

# COVID 19 - Site Specific Risk Assessment

Site : All AB UK Locations

Date of Assessment: 22.05.2020

What are the hazards	Task	Who Might be harmed	Current Controls	Further action to consider	Carried out by	By When	Date Done
Spread of COVID-19 Corona virus causing ill health	Working in the Office	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors / Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Hand Sanitiser in reception / entrance point.</li> <li>• Hand washing facilities in all toilets with soap and water</li> <li>• Staff notices to wash hands frequently</li> <li>• Disposable paper towels provided in all wash areas</li> <li>• Cleaning down policy, surfaces cleaned with disinfectant regular during the day and 'clean as you go' policy for communal equipment</li> <li>• Reduce staff in the office environment by people working from home where possible.</li> <li>• office work stations used so that at least a distance of 2 meters separation can be achieved between persons.</li> <li>• Phone or online meetings encouraged rather than face to face meetings</li> <li>• All staff briefed on policy to stay at home and follow Government Guidelines on self isolation if displaying Coronavirus Symptoms</li> </ul>	<ul style="list-style-type: none"> <li>• Rigorous checks by Managers to ensure staff are following new procedures</li> </ul>	Managers on site	Ongoing	Ongoing
				<ul style="list-style-type: none"> <li>• Continue to remind staff to wash hands frequently</li> </ul>	Managers on site	Ongoing	Ongoing
Spread of COVID-19 Corona virus causing ill health	Contractors and Visitors	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors / Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Hand Sanitiser in reception / entrance point.</li> <li>• Signage for visitors and contractors to use hand sanitiser</li> <li>• Questions to complete for visitors and contractors.</li> <li>• Entry refused if showing any symptoms of COVID 19.</li> <li>• Only essential visitors and contractors allowed on site.</li> </ul>	<ul style="list-style-type: none"> <li>• Rigorous checks to ensure visitors and contractors are following new procedures</li> </ul>	Managers and all staff	Ongoing	Ongoing

What are the hazards	Task	Who Might be harmed	Current Controls	Further action to consider	Carried out by	By When	Date Done
Spread of COVID-19 Corona virus causing ill health	Working in the workshop	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors / Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Hand Sanitiser at entrance point to workshop from outside</li> <li>• Hand washing facilities in all toilets with soap and water</li> <li>• Staff notices to wash hands frequently</li> <li>• Disposable paper towels provided in all wash areas</li> <li>• Cleaning down policy, surfaces cleaned with disinfectant regular during the day and 'clean as you go' policy for communal equipment</li> <li>• Assessment undertaken to check people can move around in the area and obey 2 meter social distance</li> <li>• All canteen areas and have limited numbers so that social distance can be maintained. Where staff numbers exceed room limit then staggered breaks are taken.</li> <li>• All staff briefed on policy to stay at home and follow Government Guidelines on self isolation if displaying Coronavirus Symptoms</li> </ul>	<ul style="list-style-type: none"> <li>• Rigorous checks by Managers to ensure staff are following new procedures</li> </ul>	Managers	Ongoing	Ongoing
				<ul style="list-style-type: none"> <li>• Continue to remind staff to wash hands frequently</li> </ul>	Managers on site	Ongoing	Ongoing
				<ul style="list-style-type: none"> <li>• Increase signage in high risk areas like toilets and communal areas</li> </ul>	Managers on site	01.06.20	
Spread of COVID-19 Corona virus causing ill health	Performing task in workshop where two meter distance cannot be achieved	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• All non two meter distance tasks are assessed and where possible these are stopped.</li> <li>• For these small number of tasks that remain, either their will be a physical barrier in-between the people performing the task or PPE is worn this WILL be face mask and eye protection and gloves.</li> <li>• All these small number of tasks are listed on the site and staff trained on how to perform these safely.</li> </ul>	<ul style="list-style-type: none"> <li>• Look at use of Visors for protection of face</li> </ul>	H&S Manager	Ongoing	01.06.20
Spread of COVID-19 Virus	Deliveries and collections	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Delivery and collection Drivers</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and drivers will maintain social distance of 2 meters maintained during any collection and delivery</li> <li>• Notices for drivers and collections persons to keep two meters distance</li> <li>• Staff trained and instructed to keep two meters.</li> <li>• Daily disinfection clean down of door handles / door bells / entry keypads.</li> </ul>				

What are the hazards	Task	Who Might be harmed	Current Controls	Further action to consider	Carried out by	By When	Date Done
Spread of COVID-19 Corona virus causing ill health	Travelling in company vehicles	<ul style="list-style-type: none"> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Staff will be allocated a vehicle to travel separately in where possible</li> <li>When this is not possible PPE will be worn in the vehicle, this will be gloves, face mask and eye protection</li> <li>Travel for NON Essential visits between intercompany sites and also customer sites has been stopped.</li> <li>User clean down policy for vehicles that are shared between people.</li> <li>Hand sanitiser provided for every company vehicle on the road.</li> <li>Weekly van checks in place to ensure good housekeeping in the vans used on site.</li> <li>Staff trained on clean down ;policy and reminded of vehicle housekeeping.</li> </ul>				
Spread of COVID-19 Corona virus causing ill health	Working on or Visiting customers sites	<ul style="list-style-type: none"> <li>Staff</li> <li>Customers staff and visitors</li> <li>Other contractors on site</li> </ul>	<ul style="list-style-type: none"> <li>Two meter social distancing rules to be followed by our staff and expectations this will done on the site we attend</li> <li>Customer sites that do not follow social distancing rules, AB staff may refuse to do the work.</li> <li>Clean down procedures for work equipment we use on customers site.</li> <li>PPE provided for tasks that we cannot perform two meters apart. Gloves, face mask and eye protection will be worn.</li> <li>Staff trained and instructed to follow social distancing rules and wear PPE when 2 meters cannot be achieved.</li> <li>Non essential site visits postponed, where possible customer requirements determined over the phone or by email.</li> </ul>				
Spread of COVID-19 Corona virus causing ill health	Confirmed* case on site	<ul style="list-style-type: none"> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Company will follow current government guidance on clean down for the site.</li> <li>Staff who had possible contact with the infected employee will be informed and government guidance on isolation will be followed.</li> </ul>				

\* Confirmed Case means a case that has been confirmed at a approved COVID 19 test centre or by a approved medical practitioner.

## Table of tasks where social distancing cannot be achieved.

Area	Description of Task	Controls in Place and to be followed.
Workshop	Movement of large and awkward size belts around this workshop may require two people this includes, lifting into and off machinery, lifting onto and off work benches and any other general handling of larger belts.	<ul style="list-style-type: none"> <li>● Sanitise hands (washing or hand gel) prior to lift</li> <li>● IF possible during lift face away from each other</li> <li>● If this is not possible, PPE will be worn, Face Mask and Glasses, hands will be sanitised (washing or hand gel) by both operatives prior to and after the task.</li> </ul>
Workshop	Loading van with heavy equipment or belts.	<ul style="list-style-type: none"> <li>● Sanitise hands (washing or hand gel) prior to lift</li> <li>● IF possible during lift face away from each other</li> <li>● If this is not possible, PPE will be worn, Face Mask and Glasses, hands will be sanitised (washing or hand gel) by both operatives prior to and after the task.</li> </ul>
Site Service, use of van	Two people in van at same time when travelling to and from a job	<ul style="list-style-type: none"> <li>● PPE will be worn, Face Mask and Glasses, hands will be sanitised (washing or hand gel) by both operatives before entering the van</li> <li>● Vans cleaned down after use</li> </ul>
Working on site	Possibility of small work area or two man lifting whilst on site	<ul style="list-style-type: none"> <li>● PPE will be worn, Face Mask and Glasses, hands will be sanitised (washing or hand gel) by both operatives prior to and after the task.</li> </ul>
All Areas	First aider having to attend to a employee who has had accident at work.	<ul style="list-style-type: none"> <li>● First aid training already says to wear gloves but also now face mask and glasses will be worn by the first aider.</li> </ul>