






Hazards				Chemical Classification				PPE					
													

Hazard	Control Measures	Probability	Severity	Rating
COVID-19	<p>Anyone who meets one of the following criteria must follow the Governments guidance on Self Isolation:</p> <ul style="list-style-type: none"> Has a high temperature, a new persistent cough or loss / change in taste or smell? Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)? Is living with someone in self-isolation or a vulnerable person. <p>Due to the continuous changes please ensure you read the latest Guidance on self-isolation found via the Government website. Signage to be displayed at the entrance of the premises warning customers not to enter the premises if they have symptoms or have tested positive for COVID-19 Issue COVID-19 screening questionnaire to staff and review regularly</p>	3	4	9
Somebody showing Symptoms of COVID-19	<p>Return home immediately Avoid touching anything Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. Request that the individual be tested as per the test and trace guidelines If a positive test is given, assess all other employees who may have been in contact with the individual for 15 minutes or over and then follow the current government self-isolation guidelines Isolate the area/s that the individual has spent time in for 24 hours Following the 24-hour isolation of the areas, carry out a full deep clean of each area before any work re-commences within those areas</p>	3	4	9
Staff Travelling to and from site Catching and Spreading	<p>Where possible all staff should travel to site alone using their own transport. If staff have no option but to share transport:</p> <ul style="list-style-type: none"> Journeys should be shared with the same individuals and with the minimum number of people at any one time Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission 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 <p>Emergency procedure to be reviewed and communicated on how someone taken ill would get home or to hospital Staff should avoid public transport. Where public transport is the only option for staff - Changing and staggering site opening hours to reduce congestion on the network. In central London, avoid using the tube during peak times of 05:45 - 7:30 and 16:00 - 17:30. Hand cleaning facilities to be provided at all entrances and exits for site. Driving distances must be reasonable, as per driving policy, so that overnight stays are not needed. If overnight stays cannot be avoided the company must ensure that the accommodation provider meets the required social distancing guidelines</p>	3	4	9

RISK RATING 1 to 6 Controls are adequate, risk is **LOW**; 8 to 12 Review controls, risk is **MEDIUM** take additional action if required; 15 to 25 Urgent action required, Stop Work. Risk is **HIGH**

Hazard	Control Measures	Probability	Severity	Rating
Canteen Operations Customer interaction Catching / Spreading Continued	Maintain social distancing of 2m both BOH and where customer may need to queue Principal Contractor to ensure breaktimes are staggered to discourage crowding. Where queuing is taking place, we will implement a queue management systems to maintain a 2-metre distance between people – such as floor markings Signage to be displayed warning customers not to enter the canteen if they have symptoms. Signage to be displayed to advise customers on what procedures are in place – such as queuing outside, contactless paying etc Additional staff to be in place to ensure compliance in social distancing near crowded areas – such as queuing areas The capacity of each canteen or rest area to be clearly identified at the entry to each facility Regular announcements to remind customers to follow social distancing advice and clean their hands regularly Floor markings inside the commercial spaces to facilitate compliance with the social distancing advice of 2 metres, particularly in the most crowded areas, such as serving counters, tills and reception desks Customer to sit 2 metres apart from each other whilst eating in canteen areas and avoid all contact (remove additional / unnecessary seating) Vertical signage to direct customers into lanes if feasible to facilitate movement within the premises while maintaining 2 metre distance Place plexiglass barriers at tills and counters if feasible, as an additional element of protection for staff and customers. Keep clean. Encourage the use of contactless payments where possible, without disadvantaging older or vulnerable customers A cleaning schedule will be implemented throughout the site – please see cleaning section below Welfare facilities will contain suitable levels of soap and antibacterial gel. Additional pop-up handwashing stations or facilities if possible, providing soap, water and hand sanitiser Supervision to be in place to ensure compliance	3	4	12
Staff interaction Catching / Spreading General and where 2m distancing can be maintained	Welfare facilities will contain suitable levels of soap and antibacterial gel. Tissues will be provided for all staff. Staff to use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. Staff will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds. The provision of hand moisturiser or barrier cream to be considered as staff will be expected to wash their hands regularly. A cleaning schedule will be implemented throughout the site – please see cleaning section below Staff are reminded to not touch their eyes, nose or mouth if their hands are not clean Should staff find they have a new, persistent cough, a high temperature and/or change / loss of taste or smell and live alone then they are to self-isolate for 7 days. Should staff disclose that personnel living with them are showing the above symptoms, they must stay at home for 14 days from the day the first person got symptoms.	3	4	12

Hazard	Control Measures	Probability	Severity	Rating
<p>Staff interaction Catching / Spreading</p> <p>General and where 2m distancing can be maintained</p> <p>Continued</p>	<p>Where workers can distance themselves by 2 meters or more:</p> <ul style="list-style-type: none"> Plan work to minimise interaction between workers. Minimise face to face contact. Keep groups of workers together and as small as possible to minimise the risk of transmission across the whole workforce e.g. maintain the same crew and shift pattern Re-usable PPE, e.g. eye protection, protective gloves and respiratory equipment, should be thoroughly cleaned after use and not shared between workers Single use PPE, e.g. dust masks and vinyl gloves, should be disposed of so that it cannot be reused Regularly clean touchpoints, doors, buttons etc. Increase ventilation in enclosed spaces Only absolutely necessary meeting participants should attend Attendees should be two metres apart from each other Rooms should be well ventilated / windows opened to allow fresh air circulation 	3	4	12
<p>Staff interaction Catching / Spreading</p> <p>Essential Close Working – within 2m distance</p> <p>THESE TASKS MUST BE APPROVED BY A MANAGER</p>	<p>Where it is not possible to follow the 2m social distancing guidelines in full in relation to a particular activity, we will consider whether that activity needs to continue for the site to operate, and, if so implement the following controls reduce the risk of transmission:</p> <ul style="list-style-type: none"> Minimise the frequency and time workers are within 2 metres of each other Minimise the number of workers involved in these tasks Workers should work side by side, or facing away from each other, rather than face to face Regularly clean common touchpoints, doors, buttons, handles, equipment etc. Increase ventilation in enclosed spaces Workers should wash their hands before and after using any equipment <p>Keep groups of workers that have to work within 2 metres:</p> <ul style="list-style-type: none"> Together in teams e.g. (do not change workers within teams). As small as possible Away from other workers where possible <p>Where face to face working is essential to carry out a task when working within 2 metres:</p> <ul style="list-style-type: none"> Keep this to 15 minutes or less where possible. Consider introducing an enhanced authorisation process for these activities. Provide additional supervision to monitor and manage compliance <p>Each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy</p> <p>Re-usable PPE should be thoroughly cleaned after use and not shared between workers</p> <p>Single use PPE should be disposed of so that it cannot be reused</p> <p>Employees should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p> <p>Face coverings should be considered for close proximity tasks.</p>	3	4	12

RISK RATING 1 to 6 Controls are adequate, risk is **LOW**; 8 to 12 Review controls, risk is **MEDIUM** take additional action if required; 15 to 25 Urgent action required, Stop Work. Risk is **HIGH**

Risk Assessment Title	Canteen Operations during COVID-19 Operations		Who Might Be Harmed	Employee	Client	Contractor	Visitor
Risk Assessment Number	15	Date	08/06/2020	Assessed By	N Randall		
				✓	✓	✓	✓

Hazard	Control Measures	Probability	Severity	Rating
Food Preparation Catching / Spreading	<p>Please note - It is very unlikely that coronavirus can be contracted from food.</p> <p>Any food handler who is unwell must not be at work. If they have symptoms, they must stay at home as per government guidance</p> <p>Although it is very unlikely that coronavirus is transmitted through food, as per our good hygiene practice anyone handling food will wash their hands often with soap and water for at least 20 seconds. This will be done as a matter of routine, before and after handling food, and especially after being in a public place, blowing their nose, coughing, or sneezing.</p> <p>Safety Briefing carried out on the importance of more frequent handwashing and maintaining good hygiene practices in food preparation and handling areas</p> <p>Review return to work procedure to include COVID19 self-isolating requirements</p>	2	4	8
Welfare Facilities Including customer toilet areas Catching / Spreading	<p>Welfare facilities will contain suitable levels of soap and antibacterial gel. Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area</p> <p>Tissues will be provided for all staff. Staff to use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>Notices will be displayed promoting hand hygiene and social distancing to be placed visibly in these areas</p> <p>Increase cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Regularly check soap and sanitiser levels. Bin to be emptied on a regular basis</p> <p>We will keeping equipment clean between use, kettles, microwaves etc. Drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced</p> <p>Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use</p> <p>Provide hand sanitiser (minimum 60% alcohol based)</p> <p>Staff are encouraged to stay on the premises once they have entered it and avoid using local shops.</p> <p>Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing.</p>	3	4	12
Cleaning Duties Catching / Spreading	<p>The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron.</p> <p>Enhanced cleaning procedures are in place across the premises. Paying particular attention to frequently touched areas and surfaces:</p> <ul style="list-style-type: none"> • Taps and washing facilities • Toilet flush and seats • Door handles and push plates • Handrails on staircases and corridors • Food preparation and eating surfaces • Tills, counters etc 	3	4	12

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Hazard	Control Measures	Probability	Severity	Rating
Cleaning Duties Catching / Spreading Continued	Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: (Select cleaning detergent options listed in the additional controls sections) Cleaning detergent options: Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses Ensure suitable COSHH assessment is in place and users / cleaners have had suitable training on effecting cleaning. Rubbish collection and storage points are increased and emptied regularly throughout and at the end of each day. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning Any items that are heavily contaminated with body fluids and cannot be cleaned by washing must be disposed of. Any cloths and mop heads used must be disposed of	3	4	12
Employee travel plans Catching / Spreading	We will ask employees to inform us if they are leaving the country. We will provide relevant government guidance in line with the area / country that they are visiting. Self-isolation will be enforced in line with the area / country guidance. Ask employees to not access public transport unless absolutely necessary. Non-essential travel will be avoided	3	4	12
Applying First Aid Catching / Spreading	First aiders to be refreshed on how to apply CPR during COVID-19 pandemic. Provide additional PPE for all first aiders, this includes face mask eye protection latex gloves and apron. Gloves apron and masks to be disposed of after use and eye protection cleaned. Limit access to first aid facilities to only trained first aid personnel and / or appointed person(s) First aiders must wash hands before and after using the first aid facilities or applying first aid Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources First aid provision and procedure to be formally reviewed and communicated Emergency plans including contact details should be reviewed and kept up to date	3	4	12

Hazard	Control Measures	Probability	Severity	Rating
Lack of awareness	The latest government campaign posters will be displayed in suitable places around site. Regular bulletins will be issued and where possible and safe to do so at an acceptable distance, safety briefings will be carried out, warning staff of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms and making them aware of new Government advice as and when updated. We will continually adopt and review new government / WHO guidance as and when it is available.	2	4	8
Vulnerable Groups 'Increased Risk' Employees	Medical questionnaires are issued upon employment. Reissue medical questionnaires to all employees and review Employees known to be at an increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures. For employees with an underlying health condition, as per the above list, the government "strongly advises" that you work from home where possible. If your job isn't suitable for home working the employer will consider offering you furloughed, temporarily re-deployed to a role that would allow home working for the duration of this crisis, or undertake a risk assessment to identify any additional steps that need to take, such as re-allocating some duties or providing additional personal protective equipment.	3	4	12
"at-risk" employees there are some clinical conditions which put people at even higher risk of severe illness from COVID-19	There are some clinical conditions which put people at even higher risk of severe illness from COVID-19, These people may have received letters from the NHS to state that they must self-isolate for 12 weeks. People falling into this group are those who may be at particular risk due to complex health problems.	3	4	12

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Safe System of Work (SSOW)

Before the activity
1. Ensure you have read the respective task risk assessments. If they are not available report to your supervisor immediately and seek further advice. No RA = you cannot start this work
2. Ensure designated parking areas are made available as agreed by the client. Communicate stagger arrival times where applicable
3. Undergo full induction to site by the client and be briefed on the site rules and emergency procedures. Client's and Harman's COVID-19 risk assessment / controls will be formally communicated to all staff.
4. PPE to be worn as per induction and site rules. Safety shoes, goggles, ear plugs and hi visibility clothing to be worn when working in the factory area, all other areas only safety shoes are required.
5. Ensure cuts and sores are covered with a waterproof and high visibility dressing.
6. All staff to wash and clean hands for 20 seconds before entering the canteen / BOH area
During the activity
1. Maintain social distancing of 2m both BOH and where customer may need to queue. Additional staff to be in place to ensure compliance in social distancing near crowded areas
2. Client to implement staggered breaks to ensure that only a suitable number of personnel are in canteens/welfare facilities and that they can remain 2m apart.
3. Site Workers to sit 2 metres apart from each other whilst eating in canteen areas and avoid all contact – we will remove excess seating facilities to prevent over crowding
4. Increase cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Regularly check soap and sanitiser levels.
5. Although it is very unlikely that coronavirus is transmitted through food, as per our good hygiene practice anyone handling food will wash their hands often with soap and water for at least 20 seconds. This will be done as a matter of routine, before and after handling food, and especially after being in a public place, blowing their nose, coughing, or sneezing.
6. Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use
7. Enhanced cleaning procedures are in place across the premises. Paying particular attention to frequently touched areas and surfaces: <ul style="list-style-type: none"> • Taps and washing facilities • Toilet flush and seats • Door handles and push plates • Handrails on staircases and corridors • Food preparation and eating surfaces • Tills, counters etc
8. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings (Insert cleaning detergent option)
9. Supervision to be in place to ensure compliance
10. Rubbish collection and storage points are increased and emptied regularly throughout and at the end of each day.

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Safe System of Work (SSOW) continued

After the activity
All areas FOH and BOH must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
All waste is disposed in the bin provided by the client (not left within the premises)
Report any 'Malfunctions, Damage or Vandalism' to your Supervisor
Supervision:
Ensure that staff are inducted, trained, informed and supervised in safety awareness I regards to COVID-19
Conduct regular inspections of your facility (inside and out) to identify faults, unsafe behaviours and/or new hazards and eliminate them
Investigate all accidents, even those in which no injury occurs, and take steps to prevent recurrences – reporting on the near miss system

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