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Last Updated: 20/05/20

Covid-19 is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Risk Assessment for dealing with the current Covid-19 situation at Woods & Hughes Limited – West Bromwhich

Assessment Team: M White / M Wolsey / R Codling / S Johnson / P Chambers

Hazard	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 virus	Staff Visitors Cleaners	Hand Washing Hand washing facilities with soap and water in place. Stringent hand washing taking place. Provide hand washing guidance.	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.	PC	10/03/20	Yes
	Contractors  Drivers  Vulnerable groups; Elderly, Pregnant workers, those with existing underlying health conditions	Drying of hands with disposable paper towels in the sales kitchen area.  Wall mounted gel sanitisers in areas where washing facilities are not readily available including entrances.  Employees reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it.	Posters at wash stations.  Posters placed around the site.	RC	20/05/20	Yes
	Anyone else who physically comes in contact with the business.					

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	Cleaning 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.	Cleaning is being monitored and, in some cases, performed by local managers to ensure that the necessary procedures are being followed.	PC	10/03/20	Yes
	Cleaning schedule: Cleaners onsite daily 8am all office areas, canteen, reception & toilets.		PC	10/03/20	Yes
	1 <sup>st</sup> floor sales office, kitchen, toilet and offices, including switches, shared equipment (kettle / fridge) and door handles cleaned twice per day.		PC	10/03/20	Yes
	Warehouse / ground floor area canteen, including handles / switches and shared equipment - PCs, phones, trolleys and forklift all cleaned twice per day.		PC	10/03/20	Yes
	Antibacterial wipes available in all areas for individuals to use.		PC	11/03/20	Yes
	Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.		MW	17/03/20	Yes
	Leeds branch temporarily closed with sales transferred to west Bromwich.		MW	27/03/20	Yes
	Minimum number of staff onsite to meet current business needs.				

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	Staff working from home where possible.		MW	27/03/20	Yes
	Sales office layout is such that is allows for 2m distancing. Seating positions changed to maximise distance and support social distancing.  Option to convert meeting area into office space if required.	Staff are being reminded daily of the importance of social distancing both in the workplace and outside of it.  Management checks to ensure this is adhered to.	All Mgrs	20/03/20	Yes
	Sales staff are encouraged to eat lunch at their desk.	distance.		17/03/20	Yes
	Warehouse staff take breaks at staggered times.		PC	17/03/20	Yes
	Site is not currently accepting visitors.		PC	17/3/20	Yes
	Start / finish time Staff arrive at various times which does not increase risk.	Monitor.	PC	17/03/20	Yes
	Sales staff to enter & exit via main warehouse door. Leaving the building		RC	17/03/20	Yes
	after the warehouse have finished does not present an increased risk.		PC	17/03/20	Yes
	Further assessment and guidance for persons clinically vulnerable workers who cannot work from home.		MW	13/05/20	Yes
	Wearing of Gloves - PPE Where wearing of gloves as a requirement of the job, an adequate supply of these will be provided.	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	PC	20/05/20	Yes

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	Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough / high temperature / loss of or change in their normal sense of smell or taste in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.	Internal communication channels and cascading of messages through line managers will be carried to reassure and support employees in a fast-changing situation.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.	All Mgrs	11/03/20	Yes
	Drivers  Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.  Drivers to be provided access to welfare facilities but reminded to sanitise before entering premises.	Liaise with driver to ensure access is being provided.  Where appropriate communicate with companies we deliver to / from to ensure welfare facilities will be available to our drivers.	ME SJ	13/05/20	Yes
	Drivers are no longer required to ask customer to sign paperwork when delivering.		SJ	13/05/20	Yes
	Mental Health  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help	Regular communication of mental health information and open-door policy for those who need additional support.	MWol	Ongoing	Yes