

CLOSE TO OUR CUSTOMERS

## COVID-19 RISK ASSESSMENT

<b>Location:</b>	Wirtgen Group House, Newark. NG24 2UA	<b>Risk Assessment Ref:</b>	<b>Job Number if applicable:</b>
<b>Activity:</b> Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This is a generic Risk Assessment for dealing with the current Covid-19 situation in the workplace.		<b>Date:</b> 12 May 2020	
		<b>Date of next Review:</b> Aug 2020	<b>Number of pages used:</b>
<b>Staff involved in this work must be consulted on the risks contained in this risk assessment.</b> <ul style="list-style-type: none"> <li>▪ Work activities must not be carried out where there is an unacceptable risk to staff.</li> <li>▪ Where Safe Systems of Work/ Permits-to-Work Systems are deemed necessary they shall be provided to the staff involved.</li> <li>▪ Original Risk Assessments/ Safe Systems of Work/ Permits-to-Work should be reviewed by the line manager and uploaded onto the Company intranet/team site.</li> </ul>			

<p><b>People who may be affected by this activity. Please indicate YES or NO and the numbers involved in the task.</b></p> <p><b>Wirtgen Limited Personnel:</b> Yes  <b>Contractor Personnel:</b> Yes  <b>Client/Customer Personnel:</b> Yes  <b>Visitors:</b> Yes  <b>Public:</b> Yes  <b>Drivers:</b> Yes  <b>Cleaners:</b> Yes</p> <p>This document should be used in conjunction with the COVID-19 Response Document, General Guidance for Employees of Wirtgen Limited</p>
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Task	Hazard	Required control measure?	Action by whom?	Action by when?	Done Date
Spread of Covid-19 Coronavirus	Spread of infection from employee to employee	<p><b><u>Access to Building and Temperature Checks</u></b></p> <p>Entrance to the building will be via the front reception or side door as per normal. The front door will remain on lock, so you will only be able to enter with your card and not tailgate.                      On entering building all employees should use hand sanitation at entry and exit points.</p> <p>By signing below employees are agreeing be temperature tested using hand based temperature device.                      Normal body temperature is between 26.1°C and 37.2°C</p> <ul style="list-style-type: none"> <li>○ If your temperature is above 37.8°C, and/or a mild cough is presented then you will be sent straight home to self isolate. This is for the protection of all employees.</li> </ul>	Claire Cunningham / Aston Tavener	14.5.20	

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		<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p>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. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>	P Holmes	12.5.20	12.5.20
		<p><b>Cleaning</b></p> <p>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.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	P Holmes	12.5.20	12.5.20
		<p><b>Social Distancing</b></p> <p>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  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p>	P Holmes	22.5.20	

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	<p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>			
	<p><b><u>Wearing of Gloves</u></b></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	P Holmes	12.5.20	12.5.20
	<p><b><u>RPE</u></b></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test.</p>	P Holmes	12.5.20	12.5.20

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		<p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)</p> <p>Reference <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p>			
		<p><b>Symptoms of Covid-19</b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority 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. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	P Holmes	12.5.20	12.5.20
		<p><b>Drivers</b></p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a></p> <p>COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>	T. McCauley / A Tavener	12.5.20	15.5.20
		<p><b>Mental Health</b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	P Holmes	12.5.20	12.5.20



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**Assessor:**
**Date:**

Are the control measures suitable YES/NO

I have briefed the following employees on the contents of the risk assessment –

I/We confirm that we have been briefed on the hazards and control measures associated with the activity or task.

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
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<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

**Line Manager/Supervisor/Site Manager:**
**Name:**
**Signature:**
**Date:**