

## BNE Depot COVID-19 Risk assessment 2021

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

Date of next review: 12<sup>th</sup> January 2022

Date assessment was carried out: 12<sup>th</sup> Oct 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>Spread of Covid-19 Coronavirus</p>	<p>As above</p>	<p>To encourage conference video calls to be used instead of face to face meetings.</p>	<p>Staff to be reminded of the importance of social distancing in the workplace.</p> <p>Wash hands after the activities.</p> <p>Step in step out procedure to be followed where possible.</p> <p>RPE should be considered.</p>	<p>All parties</p>	<p>4<sup>th</sup> July 2021</p>	<p>KB</p>

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Spread of Covid-19 Coronavirus	As above	<p><b><u>Cleaning</u></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>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</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	4 <sup>th</sup> July 2021	KB

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		<p>measures, when necessary and practice good hand hygiene behaviours.</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>				

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Spread of Covid-19 Coronavirus	As above	<p><b><u>Symptoms of Covid-19</u></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>If advised that a member of staff or public has developed Covid-19 symptoms and were recently on our premises.</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> <p>Employees are encouraged to install the ‘NHS COVID-19 track and trace app’ on their mobile phone.</p>	All parties	16 <sup>th</sup> June 2020	KB

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		<p>The management team of the workplace will refer to Government guidance on the appropriate measures to follow.</p> <p>Instead of self-isolating, those who are double jabbed and identified as close contacts of positive coronavirus (COVID-19) cases are advised to get a free polymerase chain reaction (PCR) test as soon as possible.</p> <p>From Monday 16 August, people who are double jabbed or aged under 18 will no longer be legally required to self-isolate if they are identified as a close contact of a positive COVID-19 case.</p>	<p>BNE staff members are required to inform their line manager that they have been in close contact or live with someone who has tested positive for COVID-19. Each case will be assessed by BNE and if the staff member can work from home they will be encouraged to do this. The line manager will be in contact in regard to their physical health.</p>		<p>16<sup>th</sup> Aug 2021</p>	<p>KB</p>

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Spread of Covid-19 Coronavirus	As above	<p><b><u>Drivers</u></b></p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference</p> <p><a href="https://www.hse.gov.uk/coronavirus/drivers-transport-delivery.htm">https://www.hse.gov.uk/coronavirus/drivers-transport-delivery.htm</a></p> <p>COVID-19-guidance on freight transport.</p> <p>BNE has several pool vehicles, when the vehicle has been returned to the depot the contact points should be cleaned with disinfectant and tissue.</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>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>	<p>Staff</p> <p>Visitors</p> <p>Managers</p> <p>Drivers</p>	16 <sup>th</sup> August 2021	KB

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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 government guidance and this BNE risk assessment.		Managers	16 <sup>th</sup> August 2021	KB