

Coronavirus Risk Assessment for Frame UK/Homes (SW) Ltd



Location/Dept: Frame UK/Homes (SW) Ltd	Date Assessed: 13 th July 2020	Assessed by: Gary Kent
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Task/ Activity: Assessing Covid-19 Risk Assessment	Review Date: Monthly	Reference Number: C19 - 01
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Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood without controls (1-5)	Likelihood with controls (1-5)	Additional Controls Required
Working in the office/ yard / manufacturing area	Contact with persons suffering from coronavirus	Employees Contractors Visitors	<p>Employees are instructed to work from home if their work allows them.</p> <p>If an employee or known visitor tests positive for coronavirus, all staff who have been in contact with that person or who work in the relevant areas will be instructed to quarantine themselves while further advice is sought from the Public Health England local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> All surfaces and objects which are visibly contaminated with body fluids; and All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Social distancing to be implemented in all environments. Members of staff, factory & yard employees instructed to keep two metres away from each other at all times.</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected, but should be done regularly to maintain a heightened state of hygiene.</p> <p>Control measures have been implemented around the premises and a social distancing policy applied.</p> <p>A procedures manual has been produced titled 'Frame Homes Procedures Manual – Protecting our Workforce', all procedures within it are mandatory and will be enforced.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>	5	4	1	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Control measures will be revised and updated periodically when the latest government guidance is released (minimum weekly).</p>

Working in the office/ Yard / manufacturing area	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Employees are instructed to work from home if their work allows them.</p> <p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to quarantine themselves.</p> <p>Employees who have returned from category 1 countries should quarantine themselves, even if they do not show any symptoms.</p> <p>Employees who have returned from category 2 countries should quarantine themselves if they start showing symptoms of coronavirus.</p> <p>Control measures have been implemented around the premises and a social distancing policy applied.</p> <p>A procedures manual has been produced titled 'Frame Homes Procedures Manual – Protecting our Workforce', all procedures within it are mandatory and will be enforced.</p> <p>If an employee feels they have or may have come in contact with someone who has Coronavirus they should advise their supervisor immediately, explain their concerns then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>	5	3	1	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Control measures will be revised and updated periodically when the latest government guidance is released (minimum weekly).</p>
Working in the office/ Yard / manufacturing area	Contact with packages or items handled by persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>While there is currently no perceived increase in risk for handling post or freight from specified areas, extra diligence will be applied and cleaning fluid, paper towels will be available at goods in, hand sanitizer should used after handling any package.</p> <p>It is recommended that all packages are at a minimum wiped down using the cleaning fluid provided as a matter of due diligence.</p> <p>If an employee feels they good cause to be concerned they should advise their supervisor immediately, explain their concerns then follow the guidance given, further investigation may be necessary.</p> <p>Suppliers office to be made aware to issue all documentation electronically.</p>	5	3	1	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p>
	Disposal of waste that may be contaminated by a coronavirus sufferer		<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>	5	4	1	<p>Control measures will be revised and updated periodically when the latest government guidance is released (minimum weekly).</p>

Working in the office/ yard / manufacturing area	Contracting and spreading of infection	Employees Contractors Visitors	<p>Basic infection controls should be followed as recommended by Public Health England:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently-touched objects and surfaces. • Increase cleaning frequency – interrupt production in order to wipe down/clean. • Start and end shift cleaning conducted. • Staff advised to bring their own food to work. • Staff canteen follows guidance of social distancing. • Do not touch your eyes, nose or mouth if your hands are not clean. • Side-by-side or facing away rather than face-to-face working (where possible). Where not possible, staff work face-to-face for 15 minutes or less and work together in cohorts which are as small as possible. • Staff informed to wash hands at the beginning and end of every break and on arrival/leaving the premises. • Staff allocated separated/staggered breaks. <p>Persons worried about symptoms should call NHS 111, and NOT go to their GP or other healthcare centre.</p> <p>Where eligible, employees are strongly recommended to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</p>	5	4	1	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Control measures will be revised and updated periodically when the latest government guidance is released (minimum weekly).</p>
Working in the office/warehouse / manufacturing area	Contact with visitors/contactors to site	Employees Contractors Visitors	<p>All contractors expected to complete the Contractor Checklist.</p> <p>Contractors only allowed on site if the work cannot be completed at another time.</p> <p>Contractor made aware of social distancing policy and instructed to keep two metres away from all other persons at all times. Contractor provided with handwashing facilities.</p> <p>Contractor supervised at all times.</p>	5	3	1	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Control measures will be revised and updated periodically when the latest government guidance is released (minimum weekly).</p>

IMPORTANT NOTE...

This Risk Assessment is an addendum to the Frame Homes COVID-19 Operating Procedures ‘Protecting our Workforce’ document.