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| **RESPONSIBLE COMPANY** | PALMER TIMBER LTD | **SITE ADDRESS** | Granville Works, Station Road,Cradley Health, West Midlands, B64 6PW |

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| **DATE(S) ASSESSMENT UNDERTAKEN** | May 13th to May 22nd, 2020 | **VERSION** | 1.0 |

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| **ASSESSMENT UNDERTAKEN BY** | Daryl Smallman (Group Health & Safety Manager) **D M Smallman** 27/05/2020Assistance from Ian Cox (Operations Director) and Chris Baugh (HR Manager) |

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| **HAZARDS AND WHO COULD BE HARMED** | In all activities and situations the **HAZARD** is the spread of the Covid-19 virus which could potentially be transmitted to persons who are directly or indirectly involved with the company’s operations.In all activities and situations the **HARM** is that persons could potentially become infected by the Covid-19 virus and become seriously ill dependent upon their underlying medical condition.  |

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| **SOURCES OF INFORMATION** | HM Government working safely during COVID-19 in factories, plants and warehouses (11 May 2020) |

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| **MANAGEMENT OF THE RISK (METHOD STATEMENT)** | Please refer to COVID-19 Management Method Statement for further details of company procedures relating to the general control measures adopted on site and during company operations.  |

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| **ACTIVITY / SITUATION** | **POTENTIAL HAZARDOUS EVENT** | **WHO IS AT RISK** | **CONTROL MEASURES** | **OTHER INFORMATION & RECOMMENDATIONS** |
| 1. Persons attending work.
 | Person presents or reportsCOVID-19 symptoms i.e. new or continuous cough &/or high temperature & a recent loss of taste or smell.  | The person them self.Other persons they are in close contact with.  | Report symptoms immediately to their Line Manager prior to attending work.Person instructed to call the NHS 111 helpline for further advice & information. If person is actually on site they should be isolated from other persons & arrangements made for them to return to their home as soon as is practical.Only essential employees will be required to attend work in order for the site to operate safely & effectively. Employees to work from home if practical.  | See company Method Statement for further details.Employee return to work documents can be supported by self-assessment questionnaires following periods of absence relating specifically to COVID-19.  |
| 1. Persons attending work.
 | Person has another household member with COVID-19 symptoms i.e. new or continuous cough or high temperature & a recent loss of taste or smell.  | The person them self.Other persons they are in close contact with. | Report situation immediately to their Line Manager prior to attending work.Person instructed to call the NHS 111 helpline for further advice & information. Employees to work from home if practical. | See company Method Statement for further details. |
| 1. Persons attending work.
 | Person has a diagnosed medical condition that poses an increased underlying risk if infected by the COVID-19 virus. | The person them self. | Employees keep company informed of their medical situation via information from GP’s & completion of health questionnaires.GP & government guidance is then followed relating to the situation presented.  | See definition of the vulnerable group lists. |
| 1. Persons attending work.
 | Person has another household member who is on the vulnerable group lists.  | The person them self.Vulnerable member of the household. | Report situation to their Line Manager.Consideration to any practical alternative roles on site. Follow social distancing guidance & keep 2m (6.5ft) away from other persons. Follow advised hygiene protocol.   | Employees with childcare issues or who have to look after other dependents should report this situation to their Line Manager so the circumstances can be reviewed.  |
| 1. Persons attending work.
 | Person has another household member with a confirmed case of COVID-19.  | The person them self.Other persons they are in close contact with. | Report situation immediately to their Line Manager prior to attending work.Person instructed to call the NHS 111 helpline for further advice & information. |  |
| **ACTIVITY / SITUATION** | **POTENTIAL HAZARDOUS EVENT** | **WHO IS AT RISK** | **CONTROL MEASURES** | **OTHER INFORMATION & RECOMMENDATIONS** |
| 1. Travelling to site.
 | Person in contact with various members of the public.  | The person them self.Other persons they are in close contact with. | Follow social distancing guidance & keep 2m (6.5ft) away from other persons.Avoid any unnecessary stops on your journey to work. If using a car or van to get to work always attempt travel alone except for members of your own household. Where you have to travel to work in the same vehicle with another person from outside your household wear face coverings & keep vehicle windows open. Avoid using public transport wherever possible & wear a face covering if this method of travel has to be adopted.  | See company Method Statement for further details. |
| 1. Arrival at site.
 | Person in contact with other persons already on site. | The person them self.Other persons they are in close contact with. | All employees to remain a distance of 2m (6.5ft) away from other persons on site.Employees are required to arrive on site in accordance with their designated shift starting time which may change dependent on site operational circumstances. Shift operational starting times on site will be staggered wherever practical. Employees will park vehicles in the designated car park areas. Parking will initially be away from other parked vehicles. If having to park directly next to another occupied vehicle then wait for them to get out first & then follow from a safe distance. Bicycles will be left at designated shelter. Employees must not walk from the car park areas in groups & social distancing protocol should be maintained upon arrival to site. Employees should make their way to the yard office counter via the front door & wash their hands at the sanitiser point.Only one person at a time is allowed around the yard office counter area. Employees should sign-in on the daily attendance sheet using their own pen.   | N.B. Use of the biometric hand-scanner for time & attendance purposes has been suspended for hourly paid workers.Staff based in the main offices will wash their hands at the sanitiser point located in the reception lobby before entering this building. Floor signage, floor markings & other notices to be displayed around the yard office counter & yard office doorway. |
| **ACTIVITY / SITUATION** | **POTENTIAL HAZARDOUS EVENT** | **WHO IS AT RISK** | **CONTROL MEASURES** | **OTHER INFORMATION & RECOMMENDATIONS** |
| 1. Leaving site at end of a shift or working day.
 | Person in close contact with other persons also leaving site. | The person them self.Other persons they are in close contact with. | All employees to remain a distance of 2m (6.5ft) away from other persons on site.Shift operational finishing times on site will be staggered wherever practical. Employees should make their way to the yard office counter via the front door & wash their hands at the sanitiser point.Only one person at a time is allowed around the yard office counter area. Employees should sign-out on the daily attendance sheet using their own pen. Employees must not walk to the car park areas in groups & social distancing protocol should be maintained upon leaving the site.  | Staff based in the main offices will wash their hands at the sanitiser point located in the reception lobby before leaving this building.  |
| 1. Leaving site during a shift or a working day.
 | Person in contact with various members of the public. | The person them self.Other persons they are in close contact with. | Employees are generally encouraged not leave site during a normal working day. If this cannot be avoided then all social distancing & hygiene protocol in place for arriving & leaving site must be followed.  |  |
| 1. General movements around site.
 | Person in contact with other persons on site. | The person them self.Other persons they are in close contact with on site. | All employees to remain a distance of 2m (6.5ft) away from other persons on site.Follow designated entry points into buildings indicated by information notices. If they meet another person along a corridor or passageway then back-up or step aside so distancing protocol can be maintained. All non-essential movements around site will be discouraged & operational activities will be planned to reduce any job rotation.Communication via the use of two-way radios, office telephones & mobile phones.If having to move from one building to another all employees will wash their hands upon leaving the one building & then again prior to entering the next using the sanitiser points provided (‘Scrub- in’ & ‘Scrub-out’)Employees instructed to catch coughs/sneezes with a tissue or their arm.  | Use of COVID-19 marshals to monitor procedures on site.Managers & supervisors plus current first aiders & fire marshals will assume this role. Floor signage, floor markings & other notices to be displayed around building entrance points & along frequently used pedestrian routes. |
| **ACTIVITY / SITUATION** | **POTENTIAL HAZARDOUS EVENT** | **WHO IS AT RISK** | **CONTROL MEASURES** | **OTHER INFORMATION & RECOMMENDATIONS** |
| 1. Working in the Mill areas.
 | Person in contact with other persons working in this area. | The person them self.Other persons they are in close contact with. | Mill areas are covered factory buildings with high roofs allowing for good general ventilation around working spaces. Normally 2 employees work on a machine.All employees to remain a distance of 2m (6.5ft) away from other persons in this area.Employees to wash hands more frequently for a period of 20 seconds & to catch coughs/sneezes with a tissue or their arm.Regular use of hand sanitiser points.Employees to remain in their designated working areas & movement to other working areas should be avoided. Employees to be kept in the same working teams as much as possible.Regular cleaning around working areas with shared surfaces, items & equipment. Masks & gloves are available upon request as normal & it is the wearer’s responsibility to look after this PPE during & after use. | See No.18: Operation of machines & equipment. |
| 1. Working in the Tool Room area.
 | Person in contact with other persons working in this area. | The person them self.Other persons they are in close contact with. | The Tool Room is a smaller enclosed area within the main mill. This has a high ceiling which allows for adequate general ventilation around working spaces. 4-5 employees can be working in this area.All employees to remain a distance of 2m (6.5ft) away from other persons in this area.Employees to wash hands more frequently for a period of 20 seconds & to catch coughs/sneezes with a tissue or their arm.Regular use of hand sanitiser points.Tool Room is not to be used for general pedestrian access into Mill 1 (See signage) Masks & gloves are available upon request as normal & it is the wearer’s responsibility to look after this PPE during & after use.Regular cleaning of computer keyboard, telephone, other shared equipment plus the surrounding working surfaces.General handling & contact with paperwork to be kept to a minimum. | See No.13: Exchanging machine tooling. |
| **ACTIVITY / SITUATION** | **POTENTIAL HAZARDOUS EVENT** | **WHO IS AT RISK** | **CONTROL MEASURES** | **OTHER INFORMATION & RECOMMENDATIONS** |
| 1. Exchanging of machine tooling between the Tool Room & Mill areas.

  | Person in contact with other persons working in these areas. | The person them self.Other persons they are in close contact with. | Machine tooling trolley is taken into the Tool Room via the double-doors by one person who waits for assistance in this area. Access into the Tool Room is blocked off. All employees to remain a distance of 2m (6.5ft) away from other persons in this area.Regular use of hand sanitiser points. | Floor signage, floor markings & other notices to be displayed around area inside the doors. |
| 1. Working in the timber storage sheds.
 | Person in contact with another person working in this area. | The person them self.Other person they are in close contact with. | The timber storage sheds are covered buildings with high roofs allowing for good general ventilation around working spaces. Normally 2-man teams sort timber packs. All employees to remain a distance of 2m (6.5ft) away from other persons in this area.Employees to wash hands more frequently for a period of 20 seconds & to catch coughs/sneezes with a tissue or their arm.Regular use of hand sanitiser points.Masks & gloves are available upon request as normal & it is the wearer’s responsibility to look after this PPE during & after use.Regular cleaning around working areas with shared surfaces, items & equipment. General handling & contact with paperwork to be kept to a minimum.  |  |
| 1. Working in the Glue Plant.
 | Person in contact with another person working in this area. | The person them self.Other person they are in close contact with. | The Glue Plant shed is a covered building with a high roof to allow good general ventilation around working spaces. Normally 2 employees work in this area. All employees to remain a distance of 2m (6.5ft) away from other persons in this area.Employees to wash hands more frequently for a period of 20 seconds & to catch coughs/sneezes with a tissue or their arm.Regular use of hand sanitiser points. |  |

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| **ACTIVITY / SITUATION** | **POTENTIAL HAZARDOUS EVENT** | **WHO IS AT RISK** | **CONTROL MEASURES** | **OTHER INFORMATION & RECOMMENDATIONS** |
| Continued.....Working in the Glue Plant. |  |  | Masks & gloves are available upon request as normal & it is the wearer’s responsibility to look after this PPE during & after use.Regular cleaning of machine controls, shared equipment & items plus areas with shared work surfaces. General handling & contact with paperwork to be kept to a minimum.  |  |
| 1. Working in the Despatch Shed.
 | Person in contact with other persons working in this area. | The person them self.Other persons they are in close contact with. | The Despatch Shed is an open-ended covered building with a high roof to allow good general ventilation in working spaces. Employees normally work in teams of two to pick & sort timber packs. All employees to remain a distance of 2m (6.5ft) away from other persons in this area.Employees to wash hands more frequently for a period of 20 seconds & to catch coughs/sneezes with a tissue or their arm.Regular use of hand sanitiser points.Masks & gloves are available upon request as normal & it is the wearer’s responsibility to look after this PPE during & after use.Regular cleaning around working areas with shared surfaces, items & equipment. General handling & contact with paperwork to be kept to a minimum. |  |
| 1. Working in the Panel Shed.
 | Person in contact with other persons working in this area. | The person them self.Other persons they are in close contact with. | The Panel Shed is a covered building with a high roof to allow good general ventilation around working spaces. There are around 5-6 employees who work in this area. All employees to remain a distance of 2m (6.5ft) away from other persons in this area.Employees to wash hands more frequently for a period of 20 seconds & to catch coughs/sneezes with a tissue or their arm. |  |

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| **ACTIVITY / SITUATION** | **POTENTIAL HAZARDOUS EVENT** | **WHO IS AT RISK** | **CONTROL MEASURES** | **OTHER INFORMATION & RECOMMENDATIONS** |
| Continued.....Working in the Panel Shed. |  |  | Regular use of hand sanitiser points.Masks & gloves are available upon request as normal & it is the wearer’s responsibility to look after this PPE during & after use.Regular cleaning around working areas with shared surfaces, items & equipment. General handling & contact with paperwork to be kept to a minimum. |  |
| 1. Operation of machines & equipment.
 | Person in contact with another person working on the machine or in contact with surfaces touched by other persons.   | The person them self.Other person who works around the same machine.  | Employees are normally able to maintain a distance of 2m (6.5ft) whilst working at the ‘in-feed’ & ‘out-feed’ ends of the machines.Wherever this is not practical employees should work side by side or facing away from each other for short periods.Employees will be kept in the same pairings wherever production requirements allow.The lead operator will coordinate any setting or maintenance work on the machine whilst the other person undertakes alternative tasks away from the machine.Machine control panel areas, other knobs, buttons & levers plus workbench surfaces will be cleaned down on a regular basis. Employees to wash hands more frequently for a period of 20 seconds & to catch coughs/sneezes with a tissue or their arm.Regular use of hand sanitiser points.  |  |
| 1. General use of hand tools.
 | Person in contact with surfaces touched by other persons.  | The person them self.Other persons who use the hand tool. | Employees will use their own hand tools & sharing will be avoided wherever practical.If specific tools have to be shared they will be stored at designated points & the user will clean the hand tool prior to use. Employees to wash hands more frequently for a period of 20 seconds & to catch coughs/sneezes with a tissue or their arm.Regular use of hand sanitiser points. |  |

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| **ACTIVITY / SITUATION** | **POTENTIAL HAZARDOUS EVENT** | **WHO IS AT RISK** | **CONTROL MEASURES** | **OTHER INFORMATION & RECOMMENDATIONS** |
| 1. Operation of MHE, MEWPS, Boom-Lift, Road-sweeper & any other shared vehicles.
 | Person in contact with surfaces touched by other persons.  | The person them self. | Operators will wash their hands before boarding the vehicle or equipment.Wherever practical operators will be allocated a specific MHE during a shift.Where different operators have to use the same vehicle or equipment during a shift, all controls & surfaces which are touched will be cleaned on a regular basis. Operators will wash their hands after using the vehicle or equipment. |  |
| 1. Use of refuelling & re-charging points on site.

  | Person in contact with surfaces touched by other persons.  | The person them self. | Handles & controls on the diesel pump, the calor gas refuelling pump & the electrical re-charging points for access equipment will be cleaned on a regular basis. Operatives will wash their hands prior to using any of these points. Gloves should be worn at the various refuelling & re-charging points. |  |
| 1. Loading & unloading company HGV’s & LGV’s.
 | Person in contact with other persons around the vehicle. | The person them self.Other persons they are in close contact with. | Company HGV’s & LGV’s will be loaded & unloaded in the normal manner using the MHE available on site. Social distancing protocol will be maintained between the vehicle drivers, the MHE operator & where applicable by the pad man involved.Any verbal communication & interaction around the vehicle will be undertaken at a safe distance & for shortest period possible.   |  |
| 1. Working on the yard.
 | Person in contact with other persons working in this area. | The person them self.Other persons they are in close contact with. | Social distancing protocol will be maintained between all yard operatives.Any verbal communication & interaction around the yard will be undertaken at a safe distance & for the shortest period possible. Employees to wash hands more frequently for a period of 20 seconds & to catch coughs/sneezes with a tissue or their arm.Regular use of hand sanitiser points. |  |

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| **ACTIVITY / SITUATION** | **POTENTIAL HAZARDOUS EVENT** | **WHO IS AT RISK** | **CONTROL MEASURES** | **OTHER INFORMATION & RECOMMENDATIONS** |
| 1. Unloading timber product deliveries to site.
 | Person in contact with an outside person arriving on site. | The person them self.Other outside person they are in close contact with. | Deliveries to site will be unloaded in the normal manner at the same external areas & with the MHE available on site. Delivery drivers will be instructed to stay in their vehicle cabs except for taking off the vehicle & load strapping mechanisms. Delivery drivers will not enter any buildings on site without prior permission. Any contact with delivery paperwork will be kept to a minimum & employee can sign the paperwork with their own pen on behalf of the delivery driver where this is agreed by both parties. Employee will wash hands after each delivery is completed. |  |
| 1. Customer collections on site.
 | Person in contact with an outside person arriving on site. | The person them self.Other outside person they are in close contact with. | Customer collections will take place in the normal manner at the same external areas & only with prior permission. Deliveries to the customer premises or other delivery points off- site can be offered.Persons on site collecting orders will be instructed to remain with their vehicle.Any verbal communication & interaction around the vehicle will be undertaken at a safe distance & for shortest period possible.   | There will be no cash-on-collection & orders will be paid pro-forma by credit/debit card, prior to arriving on site in order to collect the goods.  |
| 1. Checking timber product stock around site.
 | Person in contact with other persons working on site. | The person them self.Other persons they are in close contact with. | Social distancing protocol will be maintained around all storage areas.Any verbal communication & interaction with other personnel will be undertaken at a safe distance & for shortest period possible. Catch coughs/sneezes with a tissue or arm.Regular use of hand sanitiser points. |  |

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| **ACTIVITY / SITUATION** | **POTENTIAL HAZARDOUS EVENT** | **WHO IS AT RISK** | **CONTROL MEASURES** | **OTHER INFORMATION & RECOMMENDATIONS** |
| 1. In-house cleaning & maintenance around site.
 | Person in contact with numerous other persons working on site. | The person them self.Other persons they are in close contact with. | Social distancing protocol will be maintained around all areas on site.Any verbal communication & interaction with other personnel will be undertaken at a safe distance & for shortest period possible. Catch coughs/sneezes with a tissue or arm.Regular use of hand sanitiser points.Masks are available upon request. | There is a designated employee who undertakes regular operational cleaning tasks around site. These duties may include specific tasks relating to additional hygiene protocol, as & when required.  |
| 1. Handling & exchange of paperwork.
 | Person in contact with other persons & in contact with surfaces touched by other persons.  | The person them self. | All handling & exchanging of paperwork should be kept to a minimum. Where paperwork is exchanged between areas, it should be handled in bundles to minimise movements around site.Paperwork bundles will be put at designated ‘in-tray’ areas to prevent close contact between persons.Use of persons own pen for signing-off.  |  |
| 1. General use of mobiles phones on site.
 | Person in contact with other persons & in contact with surfaces touched by other persons.  | The person them self.Other persons they are in close contact with. | Mobile phones should only be used at times & in areas where it is safe to do so.The direct person-to-person sharing of mobile phone content should be avoided together with any shared usage of a device. Mobile phone surfaces should be cleaned on a regular basis.   | See company instructional document on the safe use of hand-held devices.  |
| 1. Working in the main offices.
 | Person in contact with other persons working in this area or in contact with surfaces touched by other persons.  | The person them self.Other persons they are in close contact with. | Workstations are assigned to individual members of staff & wherever practical they are positioned to maintain social distancing. Workstations are positioned side by side or facing away from each other in any circumstances where they are positioned closer than 2m apart. Barriers & screens also used between adjoining workstations.Use of hot desk spaces will be avoided.  | Contract cleaners are deployed to clean designated office areas on a daily basis. Cleaning methods have been ramped up in light of the COVID-19 pandemic with specialist cleaning products used. Extended service is VIRA+ which uses a powerful disinfectant to clean surfaces (BS EN 14476 & BS EN 14675) |
| **ACTIVITY / SITUATION** | **POTENTIAL HAZARDOUS EVENT** | **WHO IS AT RISK** | **CONTROL MEASURES** | **OTHER INFORMATION & RECOMMENDATIONS** |
| Continued.....Working in the main offices. |  |  | Staff will use all their own equipment & sharing items is to be avoided if possibleWhere specific office items have to be shared the person will clean it prior to use.Staff will be encouraged wipe all surfaces around their workstation on a regular basis. Staff to wash their hands more frequently for a period of 20 seconds & to catch coughs/sneezes with a tissue or their arm.Regular use of hand sanitiser points.Staff will respect the 2m zones around individual workstations. If they meet another person along a corridor or passageway then back-up or step aside so distancing protocol can be maintained.  | Floor signage, floor markings & other notices to be displayed around the reception area. Floor markings to be displayed around any workstation which is located near frequently used pedestrian routes.  |
| 1. Working in the yard office.
 | Person in contact with other persons working in this area or in contact with surfaces touched by other persons.  | The person them self.Other persons they are in close contact with. | There is a Perspex screen positioned at the front of the yard office counter.The four workstations are positioned side by side & facing away from each other.Other persons should only enter this area with prior permission & groups of persons congregating for a chat should be avoided. | See general principles adopted within the main offices (No.30) |
| 1. Working in the Panel Shed office area.
 | Person in contact with other persons in this area or in contact with surfaces touched by other persons.  | The person them self.Other persons they are in close contact with. | The workstation in this area is only partly manned during a normal working shift.The Panel Shed supervisor will be responsible for keeping the Panel Shed office clean & for who enters this area. Social distancing protocol will be maintained by only allowing 2 persons inside the office at the same time. |  |

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| **ACTIVITY / SITUATION** | **POTENTIAL HAZARDOUS EVENT** | **WHO IS AT RISK** | **CONTROL MEASURES** | **OTHER INFORMATION & RECOMMENDATIONS** |
| 1. Use of toilets on site.
 | Person in contact with other persons in this area or in contact with surfaces touched by other persons.  | The person them self.Other persons they are in close contact with. | Social distancing protocol will be maintained by only allowing a limited number inside the toilet at the same time.Avoid direct face to face contact & wait to use the toilet facilities if safe distances between persons cannot be maintained. Any verbal communication & interaction with other personnel will be undertaken at a safe distance & for shortest period possible. Employees to wash hands after use for a period of 20 seconds & to catch coughs/sneezes with a tissue or their arm.Masks are available upon request.Regular cleaning of hand dryers, soap dispensers, taps, door handles & other surfaces touched by persons in this area.  | Contract cleaners are deployed to clean toilet areas on a daily basis. Cleaning methods have been ramped up in light of the COVID-19 pandemic with specialist cleaning products used. Additional rolls of blue paper towels & supplies of antibacterial disinfectant to be made available in this area. |
| 1. Use of canteen & kitchen areas.
 | Person in contact with other persons in this area or in contact with surfaces touched by other persons.  | The person them self.Other persons they are in close contact with. | Social distancing protocol to be maintained including where seating is made available.Where practical break-times will be staggered to avoid congestion. Avoid direct face to face contact within these areas & wait to use the canteen or kitchen facilities if this cannot be avoided. Any verbal communication & interaction with other personnel will be undertaken at a safe distance & for shortest period possible. Employees are advised to wash their hands before & after using these facilities. Catch coughs/sneezes with a tissue or arm.Regular cleaning of shared equipment like kettles, fridges, toasters & microwaves. Wherever practical employees are encouraged to bring their own food & drink to work in suitable containers e.g. flasks.Employees must put all rubbish in the bins provided or else take it home. Employees should use their own drinking vessels, cutlery & utensils in these areas. Safe outside areas & employee cars can be used during designated break-times.  | Contract cleaners are deployed to clean toilet areas on a daily basis. Cleaning methods have been ramped up in light of the COVID-19 pandemic with specialist cleaning products used.Food deliveries will be allowed onto site providing that the supplier meets the relevant hygiene standards & that orders are grouped to reduce the amount of visits required. Markings to be displayed on fixed seating or benches to indicate safe distances.Additional rolls of blue paper towels & supplies of antibacterial disinfectant to be made available in this area. |
| **ACTIVITY / SITUATION** | **POTENTIAL HAZARDOUS EVENT** | **WHO IS AT RISK** | **CONTROL MEASURES** | **OTHER INFORMATION & RECOMMENDATIONS** |
| 1. Visitors on site.
 | Person in contact with an outside person arriving on site. | The person them self.Other outside person they are in close contact with. | Only essential visitors will allowed on site & all visits must be agreed in advance.Remote contact is advised where practical.Essential visits will be coordinated & limited dependent on numbers. Social distancing & hygiene protocol will be followed at all times during the visit. Visitor will sign-in & out at the reception points using their own pen.  | See No.38: Meetings on site. |
| 1. Contractors on site.
 | Person in contact with an outside person arriving on site. | The person them self.Other outside person they are in close contact with. | Contractors will be managed as normal with only essential work being undertaken during normal working hours. This will be coordinated by the Operations Director Wherever practical out of hour’s contractor work activities will be considered on site.All contractors will be requested to submit RAMS which outline their procedures for COVID-19 whilst on site. Social distancing & hygiene protocol will be followed at all times whilst working on site. |  |
| 1. Agency workers on site.
 | Person in contact with another outside person working on site. | The person them self.Other outside person they are in close contact with. | Wherever practical placement of regular agency personnel to keep the number of new persons working on site to a minimum.New agency workers will be briefed on social distancing & hygiene protocol during inductions delivered before they start work.  |  |
| 1. Company meetings, training & ‘tool-box talks’ on site.
 | Person in contact with other persons or in contact with surfaces touched by other persons.  | The person them self.Other persons they are in close contact with. | Use of remote working tools & methods to avoid in-person meetings where practical. All company meetings, training & ‘tool-box talks’ on site will follow social distancing & hygiene protocol. Only the necessary participants should attend group meetings.Ensure that the rooms are well ventilated & consider outdoor locations if practical.Provision of hand sanitiser at the meeting locations for use before & after the meeting.Shaking hands should be avoided.Equipment & items should not be shared.   |  |
| **ACTIVITY / SITUATION** | **POTENTIAL HAZARDOUS EVENT** | **WHO IS AT RISK** | **CONTROL MEASURES** | **OTHER INFORMATION & RECOMMENDATIONS** |
| 1. Courier & postal deliveries to site.
 | Person in contact with an outside person arriving on site. | The person them self.Other outside person they are in close contact with. | Only essential company deliveries will be allowed on site. Any personal deliveries must be directed to off-site delivery points. Drivers will leave post or parcels at the main office reception or at the yard office. Drivers will only be allowed to enter buildings with prior permission. It is advised that packaging around parcels is wiped prior to handling &/or opening.  |  |
| 1. Use of smoking shelters on site.
 | Person in contact with other persons in this area or in contact with surfaces touched by other persons.  | The person them self.Other persons they are in close contact with. | Social distancing & hygiene protocol will be maintained within the two designated smoking shelters on site. Any verbal communication & interaction with other personnel will be undertaken at a safe distance & for shortest period possible. Catch coughs/sneezes with a tissue or arm.Employees are advised to wash their hands before & after using these facilities. | Markings to be displayed on fixed benches to indicate safe distances inside the shelters. |
| 1. Use of personal vaporizers on site.
 | Person in contact with another person’s vape cloud on site.  | Other persons they are in close contact with. | The use of personal vaporizers is not permitted inside buildings or inside any other enclosed areas on site.Vaping should only be undertaken during designated break-times in the smoking shelter areas or in safe external areas. Vaping in external areas near to building entrances, doorways & windows around site should also be avoided.  |  |
| 1. Spitting around site.
 | Person in contact with another person’s mouth droplets. | Other persons they are in close contact with. | The act of ‘spitting’ anywhere around site is strictly prohibited. The company views such actions as unacceptable & any employee found ‘spitting’ will be liable to disciplinary action. Any other person found ‘spitting’ will be asked to leave site & their actions reported to the relevant company.  |  |
| **ACTIVITY / SITUATION** | **POTENTIAL HAZARDOUS EVENT** | **WHO IS AT RISK** | **CONTROL MEASURES** | **OTHER INFORMATION & RECOMMENDATIONS** |
| 1. First Aider response on site.
 | Person in direct contact with another person who requires first aid treatment. | The person them self.Other person they are in direct contact with. | The vast majority of incidents will not involve a first aider having to get close to a casualty where there is potential contact with cough droplets. Sensible precautions are advised which will enable the first aider to treat a casualty effectively. Wash hands prior to dealing with casualty. Latex gloves worn & a mask if required.Assess casualty from a safe distance & avoid direct face-to-face if administering any required first aid treatment. If practical get the casualty to wear a mask or use a face covering if they are in the recovery position or are prone during CPR. Wash hands after treatment & clean reusable items before disposing of other materials used. Clean down general area. |  |
| 1. Emergency procedures on site e.g. accidents or fire evacuation.

  | Person in contact with other persons around the same area on site. | The person them self.Other persons they are in close contact with. | The site fire assembly point is located outside on car park A. Social distancing will be maintained by persons spreading out in this area whilst waiting for the roll-call.Accidents & incidents will be dealt with & investigated by following social distancing & hygiene protocol. This will be coordinated by the relevant Manager or Supervisor.  | See No.43: If first aid treatment is required for injury or illness.  |
| 1. Deliveries to customer & suppliers premises.
 | Person in contact with other outside persons at the point of delivery. | The person them self.Other outside persons they are in close contact with. | Social distancing & hygiene protocol to be maintained at all times in accordance with the company guidance document. Any verbal communication & interaction around the vehicle will be undertaken at a safe distance & for shortest period possible.  | See company guidance document for HGV drivers visiting customer & suppliers premises. |

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| 1. Other visits by staff to customer premises.
 | Person in contact with other outside persons at the premises being visited. | The person them self.Other outside persons they are in close contact with. | Wherever practical use of remote working tools & methods to avoid visits to customer or suppliers premises. Social distancing & hygiene protocol to be maintained at all times. Specific requirements at the customer premises will be confirmed upon arrival.  | See company guidance document for company personnel visiting customer & suppliers premises.N.B. The current government guidelines will be followed for any work-related travel abroad |
| 1. Use of HGV’s / LGV’s & company vehicles.

  | Person in contact with surfaces touched by other persons.  | The person them self. | HGV’s are normally allocated to an individual person however there may be occasions when the vehicle could be used or accessed by other persons. Drivers will wash their hands before use. All controls & surfaces around the vehicle which are touched will be cleaned on a regular basis using antibacterial wipes. Drivers will wash their hands after use. The carrying of passengers is not required.Persons in charge of company cars should be mindful of non-household persons being in the vehicle outside work & are advised to follow the appropriate protocol.Gloves should be worn during the refuelling of vehicles particularly at external points.  |  |