

# TBG Coronavirus (COVID-19) Risk Assessment



**Date reviewed:** 10/01/2022

**Review date:** March 2022 (This assessment & lessons learnt will be reviewed periodically against latest Government advice and guidance and following reported cases or concerns)

**Version:** 14.0

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**The latest guidance from HM Government, World Health Organisation and NHS was used to ensure this risk assessment is following the latest advice.**

<https://www.gov.uk/coronavirus>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.nhs.uk/conditions/coronavirus-covid-19>

| Hazard  | Persons at Risk   | Risk Rating          | Control Measures  | Action Requirements  | Residual Risk    |
|---|---|----------------------|---|--|------------------|
| Employee / staff member with symptoms / close contact with person with symptoms | <ul style="list-style-type: none"> <li>Employees / Staff</li> </ul> | 4 x 4 =<br><b>16</b> | <ul style="list-style-type: none"> <li>The symptoms of the virus are communicated extensively through media outlets and it is likely that persons are aware of the virus and its symptoms.</li> <li>An employee experiencing symptoms similar to those present with the coronavirus (cough, sore throat, fever, breathing difficulties, loss of taste &amp; smell), or who has had close contact with someone experiencing these symptoms, <b>must not come to work</b>. The employee should contact their GP / Government helpline to notify them of their current status and to receive further advice.</li> <li>The employee should then contact the company and update them in relation to their condition and advice they have been given.</li> <li>Where the employee is advised by a medical professional to self-quarantine, <b>they must do so</b>, and only return to work when the incubation period is over, and symptoms have gone.</li> </ul> | <ul style="list-style-type: none"> <li>Review latest Government / NHS &amp; World Health Organisation guidance and apply / implement updates accordingly.</li> <li>Encourage all employees to download and follow the track and trace app guidance when it becomes available to use</li> </ul> | 4 x 1 = <b>4</b> |

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|-------------------|---|-------------------|---|--|------------------|
|                   |   |                   | <ul style="list-style-type: none"> <li>• Where an employee becomes unwell with coronavirus related symptoms whilst on site, they must make their condition known to their supervisor / line manager immediately, remembering to maintain the 2-metre social distancing rule where possible or 1 metre plus, which is one metre plus mitigations, i.e., face mask/covering or full-face shield.</li> <li>• The employee will be advised to liaise with their GP / Government helpline to seek further advice before leaving site, to ensure they reduce the likelihood of infecting other persons i.e., may be advised not to use public transport etc.</li> <li>• The working area of any employee who suspects they may have contracted Coronavirus, (including welfare facilities), will be subject to a “deep clean” in accordance with Government guidance.</li> <li>• Employees will be informed of any person(s) within the workplace who have shown signs of the infection or have been diagnosed with the infection, however, the individual’s identity will not be disclosed during any communication / updates to employees &amp; staff.</li> </ul> | <ul style="list-style-type: none"> <li>○ Implement suitable and sufficient mitigations where the 1 metre plus rule cannot be fully adhered to; i.e., Installation of segregation screens for office workers</li> </ul>   |                  |
| Social distancing | <ul style="list-style-type: none"> <li>• Employees / Staff</li> <li>• Contractors</li> <li>• Visitors</li> <li>• Delivery / Dispatch drivers</li> <li>• Public</li> </ul> | 4 x 4 = <b>16</b> | <ul style="list-style-type: none"> <li>• Maintain 2-metre social distancing in the workplace wherever possible. A maximum occupancy calculation by room / area has been completed, ref TBG RA5 Maximum Occupancy Calculation spreadsheet. <b>Document location:</b><br/> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <a href="https://tinsleybridgegroup.sharepoint.com/:w:/r/Hands/layouts/15/Doc.aspx?sourcedoc=%7B265B5DDB-64FA-4515-A58B-C5AE37C7279E%7D&amp;file=TBGRA5%20Coronavirus%20Risk">https://tinsleybridgegroup.sharepoint.com/:w:/r/Hands/layouts/15/Doc.aspx?sourcedoc=%7B265B5DDB-64FA-4515-A58B-C5AE37C7279E%7D&amp;file=TBGRA5%20Coronavirus%20Risk</a> </div> </li> <li>• Where the social distancing guidelines cannot be followed in full in relation to a particular activity then a face mask or full-face shield must be worn.</li> <li>• Back-to-back crossing must be observed where persons crossing paths is unavoidable.</li> </ul>   | <ul style="list-style-type: none"> <li>○ Management &amp; supervisors to monitor social distancing &amp; ensure it is adhered to.</li> <li>○ Maximum occupancy signage of each room or area will be posted</li> <li>○ On-going monitoring by management</li> </ul> | 4 x 2 = <b>8</b> |

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|---|--|----------------------|--|---|------------------|
|   |  |                      | <ul style="list-style-type: none"> <li>• Staggered start &amp; finish times for employees using communal changing facilities are only allowed entry on site 15 minutes prior to shift start time.</li> <li>• Consideration of maximum occupancy restrictions to be considered when planning overtime.</li> <li>• Where the social distancing guidelines cannot be followed in full in relation to a particular activity the risk assessment &amp; safe system of work shall be amended accordingly to reflect process/procedural changes.</li> <li>• Social distancing and other COVID-19 information posters &amp; advice are clearly displayed throughout the site.</li> <li>• Staggered break / lunch times to be observed.</li> <li>• Use of the lift in the offices shall be prohibited / limited to one person per journey.</li> <li>• All non-essential meetings with external persons shall be suspended in favour of conference calls, i.e., Teams / Zoom / teleconference etc. Only essential visitors will be permitted to attend site.</li> <li>• Office facilities have been re-arranged and Perspex shields installed where necessary to assist with meeting social distancing measures.</li> <li>• Any health concerns must be raised immediately to line supervisor / management.</li> <li>• The number of persons who can safely occupy a room or area has been calculated and signage posted, specifying maximum occupancy.</li> <li>• Windows that can be opened to the outside in enclosed / shared spaces <u>must</u> be opened to aid effective ventilation. Good ventilation is one of the best ways to fight COVID-19 in the workplace.</li> </ul> | <ul style="list-style-type: none"> <li>○ Consideration should be given to Floor marking to promote social distancing requirements where employees assemble in canteen &amp; welfare facilities</li> </ul> |                  |
| Personal Protective Equipment (Infection control) | <ul style="list-style-type: none"> <li>• Employees / Staff</li> <li>• Contractors</li> <li>• Visitors</li> <li>• Delivery /</li> </ul> | 4 x 3 =<br><b>12</b> | <p><b>Single use disposable nitrile Gloves</b></p> <ul style="list-style-type: none"> <li>• Adequate supplies of disposable nitrile gloves are available for employees wishing to wear them as an infection control measure, however, employees are reminded that wearing</li> </ul>   | <ul style="list-style-type: none"> <li>○</li> </ul>   | 4 x 1 = <b>4</b> |

|                  |   |                   |   |   |                  |
|------------------|---|-------------------|---|---|------------------|
|                  | Dispatch drivers  |                   | <p>single use disposable nitrile gloves is not a substitute for regular, thorough hand washing. Instruction on how to remove this type of gloves carefully to reduce cross contamination to skin and how to dispose of them safely is embedded in the employee handout “Coronavirus (COVID-19) &amp; Returning to work”.</p> <p><b>Respiratory Protective Equipment &amp;/or Full-face visor</b></p> <ul style="list-style-type: none"> <li>Public Health England guidance on the use of PPE to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours, however, TBG are actively encouraging employees to wear a face mask &amp;/or a full-face visor where the social distancing guidelines cannot be followed in full in relation to a particular activity.</li> </ul> <p>All PPE types, masks, FFP2 FFP3, Full face Visors, Nitrile Gloves etc. are all free issue from General Stores on repeat bin stock – see your supervisor or Team Leader.</p> |   |                  |
| Personal hygiene | <ul style="list-style-type: none"> <li>Employees / Staff</li> <li>Contractors</li> <li>Visitors</li> <li>Delivery / Dispatch drivers</li> </ul> | 4 x 4 = <b>16</b> | <ul style="list-style-type: none"> <li>Wash hands thoroughly and regularly with soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</li> <li>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough / sneeze with a tissue then dispose of it in the bin or cough / sneeze into the crook of your arm.</li> <li>Cleaning equipment is available to disinfect personal workstations during the day, particularly after eating and returning from the toilet. Replenishments are readily available from General Stores bin stock – see your supervisor or Team Leader.</li> <li>Office spaces &amp; amenity facilities etc. are deep cleaned / disinfected using Steri-7 Bio mister machines.</li> <li>Disposal of used cleaning materials is permitted into General Waste receptacles. Removed from site by third party contactors on a weekly basis.</li> </ul>   | <ul style="list-style-type: none"> <li>Review latest Government / NHS &amp; World Health Organisation guidance and update this RA as required</li> <li>Ensure there is a ready supply of soap / sanitiser &amp; paper towel</li> <li>On-going monitoring by management</li> </ul> | 4 x 2 = <b>8</b> |

|                                |   |                          |   |  |                         |
|--------------------------------|---|--------------------------|---|--|-------------------------|
| <p>Access / Egress to site</p> | <ul style="list-style-type: none"> <li>• Employees / Staff</li> <li>• Contractors</li> <li>• Visitors</li> <li>• Delivery / Dispatch drivers</li> <li>• Public</li> </ul> | <p>4 x 4 = <b>16</b></p> | <ul style="list-style-type: none"> <li>• Staggered start &amp; finish times for employees using communal changing facilities are only allowed entry on site 15 minutes prior to shift start time.</li> <li>• It is recommended that personnel use their fob rather than their finger to press the buttons on Mitrefinch clocking station &amp; to sanitise hands after clocking.</li> <li>• All employees and visitors are required to measure and recorded their own temperature in the reception area. Alternatively, on first or second floor landings as a backup.</li> <li>• Use of the lift in the offices shall be limited to one person per journey.</li> <li>• All non-essential visitors are prohibited</li> <li>• Gov &amp; NHS Information posters in place, re: All persons should wash or sanitize on entry to and egress from site.</li> <li>• Postal / Parcel delivery driver access is limited to reception area. Recipients to collect &amp; sign.</li> </ul> | <ul style="list-style-type: none"> <li>○ On-going monitoring by management</li> </ul>  | <p>4 x 2 = <b>8</b></p> |
| <p>Communications</p>          | <ul style="list-style-type: none"> <li>• Employees / Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>  | <p>4 x 2 = <b>8</b></p>  | <ul style="list-style-type: none"> <li>• Employees &amp; staff shall be kept informed via regular communications regarding the current COVID-19 situation and any updated Government advice.</li> <li>• HSMS – 2.9 Coronavirus (Covid19) Policy Guidelines for Employees produced and cascaded to employees via communication briefing.</li> <li>• Temperature testing procedure produced and cascaded to employees via communication briefing.</li> <li>• Returning to work after COVID-19 toolbox talk produced and cascaded to employees via communication briefing.</li> <li>• Coronavirus (COVID-19) &amp; returning to work, employee guidance handout produced and issued to employees.</li> <li>• Covid Rules on Isolation and payment during absence produced and cascaded to employees via communication briefing.</li> </ul>   | <ul style="list-style-type: none"> <li>○ Review latest Government / NHS &amp; World Health Organisation guidance and apply / implement updates accordingly.</li> </ul> | <p>4 x 1 = <b>4</b></p> |

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| Travel   | <ul style="list-style-type: none"> <li>Employees / Staff</li> </ul> | <p>4 x 4 = <b>16</b></p> | <ul style="list-style-type: none"> <li>All non-essential work-related travel is prohibited.</li> <li>Employees sharing a vehicle too &amp; from work are encouraged to minimise the number of persons sharing the vehicle to one plus driver and for the passenger to sit in the back seat of the vehicle and not side by side with the driver to better observe social distancing requirements.</li> <li>Employees are encouraged to avoid / limit the use of public transport wherever possible.</li> <li>The use of air travel for company business is prohibited unless specifically approved by the Managing Director. In addition to approval from the MD, the person seeking to leave the UK must complete an outbound declaration of travel form ahead of departure.</li> <li>Should anyone choose to travel abroad during leave taken from work, they must do so at their own risk. In order that the Group may monitor the situation, all employees are required to state if they intend to travel abroad and to which territory when applying to take annual leave. You should not travel to red or amber list countries or territories. As this is a critical issue for the business and all employees both in terms of health and business continuity, it is important that everyone understands the implications of not complying with this requirement.</li> </ul> | <ul style="list-style-type: none"> <li>Review latest Government travel guidance and apply / implement updates accordingly.</li> <li>Consideration should be given to placing anti-bacterial wipes in all company vehicles for cleaning contact surfaces (steering wheel, gear stick and hand brake etc at the end of each journey.</li> </ul> | <p>4 x 1 = <b>4</b></p> |
| Canteen / Welfare cabins, including drinking fountains | <ul style="list-style-type: none"> <li>Employees / Staff</li> </ul> | <p>4 x 4 = <b>16</b></p> | <ul style="list-style-type: none"> <li>Breaks / mealtimes shall be staggered to minimise numbers at any one time, ensuring social distancing requirements are observed at all times.</li> <li>Employees are encouraged to remain on site during breaks &amp; mealtimes.</li> <li>Employees are encouraged not to share cups / plates / cutlery etc.</li> <li>Employees are encouraged not to make food and drinks for colleagues and others.</li> <li>Hand cleaning facilities / hand sanitiser are available for employees to use. Employees are encouraged to wash hands thoroughly before eating &amp; regularly throughout shift.</li> </ul>  | <ul style="list-style-type: none"> <li>Consideration should be given to Floor / table marking to promote social distancing requirements where employees assemble in canteen &amp; welfare facilities</li> <li>Employees should be asked / encouraged to bring pre-prepared food/meals.</li> </ul>   | <p>4 x 2 = <b>8</b></p> |

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|   |   |                   | <ul style="list-style-type: none"> <li>• Employees should observe &amp; maintain the 2m social distancing rule whilst eating and avoid all contact.</li> <li>• Employees are responsible for disposing of any leftover / waste food and packaging after eating.</li> <li>• Office spaces &amp; amenity facilities etc. are deep cleaned / disinfected using Steri-7 Bio mister machines.</li> <li>• Increased cleaning regime using a 3<sup>rd</sup> party contractor, with dedicated cleaning personnel is in place to ensure the workplace, including welfare facilities are serviced and suitably cleaned on a regular basis.</li> <li>• Windows &amp; doors of welfare facilities (enclosed / shared spaces) that can be opened to the outside, <u>must</u> be opened to aid effective ventilation. Good ventilation is one of the best ways to fight COVID-19 in the workplace.</li> </ul> | <ul style="list-style-type: none"> <li>○ Enhanced cleaning regime of all drinking fountains to be implemented.</li> <li>○ Consideration should be given to providing paper towels in all welfare cabins &amp; canteens</li> </ul> |                  |
| Changing room, showers & toilet facilities, including those in office building. | <ul style="list-style-type: none"> <li>• Employees / Staff</li> <li>• Contractors</li> <li>• Visitors</li> <li>• Delivery / Dispatch drivers</li> </ul> | 4 x 4 = <b>16</b> | <ul style="list-style-type: none"> <li>• Staggered start &amp; finish times for employees using communal changing facilities are only allowed entry on site 15 minutes prior to shift start time.</li> <li>• Increased cleaning regime using a 3<sup>rd</sup> party contractor, with dedicated cleaning personnel is in place to ensure the changing room, showers &amp; toilet facilities are serviced and suitably cleaned on a regular basis.</li> <li>• Office spaces &amp; amenity facilities etc. are deep cleaned / disinfected using Steri-7 Bio mister machines.</li> </ul>  | <ul style="list-style-type: none"> <li>○ Based on the size of each facility, determine how many people can use / occupy each facility at any one time, observing the social distancing requirements</li> </ul>                    | 4 x 2 = <b>8</b> |
| Mental Health & Wellbeing   | <ul style="list-style-type: none"> <li>• Employees / Staff</li> </ul>   | 4 x 2 = <b>8</b>  | <ul style="list-style-type: none"> <li>• Management will promote mental health &amp; wellbeing awareness to employees during the Coronavirus pandemic via periodic communications and will offer whatever support we can to help.</li> </ul>  | <ul style="list-style-type: none"> <li>○ Review latest Government / NHS &amp; World Health Organisation guidance and apply / implement updates accordingly.</li> </ul>  | 4 x 1 = <b>4</b> |
| First Aiders  | <ul style="list-style-type: none"> <li>• Employees / Staff</li> </ul>   | 4 x 4 = <b>16</b> | <p><b>Guidance for first aiders</b></p> <ul style="list-style-type: none"> <li>• Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.</li> <li>• If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern.</li> </ul>  | <ul style="list-style-type: none"> <li>• Review latest Government / NHS &amp; World Health Organisation guidance and apply /</li> </ul>   | 4 x 1 = <b>4</b> |

Remember the 3P model – preserve life, prevent worsening, promote recovery.

**Preserve life: CPR**

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
  - a fluid-repellent surgical mask
  - disposable gloves
  - eye protection
  - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don’t do rescue breaths**

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- In the event of an employee been taken ill at work with signs and symptoms of the Coronavirus, first aiders MUST apply the following control measures:
  - Stay clear of the person until you are safe to approach.
  - Go to the nearest first aid station, collect first aid equipment and required PPE. (Disposable coverall/Apron / FFP3 Mask / Face shield / Disposable gloves)
  - **Don PPE**
  - Disposable coverall/Apron
  - FFP3 Mask
  - Face shield
  - Disposable gloves
  - **After first aid has been delivered remove PPE**
  - Remove face shield
  - Remove disposable coverall/apron.
  - Remove FFP3 mask and lastly

implement updates accordingly.

[Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid](#)



|  |   |            |   |   |           |
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|  |   |            | <ul style="list-style-type: none"> <li>Remove disposable gloves, stripping them from the hand by holding the cuff and pulling forward down the hand to effectively turn the glove inside out.</li> <li>Once all PPE is removed, dispose of items, b, c &amp; d and sanitise the face shield with anti-bacterial wipes for re-use then thoroughly wash hands with soap and hot water for a period of at least 20 seconds. (Back / Front &amp; Between Fingers)</li> </ul>  |   |           |
| Home Working   | <ul style="list-style-type: none"> <li>Employees / Staff</li> </ul> | 3 x 2 = 6  | <ul style="list-style-type: none"> <li>Where possible, employees who are able to work from home are doing so in accordance with Government guidance on social distancing measures.</li> <li>Communication between colleagues and 3<sup>rd</sup> parties is conducted via phone, teams / zoom or other virtual / electronic media.</li> <li>Regular contact is made with all employees throughout the period of home working to ensure everyone is safe and healthy.</li> <li>We will ensure people working from home have all the equipment they need and understand the importance of setting up an adequate workspace.</li> </ul> | <ul style="list-style-type: none"> <li>Consideration should be given to employees working from home &amp; a risk assessment should be completed to ensure that their working environment for this period meets all health and safety requirements.</li> </ul> | 3 x 1 = 3 |
| Vulnerable & clinically extremely vulnerable Persons | <ul style="list-style-type: none"> <li>Employees / Staff</li> </ul> | 4 x 4 = 16 | <ul style="list-style-type: none"> <li>The company is aware of the government's current guidance that "strongly advises" individuals classified as clinically, extremely vulnerable remain at home for the full term of their shielding</li> <li>The company is aware of employees / staff classified as 'clinically vulnerable' can now return to work if adhering to COVID-19 policies and procedures.</li> </ul>   | <ul style="list-style-type: none"> <li>Review latest Government / NHS &amp; World Health Organisation guidance and apply / implement updates accordingly.</li> </ul>  | 4 x 1 = 4 |

Risk matrix used in risk assessment above - RR = residual risk

| Severity       |              |              |                 |              |                               | Risk Level  |   |  |
|----------------|--------------|--------------|-----------------|--------------|-------------------------------|---|---|--|
| Likelihood     | Minor<br>(1) | Major<br>(2) | Critical<br>(3) | Fatal<br>(4) | Multiple<br>Fatalities<br>(5) | Level Control<br>Measures<br>Suffice<br><br>(Low) | Reduce the Risk<br>as Soon as<br>Possible<br><br>(Medium) | Control Measure<br>MUST Be Applied<br><br>(High) |
| Improbable (1) | 1            | 2            | 3               | 4            | 5                             |   |   |  |
| Remote (2)     | 2            | 4            | 6               | 8            | 10                            |   |   |  |
| Possible (3)   | 3            | 6            | 9               | 12           | 15                            |   |   |  |
| Probable (4)   | 4            | 8            | 12              | 16           | 20                            |   |   |  |
| Immanent (5)   | 5            | 10           | 15              | 20           | 25                            |   |   |  |