

Activities Covered by this Assessment	Any situation where staff may be required to come into 'close contact' (less than 2m) of another person including when training or performing driver assessments. Any public facing roles.	Reference	<i>Covid19 close contacts</i>
Site Address / Location	ESPO headquarters, Enderby.	Department / Service / Team	<i>All</i>
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			
<p>Additional Notes:</p> <p>Social distancing and good hygiene remain the primary controls in the fight against Covid-19. Multiple controls have been implemented at ESPO to help ensure this can be achieved however there are a few occasions where maintaining 2m at all times is challenging.</p> <p>In light of the government '1m+' guidance and recommendation that "If you can, wear a face covering in enclosed public spaces where social distancing isn't possible and where you will come into contact with people you do not normally meet." ESPO has taken the decision to mandate any person engaging in an activity where they may come into contact with someone at less than 2m distance for more than a brief moment to wear a face covering – this will predominantly be whilst delivering training.</p> <p>Due to the latest requirement to make face coverings mandatory in hospitality and retail, a corporate decision (LCC) has been made to extend this to all public facing roles (02.10.2020). ESPO delivery drivers have already been instructed to wear a face covering at every point of delivery as a further control. (as of 21.09.2020)</p> <p>Perspex screens have been installed at reception with minimal visitors attending site. On this basis face coverings are not required in this role at present (06.10.2020)</p> <p>Perspex screen and 2m distancing remains primary control in 'Goods In' area where regular deliveries by 3rd parties take place. On this basis face coverings are not required in this role at present. (06.10.2020)</p> <p>There should be no other situation where staff need to come into contact with someone less than 2m apart, should this occur you need to stop the activity and review to see if it can be done in other ways.</p> <p>Additional information on face coverings</p> <p>Evidence suggests that wearing a face covering does not protect you. However, if you are infected but have not yet developed symptoms, it may provide some protection for others you come into close contact with.</p>			

Face coverings do not replace social distancing. If staff have symptoms of COVID-19 (cough, and/or high temperature, and/or loss of, or change in, your normal sense of smell or taste - anosmia), they are instructed to follow the government guidelines on self-isolation and testing, wearing a face covering does not change this.

Staff are permitted to use their own face coverings should they choose as long as these cover the mouth and nose.

Staff should wash their hands or use hand sanitiser before putting their face covering on and after taking it off and it is important they don't touch their face covering when wearing it, where possible, to avoid hand to mask transmission of the virus – guidance is issued with this risk assessment.

In these unprecedented, rapidly changing and evolving times, with information being updated on almost a daily basis, please be aware that any existing risk assessments may become outdated, or be superseded, as the situation changes and risk changes. Please always remember as an employee you have a health and safety responsibility to yourself and your colleagues and the wider public. You should therefore dynamically risk assess your own situation continually and report any issues or changes to your manager as a matter of urgency.

This risk assessment must be read in conjunction with any other team risk assessments (which will cover other relevant hazards, such as slips, trips and falls, manual handling) and other applicable risk assessments and Safe Systems of Work (SSoW). All existing safety systems must remain in place.

If an employee, or employee's household, is displaying [COVID – 19 symptoms](#), they must stay at home for 10/14 days and seek further advice from HR.

This risk assessment has been written in line with LCC guidance and the Government's guidance specific to our work activities, the measures in place ensures that the workplace is COVID-19 secure.

Guidance used:

- Factories, plants and warehouses: <https://assets.publishing.service.gov.uk/media/5eb965d5d3bf7f5d3c74a2dd/working-safely-during-covid-19-factories-plants-warehouses-110520.pdf>
- In or from a vehicle: <https://assets.publishing.service.gov.uk/media/5eb96cd6d3bf7f5d3a907e58/working-safely-during-covid-19-vehicles-110520.pdf>
- Offices and contact centres: <https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf>

Managers must ensure the measures below are communicated with employees and they must always be followed. This risk assessment will be shared on the intranet and displayed on notice boards for those without access.

Health and safety concerns should be reported to: your manager, your trade union representative, the ESPO on-site Senior Health and Safety Advisor or the LCC Corporate Health, Safety and Wellbeing Department.

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
Being unable to maintain 2m social distance Identified potential issues: Training of new starters. Handover of equipment such as RTD guns for repair / queries	Agency staff / new starters, ESPO employees employed to deliver training Delivery Drivers Driver Assessors ESPO employees engaged in activity mentioned in the Hazard section, such as Team leaders.	<ul style="list-style-type: none"> LCC vulnerable person and BAME risk assessment completed for all staff working on site. 2m social distancing to be observed where possible at all times. Face covering / mask to be worn by any staff engaging in the activity who are unable to remain 2m apart. Should any one being trained or present in the workplace appears to have a fever or continuous cough they will be asked to leave site immediately as a precaution and either enter a period of self-isolation or if an ESPO employee 	H	L	M*	*Due to the potential severity of Covid-19 the risk rating number cannot be reduced.						

<p>Handover of keys, taco cards, driver paper work etc.</p> <p>Conducting driver assessments</p>	<p>Any individual may become a carrier of the virus. Persons who are infected may spread the virus to others including vulnerable people.</p> <p>Symptoms may include; a high temperature, or a new, continuous cough or loss of taste and smell. The symptoms may range from asymptomatic to mild to death.</p> <p>For the vast majority of people this will be a mild illness.</p>	<p>be booked for a Covid-19 test.</p> <ul style="list-style-type: none"> ▪ Staff who may need to be in close contact or frequently pass resources between themselves, i.e. RTD guns when training, to have a supply of alcohol gel available at all times to ensure increased hand sanitation. ▪ Delivery drivers able to leave paperwork etc. on desk and move away to a safe distance whilst this is processed. ▪ Where possible all instruction to be done at a 2m distance. ▪ Where closer contact is required staff stand side to side rather than face to face. ▪ All staff are briefed on signs and symptoms of Covid-19 and are aware not to attend work if they are displaying these or are unsure – a test will be arranged and staff will not work until a negative result is returned. ▪ Should a member of staff test positive additional cleaning of surfaces / resources etc. that the person may have been in contact with will be undertaken – regular cleaning of touchable surfaces remains in place. ▪ Should a member of staff test positive for Covid-19 an internal 												
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<p>Inability to understand / hear instruction due to wearing of face coverings.</p>		<ul style="list-style-type: none"> Standard health and safety induction delivered in class room (at 2m+ distance) in the usual way to ensure understanding. Manual handling element of training can be delivered at a distance of more than 2m so face coverings not required during this activity. Trainer to use visual signals to confirm understanding and observation of tasks to ensure instructions have been understood. Radio volume kept to a minimum and turned down where required. Office environments generally quiet and free from distraction. 				<p>For any staff that rely on lip reading face visors can be provided.</p>							
<p>Cross contamination of mask to face contact / false sense of security of the wearer and less stringent hand washing / social distancing as a result.</p>	<p>Person wearing the face covering</p>	<ul style="list-style-type: none"> Government information on how to don and doff face coverings issued. Government advice shared with all staff who may need to wear a face covering. Alcohol gel readily available. Hand washing facilities available at all times on ESPO site, Access to delivery address should be possible for all delivery drivers in line with HSE recommendation, if schools refuse this is reported to the transport officer for further guidance. Alcohol gel available for 											

		<p>all drivers in the event they are unable to wash their hands with soap and water.</p> <ul style="list-style-type: none"> Posters promoting good hand hygiene clearly displayed within offices and depots and reiterated in Covid-19 specific site induction. Government advice / initiatives reinforce this message outside of work environment. Disposable face masks available on request and issued where required. 										
<p>Conducting driver assessments and necessity for 2 people to share a lorry / van cab.</p>	<p>Contracting Covid-19 by either driver or driver assessor.</p>	<ul style="list-style-type: none"> Routine driver assessments currently suspended. (01.10.20) in light of resurgence of cases nationally. Driver assessments only take place on a 'needs' basis – i.e. following an incident, report of poor driving, C-track / Tacco or other telematics reports that identify drivers that require intervention or are considered 'higher risk' due to the nature of delivery sites visited i.e. schools. Driver assessor wears face coving at all times. Drivers encouraged to wear face covering however if this will impede driving then can be removed due to positioning of 										

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<p>Inability to wear a face covering due to medical exemption or other reason such as glasses steaming up (e.g. delivery drivers as this increases the risk of trips / slips / falls)</p>		<ul style="list-style-type: none"> ▪ Plastic visors issued where necessary. ▪ Visors cover side of face and below the chin as recommend by The Centre for Disease Control and Prevention (CDC) ▪ All other control measures in place and participants reminded to follow these stringently ▪ Minimal amount of time spent in close proximity to others. ▪ Regular breaks taken to allow for wearers of face coverings to remove these and 'breath' (staff made aware that there is no evidence to suggest oxygen depletion when wearing a face covering) 												
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Specific Safe System of Work (SSoFW) – New starter training

The following SSoFW has been developed using the risk assessment principals and control measures above. The person conducting the training will need to make constant dynamic assessment of any risk and may need to adapt training accordingly. If at any point the trainer or trainee feel an activity is unsafe this should be paused and further advice sought or additional controls / different ways of working considered.

This risk assessment and SSoFW will be shared with everyone involved with the activity.

Process

- Hands should be washed and all equipment / workspaces cleaned before training begins.
- Guidance issued regarding the use of face coverings alongside the basic points of this risk assessment.
- Face covering to be worn at all times those involved in the activity are within 2m of each other.
- All 'touchable surfaces' e.g. RTD guns (warehouse only), printers, desks, phones, mice, keyboards etc. to be wiped clean before 1st use.

- Where possible instruction is given at a distance of 2+m
- If you need to be closer than 2m attempt to stand / sit side to side rather than face to face.
- Limit the number of times that resources need to be physically passed – consider doing this from a distance – e.g. can RTD gun be left on the side and looked at without being physically picked up. Can the gun be held at arm's length and viewed? Can a second screen be used?
- (Warehouse only) Where the trainer needs to physically view the gun location, bar code etc. and the resource needs to be physically touched this should be wiped clean frequently.
- Alcohol gel to be used frequently.
- Any paper work or physical signing of documents is undertaken maintaining 2m distance and individual pens and stationary used to prevent cross contamination.
- Once training has finished ensure all resources are wiped clean and face covering removed and disposed of accordingly.

Any incidents that occur or where controls have been unable to be maintained must be reported to the Operations Manager and Senior Health and Safety Advisor for investigation.

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

During this activity, what could go wrong resulting in an emergency situation?	False sense of security when wearing a face covering / visor and poor cross contamination control negating any benefit the face covering provides.
How could this emergency situation be prevented / controlled?	Follow Government advice and relevant internal ESPO control measures.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	Shift Operations Managers / Line managers, ESPO Health and Safety Advisor, PHE, LCC.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Managers must adapt quickly if Government advice changes

Risk Assessor (s) Name(s):	Jim Hill	Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		Initial
Date Conducted:	10.06.2020	Date of Next Review:	06.10.2020	JH
		Date of Review:		

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.