follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.
5. If a Covid-19 test gives a negative result, then the employee can stop isolating, if they feel well enough to do so.
6. All reported cases to be escalated to their Safety Officer.

9. Current self-isolation periods
The currently advised self-isolation periods are as follows:

9.1 If you have symptoms
If you have any of the main symptoms of coronavirus:

1. Get a test to check if you have coronavirus as soon as possible.

2. You and anyone you live with should stay at home and not have visitors until you get your test results – only leave your home to have a test.

Anyone in your support bubble should also stay at home if you have been in close contact with them since your symptoms started or during the 48 hours before they started.

If you've tested negative, you only need to self-isolate if:

- Someone you live with has tested positive

- You've been told you've been in contact with someone who tested positive

- You're going into hospital – keep isolating until you go in

- You've recently travelled to the UK from a place with a high coronavirus risk

If you still feel unwell after a negative test, stay at home until you're feeling better.

If you're being sick, have diarrhoea or have a high temperature, stay at home until 48 hours after they've stopped.

Check with your employer before going back to work.

9.2 If you have tested positive – Self-isolate for 10 days

If you've tested positive and

- you have symptoms – self-isolate for 10 days from when your symptoms started
- you have not had symptoms – self-isolate for 10 days from when you had the test

If you get symptoms while you're self-isolating, the 10 days restarts from when your symptoms started.

When to stop self-isolating

You can stop self-isolating after 10 days if either:

- you do not have any symptoms
- you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone

When to keep self-isolating

Keep self-isolating if you have any of these symptoms after 10 days:

- a high temperature or feeling hot and shivery
- a runny nose or sneezing
- feeling or being sick
- diarrhoea

Only stop self-isolating when these symptoms have gone.

If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.

9.3 If someone you live with has tested positive

How long you need to self-isolate

If someone you live with has tested positive and:

- they have symptoms – self-isolate for 10 days from when their symptoms started
- they have not had symptoms – self-isolate for 10 days from when they had their test

If they get symptoms while they're self-isolating, the 10 days restarts from when their symptoms started.

The 10 days does not restart if a different person you live with gets symptoms while you're self-isolating.

When to stop self-isolating

You can stop self-isolating after 10 days if you do not get any symptoms.

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What to do if you get symptoms
[Get a test to check if you have coronavirus on GOV.UK](#) if you get symptoms while you're self-isolating.

If your test is negative, keep self-isolating for the rest of the 10 days.

If your test is positive, the 10 days restarts from when your symptoms started. This will mean you're self-isolating for more than 10 days overall.

9.4 If someone in your support bubble has tested positive

How long you need to self-isolate
Self-isolate immediately if someone in your support bubble has tested positive and either:
- you've been in close contact with them since their symptoms started or during the 48 hours before their symptoms started

- you've been in close contact with them since they had the test or during the 48 hours before their test (if they have not had symptoms)

You need to self-isolate for 10 days from when you were last in contact with the person.

When to stop self-isolating
You can stop self-isolating after 10 days if you do not get any symptoms.

What to do if you get symptoms
[Get a test to check if you have coronavirus on GOV.UK](#) if you get symptoms while you're self-isolating.

If your test is negative, keep self-isolating for the rest of the 10 days.

If your test is positive, the 10 days restarts from when your symptoms started. This will mean you're self-isolating for more than 10 days overall.

Additional Controls:
1. The outbreak will be monitored daily by management and a companywide approach to work alongside Covid-19 will be developed and continually reviewed.
2. All employees to be issued with the Employee H&S handbook to read and understand the Covid-19 section of this handbook.
3. All employees to read/watch and understand NHS guidance washing hands (**https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/**).
4. All employees to read and understand HSE guidance on the correct removal of single use gloves **https://www.hse.gov.uk/skin/posters/glovesingleuse.pdf**
5. All employees to read and understand HSE guidance on The Correct Use of Face Masks **https://www.hse.gov.uk/pubns/disposable-respirator.pdf** and face fitting **https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm**
6. Keep up to date on: **https://www.nhs.uk/conditions/coronavirus-covid-19/**

Additional information
If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you <u>do not</u> go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs

HSE Fit testing face masks - https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm
NHS 111 Online Service - https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-111/
NHS Telephone Service – 111 or 18001 111 on a textphone
CIPD HR Inform - https://www.hr-inform.co.uk/news-article/advice-on-managing-the-coronavirus-outbreak
WHO - https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public
UK Government - https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public
Institution of Occupational Safety & Health - https://www.iosh.com/more/news-listing/coronavirus-guidance-from-iosh-and-the-world-health- organization/

Name of Assessor:	Alan Page	**Signature:**

Name of Employee(s):		**Signature(s):**
		I confirm that I have been issued with this Activity Risk Assessment and understand the risks involved and the safe method of working to minimise these risks.

Risk Rating

Severity of Injury (S):	5	**Likelihood of Injury (L):**	4	**Risk Rating (SxL):**	20	**Risk Rating**	Action

Residual Risk Rating

Severity of Injury (S):	5	**Likelihood of Injury (L):**	2	**Risk Rating (SxL):**	10	**Risk Rating**	Monitor

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