



## DPL GROUP

### TRADING DURING COVID-19 PANDEMIC RISK ASSESSMENT

<b>Risk Assessment of:</b> Trading During the COVID-19 Pandemic.  <b>Who Might be Affected?</b> Staff, Clients & Visitors		<b>Date of Assessment</b> May 2020 <b>Date of Review</b> April 2020, May 2020, June 2020 <b>Name of Assessor:</b> Adam Beaumont  <b>NB: These control measures are in addition to site risk assessments which are held electronically and on site and remain applicable for other hazards.</b>
What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
<b>Spread of Coronavirus (COVID-19)</b>	<p>Most people are at risk from infection (staff, children, visitors, etc.). The risk of COVID-19 infection is, as we know, higher for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.</p>	<p><b>Government Advice:</b></p> <ul style="list-style-type: none"> <li>• Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice.</li> <li>• All unnecessary travel should be avoided. Increase the use of telephone calls, web conferencing, etc.</li> <li>• Guidance from The Construction Leadership Council will also be followed. The latest advice is here: <a href="https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/07/Site-Operating-Procedures-Version-5.pdf">https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/07/Site-Operating-Procedures-Version-5.pdf</a></li> <li>• All unnecessary travel should be avoided. Increase the use of telephone calls, web conferencing, etc.</li> <li>• All employees are encouraged to work from home unless it is impossible for them to do so.</li> <li>• All non-essential appointments on site have been postponed and necessary appointments will be evaluated taking into account current guidance as they occur.</li> <li>• All staff have been issued with guidance on social distancing and have completed an eLearning title in relation to infection control and the importance of social distancing.</li> <li>• Poster material related to social distancing has been applied throughout the business and employees are reminded every morning and during their work day of the importance of social distancing.</li> </ul>

		<p><b>Self-Isolation:</b></p> <ul style="list-style-type: none"> <li>• The company is following government guidance on self-isolation. In the event of any staff member exhibiting symptoms they must self-isolate. Guidance on time scales changes. The latest advice is here: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>• The Company will make efforts to survey all employees to determine if they are classified as a vulnerable group or likelihood of being in a vulnerable group via a health surveillance questionnaire or copy of letter from Government. Employees defined as vulnerable group or shielding – should strongly be advised and supported if possible, to stay at home and work from there.</li> <li>• The Company will ensure employees self-isolating are made aware of the importance of social distancing in line with current government guidelines.</li> <li>• Where staffing levels may be reduced due to absences within the company the managing director on site will undertake an assessment of the necessary controls to operate the business with a reduced capacity.</li> </ul> <p><b>Personal Hygiene:</b></p> <ul style="list-style-type: none"> <li>• Staff have been advised by management regarding common control measures such as sneezing into a tissue or elbow and not just into hand, followed by immediate disposal of tissue and frequent hand washing.</li> </ul>
<p><b>Spread of Coronavirus (COVID-19) When Working On-Site</b></p>	<p>Employees/Contractors can be at risk of contracting/spreading coronavirus during site visits. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus</p>	<p><b>Travel to site:</b></p> <ul style="list-style-type: none"> <li>• Wherever possible workers should travel to site alone using their own transport.</li> <li>• If workers have no option but to share transport/journeys the following controls should be implemented: <ul style="list-style-type: none"> <li>○ Vehicles should be shared with the same individuals and with the minimum number of people at any one time</li> <li>○ Ensure good ventilation (i.e. keeping the windows open) and facing away from each other during the journey.</li> <li>○ The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Wash hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle</li> <li>● Where public transport is the only option for workers, the following will be considered <ul style="list-style-type: none"> <li>○ Changing /staggering of start times to reduce congestion on public transport</li> <li>○ Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)</li> </ul> </li> </ul> <p><b>Social Distancing / Personal Hygiene when site working:</b></p> <ul style="list-style-type: none"> <li>● Workers will follow Government guidance on Staying alert and safe (social distancing) <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</a></li> <li>● Managers to ensure social distancing can be practiced and that adequate welfare facilities are available on sites.</li> <li>● Start and finish times on site are staggered to reduce congestion and contact at all times</li> <li>● Entry systems that require skin contact e.g. fingerprint scanners have been removed and / or disabled.</li> <li>● Allow plenty of space (2m where possible – minimum 1m when space limited) between people waiting to enter site - where possible mark lines on floor.</li> <li>● Reduce the number of people in attendance at site inductions - they are held outdoors wherever possible</li> <li>● All staff on site are given a toolbox talk on how to reduce the risk of transmission of COVID-19</li> <li>● All workers have been informed to follow the Government's guidance on handwashing and ensure hands are washed on a regular basis.</li> <li>● Non-essential physical work that requires close contact between workers will be avoided and where possible tasks will be rearranged to enable work to be done by one person, or by maintaining social distancing measures.</li> <li>● Work will be planned to minimise contact between workers</li> <li>● If PPE is used for the activity (as identified in workplace risk assessments – not COVID-19 related) re-usable PPE will be thoroughly cleaned after use and not shared between workers. Single use PPE will be disposed of so that it cannot be reused.</li> <li>● Stairs will be used in preference to lifts.</li> <li>● Workers are informed to clean and disinfect their equipment at the beginning and end of each shift / job.</li> </ul>
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- Attendees should be at least 1m apart from each other – 2m to be followed where possible.
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Meetings will be held in open areas where possible.

**Receiving deliveries at site:**

- All deliveries should be pre-arranged where possible with an agreed time slot for drop off and collections to be made.
- If drivers supplying stock try to access the site, they will be asked to wait outside and telephone in to confirm the delivery arrangements.
- Visitor access to site is pre-approved and essential visitors only. The number of vehicles entering the site is limited to encourage social distancing.
- Where possible entry and exit points onto site / into buildings will be limited to make it easier to implement controls such as cleaning and disinfection.
- Additional signage, hand sanitiser stations are set up at entry /exit points
- Where possible greet the driver externally to prevent the driver needing to enter the building. Avoid social greetings such as shaking hands and nudging elbows, adhering to the social distancing measures.
- Conversations should take place at a minimum of at least 1m distance - 2 m where possible and if paperwork needs to be exchanged, this should be done at arm's length. Pens will not be shared between driver and member of staff; disposable pens will be provided if necessary
- If visitors need to use welfare facilities, they will be reminded of social distancing rules.
- Parking spaces, loading bays or drop off points are planned where possible to give a segregated area around loading area to unstrap the load, consider using signage, barriers or cones.
- When receiving goods, clear instruction should be discussed with the driver of loading arrangements. e.g. to confirm banksman signals and to prevent drive away.
- Where possible use of a purchase order is used rather than a delivery note to confirm the delivery contents

<p><b>Spread of Coronavirus (COVID-19) - Fire Safety</b></p>	<p>COVID-19 impacting fire procedure e.g. reduction in fire marshals.</p>	<p><b>Fire Safety when on site:</b></p> <ul style="list-style-type: none"> <li>• Fire evacuation procedures will be discussed during site induction.</li> <li>• When re-entering buildings after a fire evacuation, workers will be encouraged to use hand sanitiser when re-entering.</li> <li>• Social distancing will be maintained at the assembly point – this will be led by the fire marshals and all site workers have been informed about maintaining social distancing in the workplace.</li> <li>• Usual testing of the fire alarm will continue.</li> <li>• Fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned on a daily basis as per government guidance.</li> </ul> <p><b>Fire Safety in office:</b></p> <ul style="list-style-type: none"> <li>• Interim measures addressing fire safety management will be of a temporary nature in response to the current COVID-19 pandemic. Once business as usual commences the fire safety measures should again be reviewed, and normal procedures implemented, if deemed appropriate or revised to ensure they are suitable and sufficient for the establishment.</li> <li>• Fire Marshall provision will be reviewed. If additional Fire Marshalls are required, newly appointed Fire Marshalls will be asked to undertake the e-learning on Safety Cloud.</li> <li>• Hand sanitiser will be provided on the main fire exit doors and / or at fire assembly points and employees encouraged to use hand sanitiser when re-entering the building.</li> <li>• Social distancing will be maintained at the assembly point – this will be led by the fire marshals and all staff have been informed about maintaining social distancing in the workplace.</li> <li>• Usual in-house testing of the fire alarm/emergency lighting will continue.</li> <li>• Planned 6 monthly fire drills will continue to be held. All staff will be advised on any changes to fire evacuation procedures.</li> <li>• Fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned on a daily basis as per government guidance.</li> </ul>
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<p><b>Spread of Coronavirus (COVID-19) - First Aid</b></p>	<p>Insufficient first aid due to staff shortages, concerns of first aiders administering first aid.</p>	<ul style="list-style-type: none"> <li>• A first aid needs assessment will be undertaken to determine the specific needs of the business during a reduced hours and staff basis relative to the hazards.</li> <li>• PPE will be provided and worn by first aiders to utilise including gloves, disposable aprons, masks if required.</li> <li>• Cuts or grazes on hands or arms of those giving first aid will be covered with a waterproof dressing</li> <li>• Medical waste will be disposed of safely.</li> <li>• In the unlikely event of cardiac arrest, rescue breaths will not be performed on the casualty but the following guidance will be followed;  <a href="https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/">https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/</a> <ul style="list-style-type: none"> <li>○ Do not place your face close to the casualty to hear for breathing. Watch the chest</li> <li>○ If possible, lay a towel or similar over the nose and mouth.</li> <li>○ Ensure that CPR is performed using chest compressions and if possible, a defibrillator if available and trained to do so.</li> </ul> </li> </ul>
<p><b>Spread of Coronavirus (COVID-19) - Office Working</b></p>	<p>Increased risk of infection due to poor social distancing or hygiene measures.</p>	<ul style="list-style-type: none"> <li>• All employees are encouraged to work from home unless it is difficult for them to do so. Requests for office working are reviewed on a case by case basis.</li> <li>• If attending the office employee's normal attendance is staggered which avoids congregations. Staff do not travel together to the office and do not use public transport. All meetings will be observing 2m social distancing rules where possible or conducted utilising technology.</li> <li>• Social distancing guidelines will be adhered to within the office:</li> <li>• Seating at desks will be spaced 2m apart. Office layout allows this based on numbers present.</li> <li>• Non-essential physical work that requires close contact between members of staff will not be carried out e.g. manual handling of large objects.</li> <li>• Work will be planned to minimise contact between staff members.</li> <li>• Rooms used for meetings must be chosen carefully to ensure social distancing can be followed. Small meeting rooms should only be for individual use.</li> <li>• Staff members are informed to clean and disinfect their equipment at the beginning and end of each day. Cleaning wipes or spray will be provided.</li> <li>• Social distancing in kitchen and other staff welfare areas to be followed. The amount of staff allowed into these areas will be limited.</li> </ul>

		<ul style="list-style-type: none"> <li>• The kitchen layout makes it easy to see who is present.</li> <li>• Staff can take breaks and lunchtimes to suit to reduce numbers in the kitchen area. Staff members are asked to bring pre-prepared meals and refillable drinking bottles from home. Food left in fridges to be limited.</li> <li>• Staff are not to use each other's phones, cups or plates unless they have been through the dishwasher. If necessary, clean and disinfect them before and after use.</li> <li>• Office portable phone if passed to another staff member will be wiped down with sanitiser prior to be passed or the customer will be called back from staff members mobile.</li> <li>• Where equipment has to be shared will be wiped with cleaning wipes.</li> <li>• Staff advised to make their own tea and coffee. No tea rounds to be made.</li> <li>• Physically greeting others is avoided.</li> <li>• Frequently handled or touched areas will receive increased cleaning and disinfection Key areas for frequent disinfection include: <ul style="list-style-type: none"> <li>○ coffee pot and maker</li> <li>○ urn handle</li> <li>○ sink taps</li> <li>○ dishwasher handle</li> <li>○ refrigerator handle</li> <li>○ bin lid</li> <li>○ microwave door</li> <li>○ doors leading between rooms</li> <li>○ window locks and handle</li> </ul> </li> <li>• A daily clean of all touch points and desks is undertaken.</li> <li>• Kitchen dishwasher will be run on a hot wash.</li> <li>• Antibacterial soap is provided at the kitchen sink to increase good hygienic hand washing practice.</li> <li>• Disposable paper towels are provided for hand drying and for use with sanitising agents.</li> <li>• The use of hand sanitising gel will be encouraged upon entrance to the office, following breaks, lunch and visits to welfare areas.</li> <li>• Company will undertake deep cleaning in the event of any staff member being confirmed as having coronavirus within the office.</li> </ul>
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<p><b>Home Working</b></p>	<p>Increased risk of muscular skeletal disorders due to workstation set-up.  Risk of slips and trips in property.  Risk of fire.  Risk of isolation leading to loneliness.</p>	<ul style="list-style-type: none"> <li>• All PC users classed as habitual have completed a Display Screen Equipment</li> <li>• Assessment whilst at their office/branch workstation outlining the principles of good workstation set-up.</li> <li>• Homeworking guide has been sent to all staff which covers importance of good workstation set-up.</li> <li>• Advice re frequent breaks given in home working guide.</li> <li>• Getting comfortable is important.</li> <li>• Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen.</li> <li>• Make sure there is enough work space to accommodate all documents or other equipment.</li> <li>• Arrange the desk and screen to avoid glare, or bright reflections. Adjust curtains or blinds to prevent intrusive light.</li> <li>• Make sure there is space under the desk to move legs.</li> <li>• Avoid excess pressure from the edge of seats on the backs of legs and knees.</li> </ul>
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**Please contact Adam Beaumont in the event any of the controls within this risk assessment require updating or changing so amendments can be recorded.**