

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19


## • FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer *UCW* R+H Insulations Ltd Date 13-8-2020

Who to contact: *Helen Wilson*  
Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

**R & H Insulations Ltd**

<b>Risk assessment name</b>	Potential exposure to Coronavirus	<b>Assessment type</b>	 General
<b>Assessor name</b>	Helen Wilson	<b>Affected site(s)</b>	R & H Insulations Ltd (ST5 9QA)
<b>Assessment date</b>	13/05/2020	<b>Review period</b>	Custom
<b>Approved by</b>	Helen Wilson	<b>Review date</b>	13/08/2020
<b>Approved date</b>	13/05/2020	<b>Reference</b>	R&H/office

**Description**

Potential exposure to Coronavirus through:

Contact with non-sanitised surfaces

Contact with other individuals

Individual/s showing symptoms - high temperature, new or persistent cough, shortness of breath, muscle pain, fever or tiredness






Poor levels of hygiene












Travel to/from site







The calculated risk factor for this task/operation BEFORE controls put in place is 25 (Probability: 5 x Severity: 5)

This is classed as a HIGH risk

**Overall risk rating : 5 ( Medium)**

Hazard	Who could be harmed and how?	Existing controls
 <p>Contact with non-sanitised surfaces</p>	All staff	<p> <b>Enhanced cleaning in place</b> Additional cleaning in place of common touch points, keyboards, phones etc</p> <p> <b>Enhanced hand hygiene</b> Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately for in excess of 20 seconds.</p> <p> <b>Extra hand washing facilities provided</b> Additional hand sanitiser is in place</p> <p> <b>Hygiene monitoring</b> Enhanced hygiene monitoring in place</p>

Hazard	Who could be harmed and how?	Existing controls	
 <p>Contact with other individuals</p>	<p>All staff</p>	<p> <b>Deliveries to site</b> Deliveries should be left either outside or in reception area to avoid contact with driver/s</p> <p> <b>Follow Government and PHE guidance</b> Employees are encouraged to follow the guidance from the Government &amp; Public Health England as to correct health measures.</p> <p> <b>PPE</b> Face masks and disposable gloves are available for use</p> <p> <b>Visitor rules system operated</b> All visitors to remain in reception unless instructed to proceed to meeting room No visitors will be allowed in the main, first floor office unless absolutely necessary</p>	<p> <b>Demarcations</b> Demarcations have been put in place in passageways to remind/alert staff of 2m distancing rules</p> <p> <b>No entry to site</b> Anyone that is classed as a vulnerable person or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus should not come to site</p> <p> <b>Social distancing</b> Desks and equipment have been re-positioned to adhere to 2m social distancing guidelines</p>
 <p>Individual/s showing symptoms</p>	<p>All staff, Members of the public</p>	<p> <b>Monitoring in place</b> Where the make/model of the thermometer allows for temperatures to be taken from 2m away then operatives will have their temperature taken before entering site</p>	<p> <b>No entry to site</b> Anyone with a high temperature or a persistent cough should not come to site</p>

Hazard	Who could be harmed and how?	Existing controls	
 <p>Poor levels of hygiene</p>	<p>All staff</p>	 <p><b>Disposal of used equipment/waste</b> Single use PPE should be disposed of to prevent it being re-used. Cough/sneeze into a tissue, dispose of immediately in a closed bin &amp; wash hands</p>	 <p><b>Good hand washing/hygiene procedures must be observed</b> Enhanced cleaning procedures will be in place along with extra hand washing facilities at key locations</p>
 <p>Travel to/from site</p>	<p>All staff, Members of the public</p>	 <p><b>Parking</b> Adequate parking should be available</p>	 <p><b>Where possible travel to/from site alone</b></p>

**Further control measures**

None required

**Operating procedures**

Assessor's signature: Helen Wilson

Approved by signature: Helen Wilson