

# Risk Assessment for Covid-19 in the Workplace

at

## The Finishing Line

Vange Wharf, Wharf Lane, Basildon, Essex. SS16 4SW

Date of Assessment: 16<sup>th</sup> October 2020 (Third Draft)

To be reviewed: Daily

Name of Assessor: Kevin Bird on behalf of TFL.

Signature of Assessor: Kevin Bird

**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 even fatal.**

This is a **Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each employee should consider their own unique circumstances ie. Underline health issues, the health of family members with underline health issues and elderly members of their family. This `Risk Assessment` will be reviewed daily in-line with Government recommendations and advise.

**What are the hazards? - Spread of Covid-19 (Coronavrus)**

### Risk = Likelihood x Severity:

| <b>Severity</b> →<br><b>Probability</b> ↓ | Minor injury or ailment | Serious injury or ailment | Major injury or disease | Fatality       |
|---|-------------------------|---------------------------|-------------------------|----------------|
| Highly Probable                           | Medium                  | High                      | High/Very High          | Very High      |
| Probable/Likely                           | Medium                  | Medium/High               | High                    | High/Very High |
| Unlikely/Improbable                       | Low                     | Medium                    | Medium/high             | High           |
| Extremely unlikely                        | Low                     | Low                       | Medium                  | Medium         |

| <b>Risk Rating</b> | <b>Recommended Action</b>  |
|--------------------|--|
| Very High          | Task or activity should be suspended immediately and remain so until control measures to eliminate or adequately reduce risk have been implemented |
| High/Very High     | Task or activity should be suspended and remain so unless control measures to eliminate or adequately reduce risk can be introduced within 1 day   |
| High               | Task or activity should be suspended and remain so unless control measures to eliminate or adequately reduce risk can be introduced within 1 month |
| Medium/High        | Control measures need to be introduced within 3 months   |
| Medium             | Control measures need to be introduced within 6 months   |
| Low                | Control measures to be introduced on a medium to long term basis i.e. as equipment is renewed or as part of a planned programme of improvements    |

| <b>COVID-19 in the Workplace</b> |                                     |                    | <b>The Finishing Line</b>                 |
|----------------------------------|-------------------------------------|--------------------|---|
| <b>POTENTIAL HAZARD</b>          | <b>PRECAUTIONS ALREADY IN PLACE</b> | <b>RISK RATING</b> | <b>ADDITIONAL PRECAUTIONS RECOMMENDED</b> |
| <b>DEATH</b>                     | <b>See below</b>                    | <b>Very High</b>   |   |

|   |   |                       |   |
|---|---|-----------------------|---|
| <ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> </ul> <p>Anyone else who physically comes in contact with you, in relation to your business.</p> <p><b>ESSEX in Tier 2 HIGH – 16/10/2020</b></p> <p><b>ALL STAFF TO WEAR MASKS/VISORS, WHEN IN TFL FACILITES.</b></p> <p><b>ALL DRIVERS TO WEAR MASKS/VISORS, WHEN DELIVERING OR PICKING UP TO/FROM TFL FACILITES.</b></p> <p><b>ALL MEETINGS TO BE HELD VIA TEAMS/ZOOM/SKYPE UNTIL FURTHER NOTICE.</b></p> <p><b>NO VISITORS TO THE TFL SITE.</b></p> <p><b>TRACK AND TRACE<br/>TFL NOW HAS IT`S OWN QR TO WORK WITH THE NHS COVID-19 APP.</b></p> | <p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and hot water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Paper towels/hand dyers for drying of hands</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>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b><u>Cleaning</u></b><br/>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>High/Very High</p> | <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. 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. Hand towel will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice at <a href="https://www.hse.gov.uk">https://www.hse.gov.uk</a></p> <p>Posters, leaflets and other materials are available for display.<br/><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>Dedicated cleaner.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Extra cleaning rota`s have been initiated</p> |
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|  | <p><b><u>Social Distancing</u></b><br/>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre rule recommended by the Public Health Agency<br/><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>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 the 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.<br/>Management checks to ensure this is adhered to.</p> <p>No visitors to visit the site until further notice.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.<br/>Management checks to ensure this is adhered to.</p> <p>The workforce has been split over 3 sites (warehouses) to use canteen and toilet/hand washing facilities, which are set up in both.</p> <p>Further to this, we have staggered the starting/finishing times of the working day into 3 shifts and 3 Bubbles!<br/>Shift 1 – 7.45am to 3.45pm<br/>Shift 2 – 8.00am to 4.00pm<br/>Shift 3 – 8.15am to 4.15pm</p> <p>A 2.0m gap between the bench operators on the production line and canteens are now in operation.<br/>By making these changes it is removing the chance of close contact in these areas.</p> <p>(See pictures attached).</p> |
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|  | <p><b><u>Wearing of Gloves/Masks</u></b><br/>Where Risk Assessment identifies wearing of gloves/masks as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves/masks carefully to reduce contamination and how to dispose of them safely.</p> <p><b><u>PPE</u></b><br/>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</p> <p>Where PPE is a requirement for risks associated work, the company will supply it.</p> <p><b><u>Symptoms of Covid-19</u></b><br/>If anyone becomes unwell with a new continuous cough, high temperature, loss of taste or smell in the work-place, they will be sent home and advised to follow the stay at home guidance and contact 111.<br/>Line managers will maintain regular contact with staff members during this time.</p> |  | <p>Staff to be reminded that wearing of gloves/masks is not a substitute for good hand washing and Social Distancing.</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> |
|--|---|--|--|

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|  | <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.<br/> <a href="http://www.gov.uk">www.gov.uk</a></p> <p><b><u>Drivers</u></b><br/> Procedures in place for Drivers to ensure adequate welfare facilities available during their work -<br/> Reference<br/> <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><br/> COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><b><u>Mental Health</u></b><br/> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help<br/> Reference -</p> | <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</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> <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> <p>ALL DRIVERS ARE TO WEAR SUITABLE MASKS OR VISORS WHEN ENTERING TFL FACILITIES.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p> |
|--|---|---|

| COVID-19 in the Workplace |   |             | The Finishing Line                 |
|---------------------------|---|-------------|------------------------------------|
| POTENTIAL HAZARD          | PRECAUTIONS ALREADY IN PLACE  | RISK RATING | ADDITIONAL PRECAUTIONS RECOMMENDED |
| DEATH                     | See below   | Very High   |                                    |
|                           | <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><br><br>Sharing the results of our `Risk Assessment` with staff and our customers. With regular updates when needed. |             | Up-loaded to our website.          |



Test and Trace

# LET'S HELP STOP THE SPREAD OF CORONAVIRUS



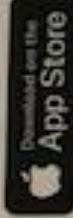
Scan this QR code with your  
NHS COVID-19 App to check-in

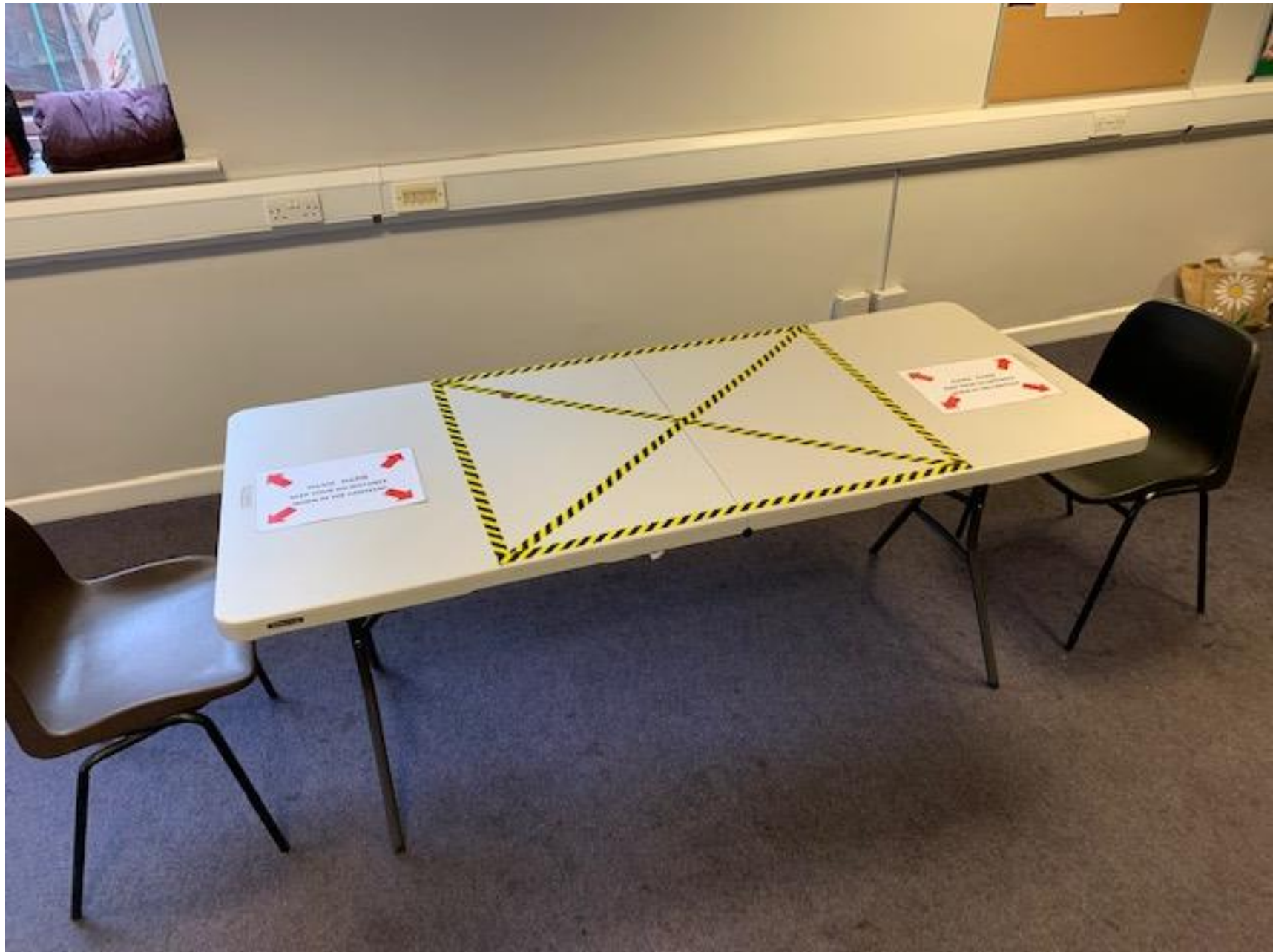


The Finishing Line Ltd.

The Finishing Line Ltd, Kierbrook Business Park, Wharf Lane, Vange, SS16 4SW

**DOWNLOAD THE  
NHS COVID-19 APP**





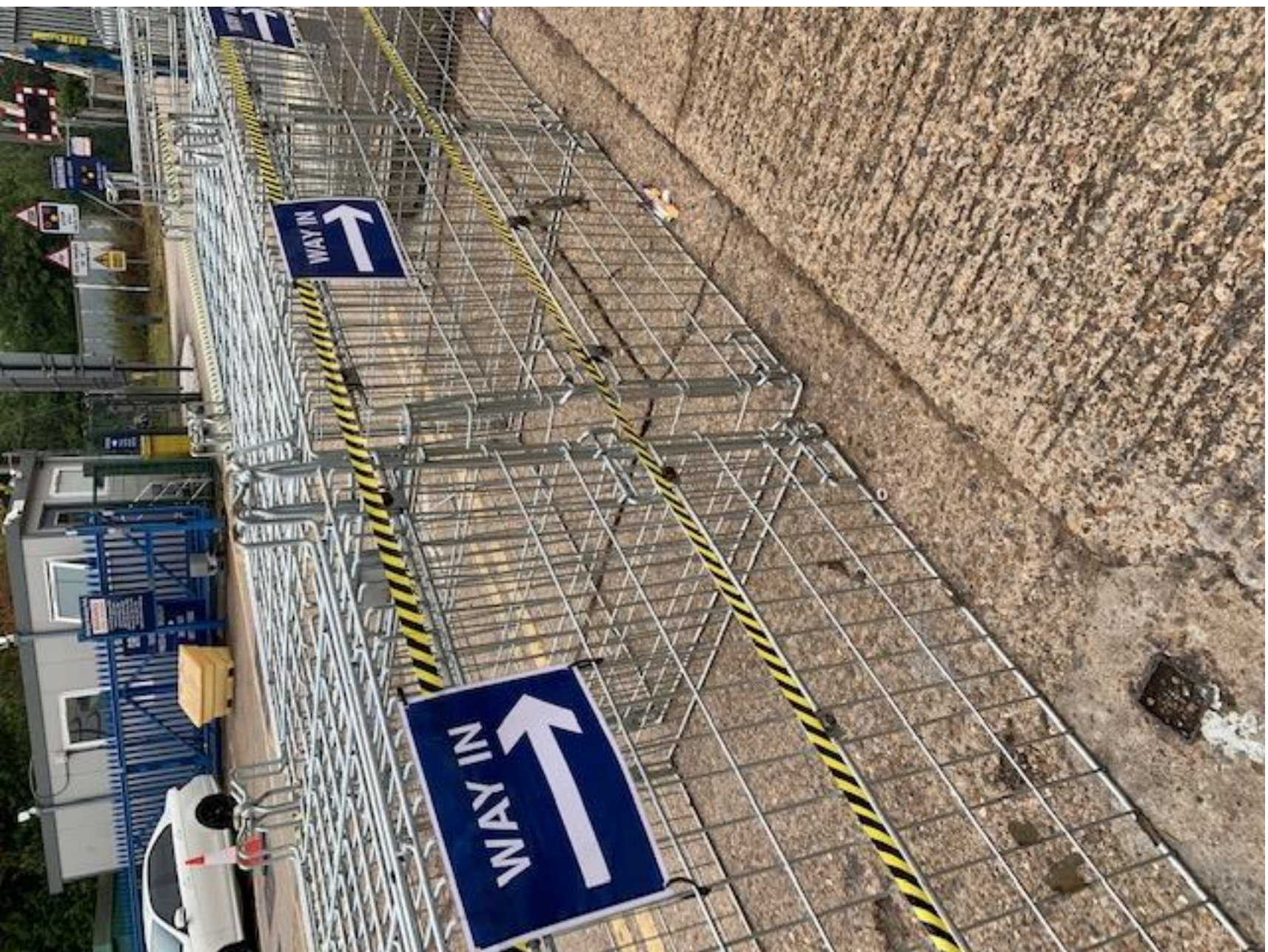
























# Staying COVID-19 Secure in 2020

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 THE FISHING LINE LTD. Date JUNE 2020

Who to contact, Kevin Reed or Chris Spooner  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

# COVID-19 (coronavirus)

If you have been to:

- China, Thailand, Japan, Republic of Korea, Hong Kong, Taiwan, Singapore, Malaysia, Macau in the last 14 days; or
- Northern Italy (not including Pisa, Florence and Rimini), Vietnam, Cambodia, Laos, Myanmar since February 19th 2020; and have any of these symptoms:



Cough



Fever



Difficulty breathing

- Please contact your GP **BY PHONE**.
- If you are **NOT** registered with a GP in Northern Ireland, please contact your local Emergency Department by checking [pha.site/emergency-healthcare-direct](http://pha.site/emergency-healthcare-direct).
- Please do **NOT** attend the surgery or hospital without phoning in advance.
- If it is a medical emergency, call 999 and inform the call handler of your recent travel.

Even if you have no symptoms, if you have been to:

- Hubei Province (including Wuhan), China in the last 14 days; or
- Iran, specific lockdown areas in Northern Italy, or special care zones of South Korea since February 19th 2020; please return home, contact the helpline on 0300 200 7665 and follow the advice below.



Stay indoors and avoid contact with others as much as possible for 14 days after you arrive.



Do not go to work, school or public areas



Avoid visitors in your home



Do not use public transport or taxis



Public Health Agency, 12-22 Linenhall Street, Belfast BT2 6BS.  
[www.publichealth.hscni.net](http://www.publichealth.hscni.net)  
Adapted from material produced by Public Health England.



Find us on:

191 (General) 1.4.2020 10:00:00 AM 11/19

ONLY 1 PERSON  
IN THE KITCHEN  
AT A TIME





**ANTI-BACTERIAL  
HAND CLEANSER**  
**Please Help To Stop  
Germs Spreading!**

H&S Notice: Hand Use Only – Do Not Take Orally.

