

Coronavirus Risk Assessment

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Covid-19 is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Risk Assessment for dealing with the current Covid-19 situation at Woods & Hughes Limited – West Bromwich

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Last Updated: 20/05/20

Hazard	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 virus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups; Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with the business.	Hand Washing Hand washing facilities with soap and water in place. Stringent hand washing taking place. Provide hand washing guidance. Drying of hands with disposable paper towels in the sales kitchen area. Wall mounted gel sanitisers in areas where washing facilities are not readily available including entrances. Employees reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it.	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Posters at wash stations.	PC	10/03/20	Yes
			Posters placed around the site.	RC	20/05/20	Yes

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		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Cleaning schedule: Cleaners onsite daily 8am all office areas, canteen, reception & toilets.</p> <p>1st floor sales office, kitchen, toilet and offices, including switches, shared equipment (kettle / fridge) and door handles cleaned twice per day.</p> <p>Warehouse / ground floor area canteen, including handles / switches and shared equipment - PCs, phones, trolleys and forklift all cleaned twice per day.</p> <p>Antibacterial wipes available in all areas for individuals to use.</p> <p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Leeds branch temporarily closed with sales transferred to west Bromwich.</p> <p>Minimum number of staff onsite to meet current business needs.</p>	<p>Cleaning is being monitored and, in some cases, performed by local managers to ensure that the necessary procedures are being followed.</p>	<p>PC</p> <p>PC</p> <p>PC</p> <p>PC</p> <p>PC</p> <p>MW</p> <p>MW</p>	<p>10/03/20</p> <p>10/03/20</p> <p>10/03/20</p> <p>10/03/20</p> <p>11/03/20</p> <p>17/03/20</p> <p>27/03/20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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		<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough / high temperature / loss of or change in their normal sense of smell or taste in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>Drivers Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. Drivers to be provided access to welfare facilities but reminded to sanitise before entering premises. Drivers are no longer required to ask customer to sign paperwork when delivering.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Internal communication channels and cascading of messages through line managers will be carried to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Liaise with driver to ensure access is being provided. Where appropriate communicate with companies we deliver to / from to ensure welfare facilities will be available to our drivers.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>	<p>All Mgrs</p> <p>All Mgrs</p> <p>ME</p> <p>SJ</p> <p>SJ</p> <p>MWol</p>	<p>11/03/20</p> <p>13/05/20</p> <p>13/05/20</p> <p>13/05/20</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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