



# Health and Safety Risk Assessment – COVID-19

Company Registration Number 03815160, Registered in England  
Directors Mr A. Piper, Ms R. Williamson, Mr C.R Ruddle

# Content

Reference	Title	Assessment date	Comment
H 3.2.00	Covid-19 Company	31 <sup>st</sup> May 2020	COVID- 19 Risk assessment
<b>This assessment must be reviewed annually, after any accident or incident, after any significant change or modification affecting it or following a complaint.</b>			

## Version Control

Version	Date	Author	Comments
1.0	31.05.20	Kate Fogg	First draft
1.1	01.06.21	Wendy Savill	Annual review

## Introduction

Welcomm Communications Ltd. will endeavour to protect our workforce, contractors and the general public (to include our customers) and take the necessary guidance and measures to minimise the risk and spread of infection. This risk assessment is intended to introduce a consistent standard in the way that we carry out our site-based activities in line with the UK Government's recommendations regarding social distancing.

This is a generic Covid-19 risk assessment which outlines additional health and safety measures that we have implemented as a company and will apply to all site-based work that we carry out during this pandemic. This risk assessment will be reviewed regularly to ensure compliance with Government guidance and updates.

The contents of this risk assessment and any updates will be communicated by HR to all employees regularly to ensure that these measures are understood and are being adhered to. Our employees and managers are requested to follow these measures diligently to sustain a safe working environment.

## Sequence of works

All activities will be undertaken in strict compliance with the latest approved Risk Assessment provided to all employees. However, whilst not compromising any of these activities / tasks detailed therein the following will be adopted:

- Necessary PPE will be worn where it is required
- Employees will avoid close working and will adhere to social distancing measures (2 metres) where possible. Where social distancing cannot be applied, we will minimise the frequency and time that employees are within 2 metres of each other.
- If required to work in the office employees will work at desks at a minimum distance of two metres apart which will be clearly outlined by floor signage.
- Our sequence of work will be planned to reduce the number of operatives in one work area allowing the social distancing of 2 metres to be achieved.
- Employees will regularly wash (with hand soap) and sanitise their hands for a minimum of 20 seconds throughout the course of the day.
- Employees will be consciously aware of not touching their faces, noses, mouth or eyes during activities and wash and sanitise our hands should this occur.

## Access and egress

- All employees will observe access / egress routes / floor markings and where congestion is observed, wait until this is clear.
- A space of 2 metres between people is to be maintained whilst waiting to enter or exit site and when moving around site.
- Employees to use the Sign In app to sign in and out of site
- Employees will bring their own pen to site and complete any site-based paperwork.
- Employees will wash their hands thoroughly on arrival on site.
- Employees will have their temperature taken on arrival

## Emergency arrangements

Should an event occur whereby a Welcomm employee develops a high temperature (this means feeling hot to the touch on the chest or back) or a persistent cough (this means coughing a lot more than an hour, or 3 or more coughing episodes in 24 hours) whilst on site, they will advise HR immediately and identify / advise the area where they were working and will fully comply with the following:

- Ensure they return home immediately, preferably wearing a face mask to aid in containing the virus. Do not go to places like a surgery, pharmacy or hospital.
- Ensure they avoid touching anything.
- Ensure they cough and / or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and / or sneeze into their elbow sleeve.
- They will then follow the Government's & Company's guidance on self-isolation and not return to work until the period of self-isolation has expired.

## Eating arrangements / comfort breaks

- 2 metres social distancing between employees is to be maintained. If 2-metre distancing cannot be maintained, HR must be informed immediately so that alternative arrangements can be made.
- Prior to consuming food or drink, employees will wash and / or sanitise hands for a minimum period of 20 seconds.
- Employees may use the Company culinary items such as mugs for hot drinks and plates and utensils and maintain this throughout the day. Employees will then place them in the dishwasher after use themselves and the dishwasher will be run every day on the hottest wash.
- Employees will wash their hands thoroughly before and after using bathroom facilities and will use the bins provided to dispose of paper towels or will dry their hands using the hand dryer.

Risk Matrix	5 – Fatality	5	10	15	20	25	Risk Score	Risk Level	Action and Timescale
Probability	4 – Major injury	4	8	12	16	20	1 - 6	Tolerable	Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
	3 – 7-Day injury	3	6	9	12	15	7 – 12	Moderate	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk Reduction measures should be implemented within a defined period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
	2 – First Aid injury	2	4	6	8	10	15 – 25	High	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
	1 – Minor injury	1	2	3	4	5			
	Likelihood	1 – Improbable	2 – Remote	3 – Possible	4 – Likely	5 – Certain			

**Potential Significant Hazards (tick those applicable)**

<b>1</b>	Electricity		<b>12</b>	Vibration		<b>23</b>	Optical Radiation		<b>34</b>	Lone Working	
<b>2</b>	Portable Electrical Appliances		<b>13</b>	Fire Hazards		<b>24</b>	Contractors / Visitors / General Public	√	<b>35</b>	Health and Wellbeing	√
<b>3</b>	Machinery/Equipment/Plant		<b>14</b>	Traffic/Pedestrian Routes		<b>25</b>	New and Expectant Mothers		<b>36</b>	Waste Disposal & Environmental	
<b>4</b>	Hand Tools		<b>15</b>	Young People		<b>26</b>	Lighting		<b>37</b>	Biological Pathogens Animal – Human	√
<b>5</b>	Slips / Trips / Falls		<b>16</b>	Vehicles		<b>27</b>	Temperature		<b>38</b>		
<b>6</b>	Manual Handling and Mechanical Handling		<b>17</b>	Excavations		<b>28</b>	Housekeeping	√	<b>39</b>		
<b>7</b>	Ladders Step Ladders Scaffolds/Scaffold Towers		<b>18</b>	Dust / Swarf		<b>29</b>	Weather		<b>40</b>		
<b>8</b>	Falls from Heights and Falling Materials/Items		<b>19</b>	Asbestos		<b>30</b>	Welfare Facilities	√	<b>41</b>		
<b>9</b>	Hazardous Substances and Hazardous Materials		<b>20</b>	Welding/Cutting/Grinding		<b>31</b>	Display Screen Equipment		<b>42</b>		
<b>10</b>	Access/Egress	√	<b>21</b>	Working Space and Confined Spaces	√	<b>32</b>	Driving for Business		<b>43</b>		
<b>11</b>	Noise		<b>22</b>	Hot Surfaces, Substances or Liquids		<b>33</b>	Pressure Systems		<b>44</b>		

<b>Risk Assessment: COVID-19</b>	<b>Reference</b> H 3.2.00	<b>Date</b> June 2021	<b>Revision</b> 01
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<b>Activity:</b>	Returning to work	<b>Location(s):</b>	Main office and sales office
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**This assessment must be reviewed annually, after any accident or incident, after any significant change or modification affecting it, following a complaint or the revision of Government guidelines.**

<b>PPE</b>									<b>Initial risk assessment prepared by:</b> Kate Fogg	<b>Position:</b> HR Manager
	Respiratory Protection	Overalls provided	Safety Boots	High Vis	Hard Hat	Gloves	Hearing Protection	Goggles	<b>Other information relevant to this activity and risk assessment</b> <b>Business in line with WHO and Government guidance until/unless</b> – someone (company personnel) reports a positive result from a GP / A&E / Self-Assessment etc.	
	√					√				

What is the hazard?	Who is at risk?	Initial Risk Rating			What control measures are currently in place to reduce the risk?	Residual Risk Rating			Additional control <i>What else can be done to reduce the risk to low level?</i>
		S	L	RR		S	L	RR	
<b>1. Employees</b> Contracting virus through close contact of personnel.	- Employees - Employees' family - Visitors	5	4	20	<b>a) Employee</b> <ul style="list-style-type: none"> <li>The company shall phase any proposed return to work so that social distancing and controls can be monitored.</li> <li>All the employees shall receive a back to work briefing.</li> <li>The company shall review who can still work from home and who cannot taking mental health and any protected characteristics into consideration.</li> <li>The company shall look at individuals circumstances to make sure they can return to work safely Consideration will be made for, childcare, vulnerable employees, employees with medical conditions, transport and geographic location and the risk of catching the virus within their own household i.e. key worker at home.</li> </ul> <b>b) Training</b> <ul style="list-style-type: none"> <li>All employees returning to work will receive a copy of this risk assessment and a back to work briefing on COVID-19.</li> <li>Signage shall be installed around the premises informing employees and visitors of the rules and risks of COVID 19.</li> </ul> <b>c) 2-metre rule</b> <ul style="list-style-type: none"> <li>Employees are to ensure that they take suitable precautions and maintain a safe distance from other employees.</li> <li>Employees will follow the clear guidance of floor signage to follow one way systems so to reduce contact with other employees</li> <li>The Company will provide floor markings to signpost one way systems and two meter distances from desks</li> </ul>	3	2	6	



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<b>1. Employees (cont./1)</b> Contracting virus through close contact of personnel.	- Employees - Employees' family - Visitors	5	4	20	<b>d) Communications / Memos</b> <ul style="list-style-type: none"> <li>The company shall update its staff with regular information regarding current virus control measures. It is the responsibility of everyone to police where practicable all areas and personnel to ensure that measures are being adhered to.</li> <li>The company will where possible utilise its remote technology to hold meetings in accordance with the government guidelines</li> </ul> <b>e) Contact Assessments</b> <ul style="list-style-type: none"> <li>Employees are to assess visually and verbally the state of individuals with regards to people who show symptoms of a virus. If Employees identify a person who is potentially showing symptoms of a virus, they are to avoid close contact and are politely asked to leave.</li> <li>Politely refuse to shake hands or any physical contact.</li> <li>Employees who unintentionally make contact with someone else should wash their hands immediately with soap and water for at least 20 seconds and notify HR as soon as possible.</li> </ul> <b>f) Self-Assessments</b> <ul style="list-style-type: none"> <li>Employees are to self-assess their Health and wellbeing regularly and if they have been in contact with any person who shows typical symptoms of the identified virus they should review their health on an hourly basis.</li> <li>If an employee believe he/she has been in close proximity of an infected person or experiences similar symptoms, they are to notify HR as soon as possible and follow the self-isolation process. Symptoms as per the government guidelines are as follows: a continuous cough, a high temperature and shortness of breath.</li> </ul>	3	2	6	

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<b>1. Employees (cont./2)</b> Contracting virus through close contact of personnel.	- Employees - Employees' family - Visitors	5	4	20	<b>g) Self-Isolation</b> <ul style="list-style-type: none"> <li>Employees shall report via telephone to HR and notify them of issue.</li> <li>Employees shall self-isolate and NOT return to work until they have been cleared by qualified medical staff.</li> <li>If an employee who is self-isolating feels well enough to work, the company will review whether it is suitable for them to work from home on a case by case basis</li> <li>Once cleared, the Employees may notify the office of the intended to return.</li> </ul> <b>h) Hygiene</b> <ul style="list-style-type: none"> <li>Wash hands frequently and thoroughly with soap and water or alcohol-based sanitiser gel.</li> <li>Avoid touching eyes, mouth, and nose.</li> </ul>	3	2	6	

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		S	L	RR		S	L	RR	
<b>2. Inductions of new staff</b> Potential of contagion through long periods of time in close contact with H&S Coordinator	- Employees - Employees' family - Agency Employees	3	3	9	<b>a) New Starter Inductions</b> <ul style="list-style-type: none"> <li>Provisions are in place by HR to inform new starters that they are required to self-assess prior to coming on site for their first day.</li> <li>If they believe they are infected in any way, they shall self-isolate and follow directions from 1g.</li> <li>Inductions shall be conducted via the Collaborate system on video conference.</li> <li>Any paperwork is to be completed electronically where possible</li> </ul>	3	2	6	

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		S	L	RR		S	L	RR	
<b>3. PPE</b> Not using the correct PPE can contribute to the spread of Covid-19.	- Employees - Employees' family - Agency Employees	4	3	12	<b>a) PPE Provisions</b> – The company shall provide all Employees with the following PPE: <ul style="list-style-type: none"> <li>• <b>Nitrile Gloves</b> - Boxes of Nitrile gloves shall be distributed to Employees, used when working in communal areas for when entering offices and WC areas.</li> <li>• <b>Disinfectant wipes and Spray</b> – Employees shall be provided with a disinfectant spray for desks, keyboards, seats and upholstery and wipes for steering wheel, gear shifters and door handles.</li> <li>• <b>Face Masks</b> – Employees shall be provided with FFP2 disposable face masks for working/moving in areas where social distancing cannot be strictly maintained i.e. offices, corridors, welfare facility and shared work areas.</li> </ul>	3	2	6	

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<b>4. First Aider</b> Potential of contracting virus from close contact Workers falling ill with symptoms of Covid-19.	- Employees - Employees' family - Visitors.	3	4	12	<b>a) PPE</b> First Aiders are now expected to wear a face mask and Nitrile gloves when administrating first aid. <b>b) Emergency Response Scenario</b> Symptoms of the Covid-19 disease include High fever and new continuous coughing. If this occurs, staff must be aware to do following: <ul style="list-style-type: none"> <li>Any person found to have symptoms of the said virus during work hours shall be ejected from site with immediate effect on the authority of HR.</li> <li>Their workstation shall receive a deep clean which will be requested by HR to our contracted cleaners.</li> <li>We will consider who they have come into contact with and inform those individuals.</li> <li>Isolate the person away from all other persons preferably in a room with ventilation.</li> <li>Provide the person with a face mask if not already provided.</li> <li>Inform the person not to touch any surfaces where possible.</li> <li>If the person requires the toilet facilities, they are to use a designated facility which is to be cordoned off from all other staff members.</li> <li>The symptomatic person will be required to contact NHS 119 to discuss their symptoms and next steps.</li> <li>Once the person has left the premises all surfaces, objects and potentially contaminated high contact areas, such as toilets, door handles and telephones, will be cleaned by our contracted cleaners using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</li> <li>The symptomatic person is to self-isolate themselves at home and follow Government guidance on isolation.</li> <li>Wash hands frequently with soap and water or alcohol-based sanitiser gel.</li> </ul>	2	3	6	

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		S	L	RR		S	L	RR	
<b>4. First Aider (cont.)</b> Potential of contracting virus from close contact Workers falling ill with symptoms of Covid-19.	- Employees - Employees' family - Visitors.	3	4	12	<b>c) Deep-Cleans</b> <ul style="list-style-type: none"> <li>A Deep-clean is conducted by our contracted cleaners in all areas where the potentially infected person has been in contact.</li> <li>Work areas to be isolated until the area has been sufficiently disinfected.</li> </ul>	2	3	6	

What is the hazard?	Who is at risk?	Initial Risk Rating			What control measures are currently in place to reduce the risk?	Residual Risk Rating			Additional control <i>What else can be done to reduce the risk to low level?</i>
		S	L	RR		S	L	RR	
<p><b>5. General exposure at the workplace</b>            Poor hygiene of staff and facilities resulting in a potential exposure.</p>	<ul style="list-style-type: none"> <li>- Employees</li> <li>- Employees' family</li> <li>- Visitors.</li> </ul>	4	4	16	<p><b>a) Communications/Memos</b></p> <ul style="list-style-type: none"> <li>• The company shall update its staff with regular communications regarding current virus control measures. It is everyone's responsibility to ensure that measures are being adhered to.</li> </ul> <p><b>b) Regular Updates</b></p> <ul style="list-style-type: none"> <li>• Responsible persons shall maintain a vigilant focus on international news concerning the outbreak and shall update Risk Assessments as soon as is reasonably practicable to do so and will update staff on any matters that are applicable to them.</li> </ul> <p><b>c) Disinfectant wipes</b></p> <ul style="list-style-type: none"> <li>• Office staff shall be provided with disinfectant wipes for use at workstations (desks). These can be used for cleaning phones, keyboards, and mouse as well as main desk surfaces, when required.</li> </ul> <p><b>d) Disinfectant hand gel</b></p> <ul style="list-style-type: none"> <li>• The company shall provide hand sanitising for use by all people on site and will be strategically placed around the building.</li> </ul> <p><b>e) Design</b></p> <ul style="list-style-type: none"> <li>• The workspace will be redesigned to allow for social distancing.</li> <li>• Hot desks will be removed, and desks allocated to individuals.</li> <li>• Access routes are to be maintained so that two-metre separation can be achieved.</li> <li>• Where possible a one-way system will be introduced.</li> <li>• Visitors will be requested to stay outside until the person meeting them can be located.</li> <li>• Only prearranged appointments will be accepted so that a visitor list can be printed off at the beginning of each day.</li> <li>• Gloves will be worn to operate the sign in system and the screen will be cleaned at least twice per day</li> </ul>	4	2	8	

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		S	L	RR		S	L	RR	
<b>5. General exposure at the workplace (cont.)</b> Poor hygiene of staff and facilities resulting in a potential exposure.	- Employees - Employees' family - Visitors.	4	4	16	<b>f) Welfare</b> <ul style="list-style-type: none"> <li>• Breaks and hours of work will, if necessary, be staggered to allow social distancing.</li> <li>• The canteen area will be restricted to three people at time to maintain social distancing.</li> <li>• Individuals to make their own teas and coffees.</li> </ul> <b>g) Work bubbles</b> <ul style="list-style-type: none"> <li>• Work bubbles shall be created within the work force so any potential outbreak can be minimised.</li> </ul>	4	2	8	



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<b>6. Travelling to Work</b> Using allocated company vehicles.	- Employees - Employees' family	5	4	20	<b>a) Using allocated company vehicles</b> - When travelling to work you should travel alone. If employees have no choice but to share a vehicle, then they should: <ul style="list-style-type: none"> <li>Regularly clean the vehicle using gloves and standard cleaning products, with emphasis on handles and other surfaces which may be touched during the journey.</li> <li>If you are required to share a vehicle, share with the same individuals, and sit in the same seat for every journey.</li> <li>Wear a face mask.</li> <li>Wherever possible, maintain a distance of two meters and avoid touching your face.</li> <li>Wash your hands thoroughly before entering and after getting out of the vehicle (use hand sanitiser where washing facilities are unavailable).</li> <li>Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey.</li> <li>AC set to fresh air not recirculate.</li> </ul> <b>b) Public Transport</b> <ul style="list-style-type: none"> <li>Employees are not authorised to travel on public transport at this time. This will be reassessed when this changes. At this time, all employees will be travelling to and from work in private/company vehicles, walking and cycling.</li> </ul>	3	2	6	

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<b>7. Meetings</b> Gathering of several people in the same area.	- Employees - Employees' family - Visitors. - Contractors.	5	4	20	<b>a) Required meetings</b> <ul style="list-style-type: none"> <li>• Wherever possible, meetings will be held remotely.</li> <li>• If a meeting is to be held on site, ensure the minimum persons attend and a two-metre separation is observed.</li> <li>• Meeting rooms to be booked 24 hours before needed and to be cleaned thoroughly afterwards.</li> <li>• Visitors are asked to attend five minutes before the meeting, any earlier they will be asked to wait outside.</li> </ul>	3	2	6	

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<b>8. Contractors on site</b> Contractors are exposed to virus on other sites.	- Employees - Employees' family - Visitors. - Contractors.	4	4	16	<b>a) Communications/emails etc.</b> <ul style="list-style-type: none"> <li>The company shall update any contracting companies prior to attending site, for the site rules and procedures and request the contractor risk assessments.</li> </ul> <b>b) Policing of contractor areas</b> <ul style="list-style-type: none"> <li>Everyone is responsible for the regular policing of contractors on site. Policing will include the potential identification of contractors who are showing signs of infection or illness and that contractors are following the site rules if contractors are identified to not following the rules or are showing symptoms of COVID-19 then they will be asked to leave, with immediate effect and their Company will be contacted.</li> </ul> <b>c) Unnecessary Contractors</b> <ul style="list-style-type: none"> <li>Unnecessary Contractors will be postponed until it is deemed either necessary or government guidelines advise otherwise.</li> </ul> <b>d) Necessary Contractors</b> <ul style="list-style-type: none"> <li>Contractors that are essential to maintain the company's legal compliance will be allowed on site after a review of their risk assessments and their specific controls covering COVID-19. A Contractor will be expected to wear a mask and gloves whilst on site and remove all their rubbish.</li> </ul>	4	2	8	

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<b>9. Deliveries on/to site</b> Staff being potentially infected by incoming deliveries	- Employees - Employees' family	3	3	9	<b>a) Communications to Vendors etc.</b> <ul style="list-style-type: none"> <li>The company shall place instructions for deliveries on the Front door of Office 24. This will ensure that deliveries are placed in reception maintaining a safe 2 metre distance.</li> </ul> <b>b) PPE for receiving goods</b> <ul style="list-style-type: none"> <li>All personnel expected to deal with deliveries will be provided with nitrile gloves.</li> <li>Where possible, items will be ordered in bulk to limit the amount of orders coming in.</li> </ul> <b>c) Keep your distance</b> <ul style="list-style-type: none"> <li>Staff are advised to maintain a two-metre rule from delivery personnel where practicable and politely decline to shake hands.</li> </ul> <b>d) Signing for parcels</b> <ul style="list-style-type: none"> <li>When signatures are required staff are to ensure that they use their own pens when signing documents so as not to use delivery employees pens; When signing on PDA devices, personnel are advised not to do so and request that the delivery employees write your name in the space on the device.</li> </ul> <b>e) Refusal to accept delivery</b> <ul style="list-style-type: none"> <li>If the delivery driver acts in a way that jeopardises the safety of yours or others, reject the delivery and contact the delivery company.</li> </ul> <b>f) Use Hand Gel Dispensers</b> <ul style="list-style-type: none"> <li>After ANY interaction between company staff and external delivery employees, staff are to use the Gel dispensers and cleanse hands before re-entering the workspaces.</li> </ul>	2	2	4	

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		S	L	RR		S	L	RR	
<b>10. Staff vacations</b> Employees are booked-off on holiday for a set period during a virus pandemic. Employee returns to work and infects workforce, etc.	- Employees - Employees' family	5	4	20	<b>a) On-Return Self Assessments &amp; Self-Isolation</b> <ul style="list-style-type: none"> <li>If employees return to the UK from overseas vacations during a pandemic scenario, employees are required to self-assess in the first instance and self-isolate for a minimum period of 24 hours before returning to work. This period is provided so that employees may seek medical intervention and testing. Employees who have returned from countries which have been classed as Hot-Spots for potential exposure due to size and spread of outbreak MUST self-isolate for the required period and follow ALL advice from the FCO (Foreign &amp; Commonwealth Office).</li> </ul> <b>b) HR to access holidays</b> <ul style="list-style-type: none"> <li>Annual leave currently booked shall be reviewed by HR to determine where staff are going. Staff are advised not to travel to abroad at this time.</li> </ul>	3	2	6	

**Declaration:**

**I can confirm that I have read, understood, and been issued the risk assessments manual and that I will report any unsafe acts**

NAME	SIGNATURE	DATE	REVISION NUMBER	COMMENT