

# Internal Risk Assessments Landscape Report



|                                   |                       |                              |                    |
|-----------------------------------|-----------------------|------------------------------|--------------------|
| Reference                         | 4                     | Activity Description         |                    |
| Assessment Date                   | 26/04/2021            | Publish To Portal            | Yes                |
| Assessor Name                     | Julie Sayce           | Description                  | Generic - COVID-19 |
| Assessment Team Members           |                       | Review Date                  | 21/06/2021         |
| Project Risk Assessment Reference |                       | Overall Potential Risk Level | 10                 |
| Project Reference                 |                       |                              |                    |
| Site                              | Smart Fleet Solutions | Overall Residual Risk Level  | 10                 |
| TBC - Location                    |                       | Number Of People Exposed     | 0                  |
| Risk Assessment Category          | Generic               | People Exposed               |                    |
| Date Record Created               | 03/02/2021            |                              |                    |

| Hazard Category & Potential Harm  | Persons At Risk & -   | Control Measures  | L            | S         | R                  | Additional Control Measures  | L            | S         | R                  |
|-----------------------------------|---|---|--------------|-----------|--------------------|--|--------------|-----------|--------------------|
| COVID-19<br>Death<br>Flu symptoms | Agency staff<br>Contractors<br>Customers/visitors<br>Employees<br>Expectant or breast feeding mothers<br>Public | Cleaning/Handwashing:<br>Sanitiser stations are available throughout the site, comprising of hand sanitiser, aerosol sanitiser and wipes. All communal equipment is cleaned with sanitiser wipes after every use.<br>Offices, toilets, canteen areas are cleaned every evening by an outside contractor.<br>Signage is clearly displayed around site to encourage social distancing, site COVID-19 procedures and hand washing.<br>Communal areas are cleaned regularly.<br>Workspaces/desks should be cleared at the end of the day. If desk sharing, ensure wipe down the whole area, before and after use.<br>Following a positive case, a risk assessment should be completed, this will also establish if "fogging" is required. | 2 - Unlikely | 5 - Fatal | 10 - Moderate Risk | Investigate on site Lateral Flow Testing for all staff, agency and security. Where possible sites are undertaking Lateral Flow Tests for staff and visitors. | 2 - Unlikely | 5 - Fatal | 10 - Moderate Risk |

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## People movement/contact:

One-way systems are in operation where applicable. A safe movement procedure has been implemented for when the 2-metre rule is not possible - See SWP56

COVID-19 Safe movement of people around site.

Contactless processes are operational for all vehicle deliveries and collections.

Perspex barriers have been erected where applicable.

Occupancy levels in offices are managed to enable social distancing.

To prevent grouping, tape denoting the 2-metre rule has been placed where applicable. Fly masks have been provided to all sanders.

Contractors are informed of our visitor site rules and they provide their COVID RA, prior to visit.

A letter has been issued to all staff to present if stopped by police.

Parts/postal deliveries and collections are made whilst observing the 2-metre rule, photographs are taken instead of signing for the item.

All staff are asked not to car share unless they live in the same household.

Staggered start, finish and break times are implemented to reduce gathering of staff in communal areas.

Only a limited amount of staff are allowed in the canteen, additional seating areas are provided.

The drying room is operating the cone system to show occupancy. The locker room is closed to prevent gatherings at Cold Meece.

Staff numbers are monitored at LB and LV in the locker rooms.

Single occupancy toilets are

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operated by a one in one out policy, a cone in front of the door shows occupancy.

Multiple occupancy toilets have limited urinals and all staff must wear a mask at all times.

If a signature is required on a document, pens are issued and not returned.

Maximise ventilation by keeping doors and windows open - weather permitting.

Air-conditioning - turn off recirculation and use a fresh air supply.

Stylus pens have been supplied for all employees to use on the tablet and touch screen printers.

All cars are sanitised upon arrival - see COVID-19 SWP 57 Vehicle sanitising process.

Remove all alcohol-based sanitiser products from vehicles when they are not occupied, do not leave hand sanitiser in un-attended vehicles.

All personal equipment should not be loaned to another member of staff.

Non-essential travel is currently not permitted, and remote meetings are undertaken wherever possible if this is not possible then 2m distancing should be observed. If possible hold meeting outside or in a well-ventilated area.

Re-usable sealed water bottles issued to all staff.

Supervisors, Team Leaders and Managers do regular walkabouts monitoring social distancing.

Posters displayed reminding staff about social distancing and advising to speak to relevant persons if they have issues/concerns.

If someone thinks they have COVID symptoms, they

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should not attend work, inform their line manager and seek a test ASAP.

Drivers and visitors have access to welfare facilities. Corporate refreshments are not being provided to visitors; they must bring their own. Staff travelling to other sites, must follow strict guidelines.

A mask is to be worn: When moving around inside a building, whilst sharing a vehicle ie pool car, minibus, when in a training session or an induction.

If manual handling with another person, the time period should be kept as short as possible (less than 15 mins), and the same bubble of staff work together.

COVID breaches should be reported as a near miss - as part of this we do an investigation and try to understand why it's happened, and then explain/educate what actually needs to happen. If it happens again this will result in a letter of concern. On the third occasion of non-compliance then the disciplinary procedure will begin.

Returning to work/homeworking: A return to work meeting will be carried out to any staff member who has confirmation of shielding and appropriate adjustments are made if necessary.

Toolbox talks on the coronavirus policy and control measures are given to all staff and signature obtained upon returning to work.

Wherever possible staff work from home and have regular contact with their

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managers/HR, see working from home policy.  
Pregnant workers should work from home.

First aid/mental health/vaccination programme:

Safe working procedure to deal with staff who display symptoms on site -  
Temperatures are undertaken on any individual who shows symptoms - SWP54 Non-contact Thermometer.

Any staff showing symptoms are asked to inform their manager

COVID-19 policy is kept up-to-date by HR - available on YourSmart, this details what to do in the event of a confirmed case in various scenarios, international travel etc.

Managers, HR and H&S are available to discuss any questions at any time.

Mental health and well being support are offered through YourSmart and HR.

First Aid guidance has been issued to the first aiders regarding their protection - TBT on Cascade updated.

If you are pregnant you should not be vaccinated - you can be vaccinated after your pregnancy is over.

If you think you may be pregnant you should delay vaccination until you are sure you are not.

If you are planning to get pregnant in the next 3 months, you should delay your vaccination.

If you know you are not pregnant you can start the two dose course now and you should avoid getting pregnant until at least 2 months after the second dose.

If you have had the first dose and then become pregnant you should delay the second

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dose until after the pregnancy is over.  
If you are breastfeeding you should wait until you have finished breast feeding and then have the vaccine. If you were breastfeeding when you had the first dose you are advised not to have the second dose until you have finished.

Communication:  
Staying COVID-19 secure in 2020 is displayed at all sites.  
COVID-19 site rules are clearly displayed for visitors.  
Staff informed of updated government advice using YourSmart and email.  
Cold Meece only - Ella's snack van is operating running alongside our RA as well as their own RA (please see suppliers RA).  
If there is an emergency ie fire, there is no need to adhere to 2m distancing whilst evacuating the building.  
A letter was issued to all staff to present to police if stopped, by HR 7th January 2021  
Where available and when required the fogging/sanitising machine can be used - refer to SWP59 pro-sanitiser

Assessment Conclusion

Signatures