

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:



Harris Pipework Fabrications Ltd and/or Harris Pipework Fabrications Ltd trading as EMS Maintenance Services or CMS Mechanical Services

Date:

28/05/2020

Who to contact: Adrian Hartup (H&S Director) / Line Managers

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

What we are doing to help prevent the spread of Covid-19 in the workplace.

Getting to and from work safely:

- Only travel to work if you are fit and well and have no Covid-19 symptoms.
- If you feel unwell, inform your line manager and return home to self-isolate.
- Working from home where possible.
- Avoid the use of public transport where possible.
- Only car share where persons live in the same household.

Arrangements within the premises:

- Hand sanitiser on all entry and exit points, must be used.
- Maintain 2m social distancing at all times where possible (desks relocated to achieve this).
- Compliance signage displayed around the premises.
- Avoid touching your face with your hands at all times.
- Single-person use of toilet facilities at any time.
- Door handles, light switches and work-surfaces cleaned daily.
- Wash your hands for a minimum of 20 seconds regularly throughout the day.
- Antiseptic wipes & sanitiser available around the offices for use.
- Single-person use of kitchen facilities. (Where practical bring your own lunch to work and do not share with others). Do not share mugs or cutlery, bring your own.
- No passing on the stairs or corridors.
- No un-authorized visitors allowed within the premises.
- All meetings to be held via telephone or video call.
- Report to your line manager if any works may entail working within 2m.

For any further information, please refer to:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Additional arrangements within the factory:

- Protection screens installed around cut & screw beds.
- Welders working within their own segregated work-bay.
- Gloves to be worn at all times to avoid contact with multi-use surfaces and machines.
- Masks available if social distancing cannot be achieved for essential work.
- Delivery drivers to be instructed on arrival to sanitise and adhere to social distancing whilst on the premises.
- Non-contact deliveries where possible.

For any further information, please refer to:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

Additional arrangements for site based employees and contractors:

- Only travel to work if you are fit and well and have no Covid-19 symptoms.
- If you feel unwell during your site visit contact the office immediately for further instruction.
- At all times operatives must adhere to the main contractors or clients specific Health & Safety regulations as well as arrangements outlined in this document.
- Employees should avoid the use of public transport where possible.
- Where possible, employees will be encouraged to travel to site alone. Where this is not practical, operatives travelling in the same vehicle (max 2. persons) are to become a 'team' and only work alone or together. (No swapping with other colleagues).
- Use hand sanitiser before entering and upon leaving the vehicle. Ensure anti-septic wipes are used to sanitise the steering wheel, door handles, gear knob and any control mechanisms upon entry and exit within the vehicle. Masks not to be worn in the vehicle.
- Whilst travelling together, face forwards and leave the windows open/ajar for ventilation.
- Wash your hands for a minimum of 20 seconds when you arrive on site, when you return home and regularly throughout the day (ideally after each task and break).
- Upon entry to site only sign in and out with your own pen.
- Maintain 2m social distancing at all times while on site. This includes with other contractors, site staff and members of the public.
- Ensure adequate welfare facilities are available on site.
- Ensure correct PPE is worn on site at all times. Only wear your own PPE. If you need any additional PPE items, these are located within Harris Pipework stores. If you are unsure speak to your line manager who can provide this for you.
- Only use your own Hand & Power Tools on site.
- Where practical bring your own lunch to work and do not share with others. Ensure you bring your own mugs and cutlery etc. to use while on site. Do not share.
- Avoid touching your face on site, wearing a mask and/or gloves is optional unless;
- Gloves to be worn at all times when utilising multi-use surfaces, plant, machines and control mechanisms.
- Where essential work requires close contact out of social distancing guidelines, face masks and gloves should be worn at all times and mechanical aids used where possible. Where this is not possible – stop work immediately and refer to your line manager or site specific RAMS on how to proceed safely.
- Workers are advised not to stay away from home and allow adequate time for travel to and from site.

For any further information please refer to:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

Health & Wellbeing

For advice and information on how to look after your mental health and wellbeing during the coronavirus (COVID-19) outbreak please visit:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing>

For any further information, please follow Government guidance available at:

<https://www.gov.uk/coronavirus>

Harris Pipework COVID-19 - Risk Assessment



Likelihood 0 = Zero to very low 1 = Very unlikely 2 = Unlikely 3 = Likely 4 = Very likely 5 = Almost certain	Severity 0 = No injury or illness 1 = First aid injury or illness 2 = Minor injury or illness 3 = '3 day' injury or illness 4 = Major injury or illness 5 = Fatality, disabling injury	Risk Rating	
		0 – 6	Low
		8 – 15	Medium
		16 – 25	High

What are the hazards?	Who might be harmed?	Current Control Measures in Place:	Risk Rating			Additional Controls:	Action by Who?	Action by?	Completed by?	Residual Risk		
			Likelihood:	Severity:	Risk Factor (LxS):					Likelihood:	Severity:	Risk Factor (LxS):
Spread of Covid-19 Coronavirus	Employees, Managers, Directors, Cleaners, Contractors, Drivers	Symptoms of Covid-19 - 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. Line managers will maintain regular contact with staff members during this time. - 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 identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. - If you are unsure, you can check the symptoms by visiting the following link: https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/	1	5	5	Symptoms displayed on noticeboards throughout the premises to make all employees aware. Ongoing monitoring of employees health and well-being.	Directors / Line Managers	Immediately.	Ongoing.	1	5	5
Spread of Covid-19 Coronavirus	Employees, Managers, Directors, Cleaners, Contractors, Drivers	Getting to and from Work - Employees only to travel to work if they are fit and well and have no Covid-19 Symptoms. - Employees to inform line manager if feeling unwell and return home to self-isolate. - Employees working from home where possible. - Employees to avoid the use of public transport where possible. - Only car-share where persons live in the same household.	1	5	5	Employees organised to work from home in shift patterns. Directors and line managers to be in continuous communication with employees regarding any concerns getting to and from work.	AH / Directors / Line Managers	Immediately	Ongoing.	1	5	5

Spread of Covid-19 Coronavirus	Employees, Managers, Directors, Cleaners, Contractors, Drivers	<p>Social Distancing on the Premises</p> <ul style="list-style-type: none"> - Maintain 2m social distancing at all times where possible (office desks relocated to achieve this). - Compliance signage displayed around the premises. - Single-person use of toilet facilities at any time. - Single-person use of kitchen facilities. (Where practical bring your own lunch to work and do not share with others). Do not share mugs or cutlery, bring your own. - No passing on stairs or corridors. - Report to your line manager if any works may entail working within 2m (do not proceed). - No un-authorized visitors allowed within the premises. - All meetings to be held via telephone or video call. <p>For any further information, please refer to: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p>	1	5	5	<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>Daily management checks to ensure this is adhered to.</p>	Directors / Line Managers.	Immediately.	Ongoing.	1	5	5
Spread of Covid-19 Coronavirus	Employees, Managers, Directors, Cleaners, Contractors, Drivers	<p>Hand Washing & Cleaning</p> <ul style="list-style-type: none"> - Hand washing facilities with soap and water in place. - Wash your hands for a minimum of 20 seconds regularly throughout the day. <p>See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands</p> <ul style="list-style-type: none"> - Hand sanitiser on entry and exit points. - Avoid touching your face with your hands at all times. - Door handles, light switches and work-surfaces cleaned daily by outside contractor. - Antiseptic wipes & sanitiser available around the offices for use. 	1	5	5	<p>Daily checks to ensure hand washing facilities are continuously available at all times.</p> <p>Spot checks to ensure employees are using hand sanitiser on entry and exit.</p>	Directors / Line Managers.	Immediately.	Ongoing.	1	5	5
Spread of Covid-19 Coronavirus	Employees, Managers, Directors, Cleaners, Contractors, Drivers	<p>Factory:</p> <ul style="list-style-type: none"> - Maintain social distancing guidelines set out above. - Hand sanitiser available by all clock in/out machines. - Protection screens installed around cut & screw beds. - Welders working within their own segregated work-bay only. - Gloves to be worn at all times to avoid contact with multi-use surfaces and machines. - Masks available if social distancing cannot be achieved for essential work. Speak to your line manager if you need any additional PPE. - Delivery drivers to be instructed on arrival to sanitise and adhere to social distancing whilst on the premises. - Non-contact deliveries where possible. <p>For any further information, please refer to: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>	1	5	5	<ul style="list-style-type: none"> - Factory workers to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. - Management checks to ensure this is adhered to. - Management to ensure social distancing is being maintained around the clock in/out machines during busier periods. 	Factory Line Managers.	Immediately.	Ongoing.	1	5	5

Spread of Covid-19 Coronavirus	Employees, Managers, Directors, Cleaners, Contractors, Drivers, Clients, Members of the Public.	<p>Site-Based Operatives & Contractors</p> <ul style="list-style-type: none"> - Only travel to work if you are fit and well and have no Covid-19 symptoms. - If you feel unwell during your site visit contact the office immediately for further instruction. - Employees should avoid the use of public transport where possible. - Where possible, employees will be encouraged to travel to site alone. - Where this is not practical, operatives travelling in the same vehicle (max 2. persons) are to become a 'team' and only work alone or together. (No swapping with other colleagues). - Ensure anti-septic wipes are used to sanitise the steering wheel, door handles, gear knob and any control mechanisms upon entry and exit within the vehicle. Masks not to be worn in the vehicle. Use hand sanitiser before entering and upon leaving the vehicle. - Whilst travelling together, face forwards and leave the windows open/ajar for ventilation. Wash your hands for a minimum of 20 seconds when you arrive on site, when you return home and regularly throughout the day (ideally after each task and break). - Workers are advised not to stay away from home and allow adequate time for travel to and from site. - Upon entry/exit to site only sign in and out with your own pen. - Maintain 2m social distancing at all times while on site. This includes other contractors, site staff and members of the public. - Ensure adequate welfare facilities are available on site. - Ensure correct PPE is worn on site at all times. Only wear your own PPE. PPE available in CMS stores. Speak to your line manager if you are unsure who can provide this for you. - Only use your own Hand & Power Tools on site. - Where practical bring your own lunch to work and do not share mugs or cutlery, bring your own, preferably disposable. - Avoid touching your face on site, wearing a mask and/or gloves is optional unless; - Gloves to be worn at all times when utilising multi-use surfaces, plant, machines and control mechanisms. - Where essential work requires close contact out of social distancing guidelines, face masks and gloves should be worn at all times and mechanical aids used where possible. Limit the amount of time spent within 2m. Try to face away from other colleagues where possible. Where this is not possible – stop work immediately and refer to your line manager or site specific RAMS. <p>For any further information please refer to: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work</p>	1	5	5	<ul style="list-style-type: none"> - At all times operatives must adhere to the main contractors or clients specific Health & Safety regulations as well as arrangements outlined in this document. - Project managers in regular communication with contractors on site to ensure health and safety guidelines are being adhered to, welfare facilities are acceptable and to ensure any other concerns operatives may express on a day by day basis are dealt with to minimise risk of contracting Covid-19 on site. Routine and unplanned site visits where safe to do so to ensure operatives are complying with safety measures put in place. 	Directors, Line Managers, Project Managers	Immediately.	Ongoing.	1	5	5
Mental Health issues as a factor of Covid-19 Coronavirus	Employees, Managers, Directors, Cleaners, Contractors, Drivers	<p>Mental Health</p> <p>Management to promote mental health awareness during Covid-19. For additional advice and information, employees can find more information on how to look after your mental health and wellbeing during the coronavirus (COVID-19) outbreak by visiting: https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</p> <p>Mental health URL with further information to be displayed around the premises with an open door policy for those who need additional support.</p>	1	4	4	Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.	Line Managers.	Immediately.	Ongoing.	1	4	4

Risk Assessor: Adrian Hartup	Position: Director	Date: 28/05/2020	Risk Assessed: The Spread of Covid-19
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