



COVID-19 WORKPLACE RISK ASSESSMENT

We have attempted to cover all of our main working areas (see below) and our own circumstances. The details presented in this Risk Assessment are a valid record of the controls / mitigation measures that are currently in force. The prevailing circumstances are kept under ongoing review by the Company's management. Any material changes, of course, shall be brought to the notice of the workforce. (see also the 'Note' on the final page).

What are the Hazards?	Who might be harmed?	The Controls / Mitigations in Place (as at May 2020)	Any Additional Considerations or Controls?	Action by who?	Action by when?	Verified by initials
<p>Covid-19 is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus.</p> <p>The transmission (spread) of Covid-19 virus can give rise to mild, moderate and severe health conditions that can result in death.</p>	<p>Staff Visitors Cleaner Contractors Vulnerable Groups, e.g. Pregnant and those with underlying health conditions Anyone else who comes into contact with another person in relation to this business</p>	<p>Hand Cleansing / Hygiene Alcohol-based hand sanitiser solutions are sited in reception and throughout the premises, i.e. main office area and other offices. Suitable and sufficient hand and face washing facilities are available in the WC areas. There are soap and hot air hand driers.</p> <p>Social Distancing and Person Separation The current U.K. 2 metres rule is in force in all working locations so far as is reasonably practicable. The workforce has been instructed in the ongoing requirement to observe the 2 metres. In office areas, we are able to seat persons apart at 2 metres and more by the positioning of desks and chairs, and many areas can receive heat / ventilation either by the opening and closing of doors or via electric heating / air conditioning.</p> <p>Keeping Employee Numbers Low We have introduced / operate a system of office workers being able to work from home to reduce the risk, wherever possible.</p> <p>Cleaning the Premises and Work Equipment</p>	<p>Hand Cleansing / Hygiene Employees are frequently reminded to wash their hands for 20 seconds with water and soap and the importance of proper hand drying. They are reminded to catch coughs and sneezes in tissues and to practise, at all times, "catch it, bin it, kill it" and to avoid touching their face, eyes, nose or mouth with unclean hands. Tissues are available throughout the premises.</p> <p>Social Distancing and Person Separation Staff are reminded on a regular basis of the importance of social distancing both in the workplace and outside of it. Key traffic flow floor areas within the building are marked with black and yellow tape to enforce the 2 metres rule / indicate to people the boundaries they must adhere to. When employees take a break they inform their line manager / colleague(s) so that telephones remain manned and to eliminate any chance meetings. Breaks, i.e. making drinks, preparing food, using the vending machines, going to the rest room and</p>	Managers / Supervisors	In Place	T.A.B.



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		<p>The main work areas, i.e. surfaces, fixtures and fittings, including DSE workstations are cleaned regularly by employees and the cleaner. Standard cleaning agents such as bleach-based products, disinfectants etc., are used.</p> <p>The WCs and staff rest area are included in the cleaning schedule. Employees using the staff rest area are also required to clean down surfaces after using the facility.</p> <p>Anti-bacterial spray and wipes are available to clean the interior of any employee accessible work equipment such as forklift trucks and Company vehicles, by the appointed operators / drivers.</p> <p>Personal Protective Equipment (PPE) and Face Coverings</p> <p>Dependent upon availability face coverings are provided to try and reduce the risk of transmission, e.g. basic dust masks and tight-fitting filtering face masks. All these are disposable items. Hand protection / disposable gloves are also provided to workers.</p> <p>Contractors / Visitors</p> <p>Visitors are by appointment only. These persons are required to comply with our COVID-19 mitigations. In meetings, seats shall be placed apart 2 metres. If the visitor enters the premises, then they will be offered the use of a face covering (see also above), and maintain the 2 metres (see also above). All visitors are escorted when on these premises.</p> <p>Contractors, e.g. fire service engineers are also required to keep to the rules and their own Company / Firm's policy / procedures on this.</p> <p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the work place they</p>	<p>smoking in the designated areas, these are all conducted individually to further distance and protect staff.</p> <p>To help reduce the spread of coronavirus (COVID-19) employees are updated with public health advice. Rigorous checks are carried out by management to ensure that the necessary mitigations / procedures are being followed. Where failings are observed / arise, the employee / s will be given further counselling.</p> <p>Personal Protective Equipment (PPE) and Face Coverings</p> <p>Employees are regularly reminded that wearing of gloves is not a substitute for good hand hygiene. Internal communication channels and cascading of messages through line managers is carried out as and when required to reassure and support employees in a changing situation.</p> <p>Management offer support to staff who are affected by Coronavirus or have family members affected.</p> <p>Mental Health</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Contractors / Visitors</p> <p>We have developed a visitor questionnaire for the protection of all on the premises.</p>			
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		<p>will be sent home and advised to follow the HMG stay at home guidance. Management will maintain regular contact with staff members during this time. If advised that a member of staff or visitor has developed Covid-19 and were recently on our premises, the management team will contact Public Health England (PHE) to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Drivers of Company Vehicles When driving to customers premises to deliver consignments our drivers are unaccompanied. At customer locations they are required to maintain a distance of 2 metres and avoid touching their faces. For added protection they use protective gloves and hand sanitiser.</p>				
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Note. We are aware that the risk assessment has to be 'suitable and sufficient', to thereby demonstrate that we have taken all reasonable precautions, taking into account what we do in our workplace, our workforce, and the published official health guidance. The residual risk we consider to be as low as is reasonable and practicable in the prevailing circumstances; but it is not an absolute guarantee of no risk. That's why this COVID-19 Risk Assessment shall be kept under review. It will also be brought to the notice of all employees by being displayed on the Staff Room notice board. **It is everyone's responsibility on our premises to enforce these measures, particularly the distancing.**

Signed:

Chris Jacobs
Director

Date: 13th May 2020

For and on behalf of: Wey Group International Limited, Premier House, 111, Chertsey Road, Byfleet, Surrey, KT14 7AX.