



# Covid 19 Risk Assessment

## Phase 4 Easing of restrictions

### Key details

Prepared by	Ray Dyer (Managing Director)
Approved by board / management on	29 June 2020
Policy became operational on	1 <sup>st</sup> July 2020
Revised	Amended July 20 2021
Next review date	September 2021(subject to government guidance)

### Introduction

At Peters Ltd we have a legal duty to ensure, as far as reasonably practicable, the health, safety and welfare of our staff and anyone else who may be affected by contact with our business. We consider this our highest priority when considering how to continue our business following the Covid 19 pandemic.

This document outlines the work we have undertaken to identify Covid-19 related risk and appropriate measures to control that risk that we have in place. This is reviewed on an ongoing basis in line with the government guidance and local conditions.

In addition to the work undertaken by the company, each individual member of staff, and visitors to our site, has a legal responsibility to take reasonable care for their own and others' health and safety and to cooperate with the preventative measures we have put in place.

These measures should also be considered when visiting other places of work, such as schools, public libraries, local government offices or our suppliers.

As part of our management of the risk, reopening our site has been undertaken in phased stages based upon customer ordering patterns and government advice. The guidance below relates to the final phase of reopening, with increased staff numbers on site.

### Assessment of Risk

We have used a scoring and assessment system to identify a Risk Rating for each of the areas of the business. This is defined as the Outcome multiplied by the Likelihood equals the Risk Rating.

Each Outcome and Likelihood is given a 'score' and each part of the business is assessed accordingly.

The scores we apply are:

**Outcome:**

**1** – No illness, **3** – Minor illness, **5**- Lost time due to illness, **8** Severe illness, **10** – Fatality

**Likelihood:**

**1** – Remote, **2** – Unlikely, **5** – Likely, **8** – Very likely, **10** – Certain

The combined score gives a figure which then indicates a Risk Rating. These are:

**Risk Rating:**

**Low** – a score between 1-19

**Medium** – a score between 20-49

**High** – a score between 50-100

Following the allocation of a Risk Rating to each element of the business we also assess the action that may need to be taken to maintain the risk at the existing level or improve the Risk Rating.

## Staff consultation

An initial consultation process to agree the majority of the measures in this risk assessment were conducted at the start of May 2020.

The revised risk assessment to enable greater numbers of staff to work on site was circulated to all staff at the start of July 2020 and feedback requested. Ongoing consultations and distribution of information continues.

## Reopening our building – Risk Assessment and controls

### 1. Access to 120, Bromsgrove Street, B5 6RJ

**Risk identified – spreading the infection as staff and visitors return to normal operations following the relaxation of rules on 19/07/21.**

#### **Control measures for colleagues**

- All staff who can work from home will generally be allowed to do so, but they will need to attend site at various times. This will be determined by department heads. First aiders will be requested to work on site to provide access to first aid as required by law.
- Hand sanitisers are located at the entrance to the building and at multiple points around the building, such as next to the lift controls.
- It is now a personal decision to wear face coverings whilst moving around the building or working in open areas.

- Lateral Flow Tests on a regular basis are encouraged for all staff working regularly on site and it is suggested that everyone participate in the vaccination programme..

Risk Rating – 40 – Medium - (Outcome 8 and Likelihood 5).

Comment: The risk is medium at present. This will be reassessed following any change in working practises e.g.,reopening the showroom for visitors.

#### **Control measures for visitors**

- Visitors will be asked to sanitise hands when entering the site.
- The showroom will remain closed for visitors and no events will be held on site.
- Couriers are allowed on site to access the toilet on the back stairs

.Risk Rating – 16 – Low - (Outcome 8 and Likelihood 2).

Comment: The risk is low at present due to very limited visitors attending the site. This will be reassessed following a relaxation of this policy.

## **2. Distancing on site – while working**

**Risk identified – colleagues working in close proximity could increase the risk of infection. Avoid face to face working where possible.**

Risk Rating – Medium (Outcome 8 and Likelihood 5).

#### **Control measures in place for colleagues**

- Face covering is encouraged when walking around the building. These can be removed at the workstation or desk.
- Where possible, workstations will be situated so that there is distance between staff. Workstations that are close to choke points – access routes, the lift, doorways, common machinery will not be used unless unavoidable.
- Staff that are completing functions that are not workstation based should try to maintain a degree of separation.

Risk Rating – Medium (Outcome 8 and Likelihood 5).

Comment: From 19/07/21 the government guidelines have changed, but the situation will be closely monitored, and if infection among staff and visitors is reported, then in house rules may need to change.

### 3. Distancing on site – socialising etc

**Risk identified – colleagues working closely together could increase the risk of infection.**

#### **Control measures in place for colleagues**

- The staff canteen and showroom kitchen are fully open after the government relaxation of rules, but staff should still maintain good hygiene practices such as sanitising hands and surfaces before and after using the facilities.

**Risk Rating – 40 Medium - (Outcome 8 and Likelihood 5).**

### 4. Reducing contact points

**Risk identified – possible transfer of infection between colleagues from poor hygiene regimes and retention of viruses on surfaces or equipment.**

#### **Control measures in place for colleagues**

- Staff are encouraged to wash/sanitise hands on a regular basis
- Toilets, sinks and taps should be wiped down after use
- The toilet on the back staircase has been designated for use by couriers.
- Where common equipment is required to be used, staff should wipe down surfaces using their disinfectant wipes before handling.

**Risk Rating – 40 – Medium - (Outcome 8 and Likelihood 5).**

#### **Comment:**

**There is growing evidence that the risk of transfer from surfaces is low, however we are taking a cautious approach.**

### 5. Cleaning

**Risk identified – the need to ensure all work areas, touch points, such as door handles, trollies and work surfaces are kept clean to avoid transfer of viruses.**

#### **Control measures in place for colleagues**

- The cleaning team will focus on cleaning touchpoint areas – wiping down door handles and other controls that might be used by multiple members of staff. They will also clean staff toilets. Cleaners will be advised of the risk assessment for work on site but should also follow the risk assessment of their own employer.
- Weekly terminal cleaning is undertaken by our contractors to cover the whole site.
- Each member of staff will take responsibility for cleaning their own workstation.
- Staff will be reminded to take sensible measures to control the spread of infection – including washing hands for 20 seconds with soap and water frequently during the day including after toilet breaks.

Risk Rating – 40 – Medium - (Outcome 8 and Likelihood 5).

Comment: The risk is medium at present due to the cleaning regime.

Notices around the building remind colleagues about the importance of maintaining the routines of washing hands regularly, using hand cleansers, wiping equipment and keeping their workspace clean.

## 6. Travelling to site

**Risk identified – the use of public transport. Being near others can increase the risk of infection and spread of the virus.**

### Control measures in place for colleagues

- Peters cannot be held responsible for the safety of staff travelling to site and rely upon staff following government advice about the use of public transport, e.g. the use of masks in enclosed communal spaces.
- If there are more people who wish to cycle to work than we currently have bike stands, bikes may be stored on premises for security.

Risk Rating – 64 – High - (Outcome 8 and Likelihood 8).

Comment: The risk has been as high. This is due to the increased number of staff members coming to the site using public transport. Using face coverings on public transport is still recommended.

### Travel off site

#### Control measures in place for colleagues

- Unless it is necessary to carry out work that cannot be done remotely, we do not currently advise travel to other locations. Business meetings should be conducted by video or phone conference where possible.
- The pool car is currently available, but it should be cleaned using bacterial wipes before use to avoid transfer of viruses.
- When visiting another site, the rules on social distancing must be adhered to, as must any rules requested by the organisation being visited.

Risk Rating – 25 – Medium - (Outcome 5 and Likelihood 5).

Comment: The furniture designer is visiting schools which increases the risk. The designer is currently working from home at other times and is not at Bromsgrove Street regularly or without prior notification.

A separate assessment will be undertaken for furniture installations.

## 7. Staff with symptoms

**Risk identified – high risk of transfer of infection if symptoms ignored.**

**Control measures in place for colleagues**

- All staff are asked to be aware of COVID-19 symptoms and to monitor themselves daily for symptoms. According to the WHO the most common symptoms are fever, dry cough loss of smell or taste and tiredness
- If a member of staff experiences other symptoms, they believe might be related to COVID-19 they should call the NHS for advice.
- If they or a member of their household begins to exhibit symptoms, they must report this IMMEDIATELY.
- They will be asked to self-isolate and not allowed to return to work until the NHS advises they can return.
- Staff returning from overseas holidays should follow the latest government advice on quarantining upon return.
- A disclaimer to this effect will be signed by staff

**Risk Rating – 64 – High (Outcome 8 and Likelihood 8).**

**Comment:** The risk is high and minimising spread is reliant of the common sense and honesty of colleagues. The staff on site have been asked to identify if they live with and vulnerable people or people who are being shielded. If so, they have been given the option to remain on furlough.

## 8. Personal Protective Equipment

**Risk identified – increased risk of infection and virus spreading.**

**Control measure in place for colleagues**

- The company provides masks, hand sanitiser and disinfectant wipes.

**Risk Rating – 40 Medium (Outcome 8 and Likelihood 5).**

**Comment:.** PPE is available on site and the supply chain to source more is resilient.

## Additional information

**Communication / signage**

- This document will be shared with all staff and feedback taken into consideration.
- If staff have any concerns while on site, they should immediately raise it with the management team.
- Simple signage will be posted at entry points and at multiple places in the line of sight of workstations:

Keep 2m distance  
from colleagues



Regularly wash  
your hands for 20  
seconds



#### Other health and safety issues

- Fire marshals are on site and will be expected to conduct fire safety checks as normal.