

## BNE Depot COVID-19 Risk assessment 2021

Company name: Barden Network Engineering Ltd    Assessment carried out by: K. Barber

Date of next review: 06<sup>th</sup> August 2021

Date assessment was carried out: 06<sup>th</sup> May 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed ?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to the premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Handwashing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See handwashing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> </ul>	<p>Employees to be reminded regularly to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>	All parties	16 <sup>th</sup> June 2020	KB

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	<p>underlying health conditions</p> <ul style="list-style-type: none"> <li>• Anyone else who physically comes in contact with you concerning the business</li> </ul>	<ul style="list-style-type: none"> <li>• Drying of hands with disposable paper towels.</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Posters, leaflets and other materials are available for display.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>			
Spread of Covid-19 Coronavirus	As above	<p><b><u>Social Distancing</u></b></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Government guidance</p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p>	<p>Staff to be reminded of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>	All parties	16 <sup>th</sup> June 2020	KB

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		<p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; finish times, working from home etc. to reduce the number of workers on-site at any one time, where possible.</p> <p>Also relocating workers to other areas where possible.</p> <p>Re-designing processes to ensure social distancing in place.</p> <p>Conference and video calls to be used instead of face to face meetings.</p>	<p>Restricted access to the warehouse with the use of barrier and signage.</p>			

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		<p>2m Social distancing to be adhered to in the smoking area.</p> <p>Eliminate or reduce working activities that require individuals to encroaching the 2m rule.</p> <p>If not possible then short-duration activities i.e. manual handling, etc. can be carried out.</p>	<p>2m Social distancing signage in place.</p> <p>Wash hands after the activities.</p> <p>Up to 15 minutes of task duration.</p> <p>Step in step out procedure to be followed where possible.</p> <p>Additional supervision may be required for work activity.</p> <p>RPE should be considered.</p>			
Spread of Covid-19 Coronavirus	As above	<p><b>Cleaning</b></p> <p>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>Depot cleaning is carried out three times each week, this cleaning activity is completed out of normal working hours, eliminating potential contact between cleaners and staff.</p>	All parties	16 <sup>th</sup> June 2020	KB

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	As above	<p><b><u>Wearing of Gloves</u></b></p> <p>Where Risk Assessment identifies wearing gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><a href="https://www.youtube.com/watch?time_continue=3&amp;v=3l_kKVNrEMo&amp;feature=emb_logo">https://www.youtube.com/watch?time_continue=3&amp;v=3l_kKVNrEMo&amp;feature=emb_logo</a></p>	Staff to be reminded that wearing gloves is not a substitute for good hand washing.	Managers Supervisors Engineers	16 <sup>th</sup> June 2020	KB
Spread of Covid-19 Coronavirus	As above	<p><b><u>RPE</u></b></p> <p><i>Government guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings, individuals are asked to observe social distancing</i></p>	<p>The wearer should wash their hands before and after wearing an FFP3 face mask.</p> <p>The disposable FFP3 face mask should not be used by more than one individual.</p> <p>Reference <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p>	Managers Supervisors Engineers	16 <sup>th</sup> June 2020	KB

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		<p><i>measures and practice good hand hygiene behaviours.</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean-shaven.</p> <p>Face coverings must be worn in BNE communal areas and where people transition between offices, it is permitted</p>	<p>Depot managers have informed staff of this procedure, additional signage within depots has been added.</p>		<p>04<sup>th</sup> Jan 2021</p>	<p>KB</p>

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		for staff to remove face coverings when sat at their place of work.				
Spread of Covid-19 Coronavirus	As above	<p><b>Symptoms of Covid-19</b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the 'stay at home guidance'</p> <p>If anyone develops symptoms outside of the workplace they will be requested to stay at home and follow the 'stay at home guidance'</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>Internal communication channels and cascading of messages through line managers, from BNE's customers or the Government will be carried out regularly 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>	All parties	16 <sup>th</sup> June 2020	KB

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		<p>If advised that a member of staff or public has developed Covid-19 symptoms and were recently on our premises.</p> <p>The management team of the workplace will refer to Government guidance on the appropriate measures to follow.</p>	<p><i>Employees are encouraged to install the 'NHS COVID-19 track and trace app' on their mobile phone.</i></p>			
Spread of Covid-19 Coronavirus	As above	<p><b>Drivers</b></p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a></p> <p>COVID-19-guidance on freight transport.</p>	<p>Welfare facilities will be available to all delivery drivers that are visiting BNE's depots.</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887867/dft-hse-letter-drivers-facilities.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887867/dft-hse-letter-drivers-facilities.pdf</a></p>	<p>Staff</p> <p>Visitors</p> <p>Managers</p> <p>Drivers</p>	16 <sup>th</sup> June 2020	KB



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		<p>Dual occupancy of vehicles should be eliminated where possible.</p> <p>Persons should not share vehicles where possible.</p> <p>BNE has several pool vehicles, the guidance above should be followed, when the vehicle has been returned to the depot the contact points should be cleaned with disinfectant and tissue.</p> <p>If vehicle sharing can not be avoided due to the engineers not having driving capabilities, dropping off/collecting vehicles from garages, etc. then additional measures must be put into place, these include cleaning the vehicle after use with disinfectant and tissue, driving with the</p>	<p>Additional vehicles have been allocated to engineers, this allows one person per vehicle.</p> <p>Vehicles are allocated to individual engineers, if sharing is required then the contact points of the vehicle will be cleaned with disinfectant and tissue.</p>			

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		windows open, not eating or drinking in the vehicle, wearing of an FFP3 face mask or face covering.				
Spread of Covid-19 Coronavirus	As above	<p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> <p><a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p>	Regular communication of mental health information and an open-door policy for those who need additional support.	Managers	16 <sup>th</sup> June 2020	KB
Spread of Covid-19 Coronavirus	As above	Employees who have received the coronavirus vaccination must still abide by the guidance in this risk assessment regardless of receiving the vaccination.		Managers	1 <sup>st</sup> March 2021	KB

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