

Date	11 January 2021
Assessed by	Ian Baldock – Health & Safety Manager
Work Area / Location	Permastore Site
Task	Coronavirus COVID-19
Assessment Reference No.	RA-COVID

What are the hazards?	Who might be at risk? (Employee; Contractor; Visitor)	How might they be harmed?	Current Control Measures	Applicable Key Legislation and Guidance	Action required to further reduce risk (if necessary)
Exposure to COVID-19 infection.	Employees, Agency Workers, Contractors, Consultants, and any other Third-Party Workers and Visitors.	Infection and associated illness / health complications.	<p>UK Government guidelines are being followed to ensure the site is operating safely and securely. Regular employee communications have been delivered on the need to continue to observe vigilance, cleaning, hygiene, social distancing, and health measures that are in place, both in the workplace and when employees and agency workers are outside of work. Regular communications have been delivered on the need to observe government guidelines on lockdowns, including any local lockdowns.</p> <p>All visitors to our site are required to complete a health declaration prior to visiting the Permastore site, with the visits requiring a formal approval and sign off process. Our “Notification for Visitors to Permastore Limited” document has been updated with requirements of our protocols that are to be adhered to with respect to ‘Hands, Face, Space’. All visitors to site are briefed on our controls that they must adhere to while they are on site.</p> <p>Only essential visitors to be permitted to site (e.g., statutory inspections, cleaning contractors, essential services).</p> <p>Additional hand sanitising facilities, masks, wipes, and gloves have been made available across the site. Increased cleaning protocols have been introduced, both internally and with our cleaning contractors.</p> <p>Within the administration building and manufacturing facility communal areas have been marked out to ensure social distancing measures are achieved.</p>	<p>The Management of Health and Safety at Work Regulations 1999.</p> <p>UK Government guidelines: Working Safely during coronavirus: Factories, plants and warehouses.</p> <p>UK Government guidelines: Working Safely during coronavirus: Offices and contact centres.</p> <p>HSE Guidance: Talking with your workers about preventing coronavirus.</p> <p>HSE Guidance: Making your workplace COVID-secure during the coronavirus pandemic.</p>	

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			<p>Information and public health notices are displayed with respect to hand washing techniques, and the use of hand sanitiser. Additionally, notices and signage on hygiene requirements have been displayed across the site.</p> <p>Employees are shielded and/or deployed to work remotely where required and it is possible. Within office areas, departmental rotas are in place to manage employees who are rotating in and out of the office. To maximise social distancing measures and to minimise the risk of whole teams becoming incapacitated, arrangements have been introduced so that there is the minimum number of any team in an office area at any point in time. Employees have been dispersed where necessary to maximise social distancing.</p> <p>For all staff that are deployed to work remotely or on a rotational basis, a specific remote working risk assessment and risk assessments for display screen equipment users have been completed and approved prior to the commencement of this working arrangement. These assessments are reviewed and updated as required.</p> <p>Within manufacturing areas, team bubbles have been created. Staggered start and finish times have also been introduced where appropriate and communal areas have been marked out, to ensure social distancing measures are achieved.</p> <p>Regular communications and briefings to staff continue to be delivered to reiterate ongoing safety measures and highlight any changes in government advice, company guidelines or working arrangements and protocols.</p> <p>First Aiders have been briefed and information provided as guidance for administering first aid during COVID-19.</p> <p>Conferencing and meeting software and equipment has been introduced across the business for carrying out non face-to-face business meetings to minimise personal contact.</p> <p>Additional measures have been introduced within meeting rooms and communal areas with notices displayed outside each area with the specific rules that apply to that area.</p>		

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			<p>Physical meetings are now only to take place if they are deemed to be essential. Wherever possible virtual meetings and screen sharing are being used. If a meeting is deemed to be essential it is now mandatory for all those attending the meeting to wear face masks in addition to the existing safety protocols that are in place within each meeting room.</p> <p>Facemasks are to be worn when using washrooms, communal canteens, food, and drink preparation areas and whilst in corridors.</p> <p>Face mask dispensers have been introduced at main entrances and in meeting rooms where masks can be obtained if an employee does not have their own personal mask. All staff who require RPE/PPE as identified in task Risk Assessments and/or COSHH Assessments have been briefed and understand that they must adhere to these requirements.</p> <p>A 'return to work' process has been developed which is specifically designed for the purpose of changes in the working arrangements resulting from COVID-19. This is being used for all staff returning following a period of remote working, shielding or furlough. This return-to-work process ensures that employees are individually briefed on safety measures that have been introduced during their time of absence on site which need to be adhered to, and any specific changes that may affect them individually.</p>		
<p>Transmission of COVID-19 infection due to potential contact with a confirmed case of COVID-19, and personnel reporting COVID-19 symptoms whilst on the premises.</p>	<p>Employees, Agency Workers, Contractors, Consultants, and any other Third-Party Workers and Visitors.</p>	<p>Infection and associated illness / health complications.</p>	<p>All employees continue to be briefed on the early symptoms of COVID-19 and what to do if they exhibit any of the known symptoms. Regular communications and briefings are being delivered to employees on self-isolation requirements.</p> <p>Clear instruction has been provided to employees on what to do if a member of their household displays COVID-19 symptoms and the respective self-isolation requirements and periods.</p> <p>The NHS COVID-19 Test and Trace app is being actively run on all Company mobile phones. Employees that do not have a Company mobile phone have been encouraged to install the app on their personal phones and use it.</p> <p>A protocol for managing COVID-19 symptoms and cases have been developed and introduced. The protocol provides additional guidance</p>	<p>The Management of Health and Safety at Work Regulations 1999.</p> <p>UK Government guidelines: Working Safely during coronavirus: Factories, plants and warehouses.</p> <p>UK Government guidelines: Working Safely during coronavirus: Offices and contact centres.</p>	

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			<p>that must be followed in the event an employee exhibits COVID-19 symptoms whilst at work or when an employee advises that they have tested positive for COVID-19. All departmental managers have been briefed and the protocol has been issued to them. As part of the protocol COVID-19 response kits with the required PPE, cleaning and disinfection items have been created and are available.</p> <p>A process has been introduced for obtaining NHS self-isolation notes to record and manage cases where employees have been instructed to isolate and all departmental managers have been briefed on this process.</p> <p>Our Occupational Health service provider is available for advice/support in any circumstance or matter related to COVID-19.</p> <p>The Company's return to work processes are being followed upon the return to work of any symptomatic or infected person, and any close contact that has completed an isolation period.</p>	<p>UK Government guidelines: guidance for households with possible coronavirus infection.</p> <p>HSE Guidance: Talking with your workers about preventing coronavirus.</p> <p>HSE Guidance: Making your workplace COVID-secure during the coronavirus pandemic.</p>	
Reduction in first aider and fire team provisions resulting from COVID-19 working arrangements.	Employees, Agency Workers, Contractors, Consultants, and any other Third-Party Workers and Visitors.	Reduction in emergency response time to situations.	<p>Staff rotas are monitored and updated on a regular basis. These provide input data into first aider and fire team requirements. Reviews of first aider and fire team availability and cover are carried out. First aid and fire team members have been redistributed where necessary and briefings have been delivered to staff where necessary on first aid and fire team provisions.</p> <p>Employees who have valid first aid training certificates from outside of work activities have been identified and these employees are available to provide additional cover if necessary.</p>	<p>The Management of Health and Safety at Work Regulations 1999.</p> <p>The Regulatory Reform (Fire Safety) Order 2005.</p> <p>The Health and Safety (First Aid) Regulations 1981.</p>	
Temporary remote / home working.	Employees.	Potential issues with health & wellbeing.	<p>A specific remote working risk assessment and risk assessments for display screen equipment users is in place. Requirements for suitable workstation set up have been assessed and additional equipment deployed where necessary. Where specific ergonomic equipment is required, it has been issued.</p> <p>To support remote working arrangements conference and other communication tools have been provided to employees and the business is continuing to maintain high levels of communications on an ongoing basis. This includes regular health and wellbeing checks with employees which are being carried out by senior managers and reported through the Company's Business Continuity team for COVID-19.</p>	<p>The Health and Safety (Display Screen Equipment) Regulations 1992.</p> <p>HSE Guidance Homeworkers - updated for COVID -19.</p>	Remote worker arrangements are to be reviewed regularly in line with current UK Government guidelines and Coronavirus Regulations.

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Travel and Overseas Travel.	Employees and Agency Staff.	Infection and associated illness / health complications.	<p>All company overseas travel is on hold until further notice.</p> <p>Government guidelines on travel and associated isolation periods that are in place for overseas travel are being followed.</p> <p>Haulage drivers delivering to and picking up goods from Permastore's site are being assessed in line with specific COVID-19 requirements prior to being permitted onto site. PPE is in use and a screen has been installed in the Goods In reception area to promote hygiene control and social distancing.</p> <p>Cleaning protocols have been introduced for the use of the Company's light goods vehicle.</p>	<p>UK Government guidelines: Travel advice: coronavirus (COVID-19).</p> <p>UK Government guidelines: Coronavirus (COVID-19): safer travel guidance for passengers.</p> <p>UK Government guidelines: Working safely during coronavirus (COVID-19) – Vehicles.</p>	Continue to monitor UK Government guidelines and to communicate this information to employees as required.
Accuracy of information provided to employees.	Employees.	Potential issues with wellbeing.	<p>We have ensured that information being provided to staff is clear and consistent, in line with UK Government guidelines and how it relates specifically to our business and employees.</p> <p>Our Business Continuity Team for COVID-19 continues to meet and discuss matters relating to COVID-19 on a regular basis and ensures all associated information is assessed, reviewed, updated and that actions are taken as required.</p>	<p>UK Government Coronavirus updates.</p> <p>HSE Guidance and Bulletins.</p> <p>British Safety Council – Coronavirus updates and toolkit.</p>	Continue to brief all employees on key matters associated with COVID-19, changes in Government advice, and working arrangements.

Ongoing Actions

Continued monitoring of health & Safety information on COVID-19: **Executive team and Health & Safety Manager**

Continued communication of COVID-19 related information to employees: **Executive team**

Continued health & wellbeing checks with staff: **Executive team**

Continued adherence with controls employed by the Company: **All staff**

Introduction and continued application of additional controls and improvements in line with UK Government guidelines: **Executive team and line managers**

Authorised by:	Name: Ian Baldock	Signature: 	Date: 11 January 2021
Approved by:	Name: Saqlain Ali	Signature: 	Date: 11 January 2021
Next Review Due:	Date: Active regular review		