

**Risk Assessment – COVID – 19 Risk Assessment Site 1 and 2**

Assessment No: RA COVID-19(REV 3)

KEY	
	Items changed on this revision (REV 3 Dated 29/07/2021)
	Actions Closed Out

REV	REASON	DATE
0	Original	07/07/2020
1	<ul style="list-style-type: none"> <li>Requirement for visitors, contractors, and drivers to wear face coverings when entering CPS buildings</li> </ul>	03/11/2020
2	<ul style="list-style-type: none"> <li>Requirement for CPS employees to wear face coverings when away from their workstation.</li> <li>Additional cleaning in toilets (wipes to be placed in all toilets)</li> <li>IT personnel to wear face covering when attending to others at their workstation</li> <li>All tenants COVID – 19 RA/action plan to be requested and reviewed</li> </ul>	09/11/2020
3	<ul style="list-style-type: none"> <li>Legal requirements for social distancing and mask wearing removed (19<sup>th</sup> July Step 4 in England)</li> <li>Conway Packing Services Ltd keeping in place key protections at step 4 from 19 July.</li> <li>Lateral Flow testing ourselves twice weekly encouraged</li> <li>Temperature checks continue to be taken on daily basis.</li> <li>Continued practice of social distancing where possible</li> <li>The wearing of face coverings in crowded areas where social distancing is not possible or if someone feels the need to wear a mask due to personal reasons</li> <li>If other employees are happy, we do not have to wear masks when visiting their workstation or office <u>as long as social distancing can be maintained.</u></li> <li>minimising the number, proximity, and duration of contacts</li> <li>hand washing/ enhanced cleaning regime remains in place.</li> <li>Continued requirement for visitors, contractors, and drivers to wear face coverings when entering CPS buildings</li> </ul>	29/07/2021

## Risk Assessment – COVID – 19 Risk Assessment Site 1 and 2

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**Address of Premises:** CPS, Site 1 – Tipton, Central works, Groveland Road, Tipton, DY4 7UD  
 CPS, Site 2 - Newfield Road, Oldbury, West Midlands, B69 3ET

<b>Location:</b> Site 1 and 2 <b>Activity:</b> All activities within the premises	<b>People Involved</b> ALL	<b>Employee</b>	<b>Visitor</b>	<b>Disabled Workers</b>	<b>Young Person</b>	<b>Pregnant Woman</b>
		✓	✓	✓	✓	✓

**Introduction:** 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 fatal. 1 in 3 people show no symptoms at all so testing twice a week is important!

		Severity						
		5	4	3	2	1	0	
		Fatal/Disabling Injury	Major Injury	3 day injury or illness	Minor Injury	First Aid Injury	No Injury	
Likelihood	5	Almost certain	High	High	High	Medium	Low	Low
	4	Very Likely	High	High	Medium	Medium	Low	Low
	3	Likely	High	Medium	Medium	Medium	Low	Low
	2	Unlikely	Medium	Medium	Medium	Low	Low	Low
	1	Very unlikely	Low	Low	Low	Low	Low	Low
	0	Zero/impossible	Low	Low	Low	Low	Low	Low

**List Hazards Involved:**

- **Spread of coronavirus:**
  1. Exposure from others due to
    - i. Living with someone with confirmed case of COVID – 19
    - ii. Having come into close contact with a confirmed case of COVID – 19
  2. Suspected case of COVID - 19 whilst working on site.
  3. Use of canteen/kitchen facilities.
  4. As a result of poor hygiene.
  5. Working within 2 metres of a working team or coming in close contact with others as part of normal daily activities
  6. Visitors, contractors, and tenants coming to site.
  7. Use of shared company vehicles including FLT's.
  8. Access and egress to site.
  9. Mental wellbeing of staff furloughed or working from home
  10. Sourcing of items required to facilitate COVID – 19 compliance including **free Lateral Flow Testing kits from the NHS**

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General Risks Involved for Operators							
Hazard	Who might be harmed	Current Control Measures	Severity (0 – 5)	Likelihood (0 – 5)	Risk Rating (Severity x Likelihood)	Additional Control Measures	Residual Risk Rating (Severity x Likelihood)
01. <b>Spread of coronavirus:</b> Exposure from others due to  I. Living with someone with confirmed case of COVID – 19  II. Having come into close contact with a confirmed case of COVID – 19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Tenants</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your work</li> </ul>	<ol style="list-style-type: none"> <li>1. Communication given to all employees to follow government action of self-isolation.</li> <li>2. Maintain contact with line management and Human Resources (HR) in line with company policy / guidance.</li> </ol>	5	2	10	<ol style="list-style-type: none"> <li>01. <b>On-going</b> daily temperature monitoring. Temperature of 37.8C (100F) or more will be classed as high and entry will not be granted to site.</li> <li>02. On-going monitoring of Government guidance and communication of relevant information posted on the COVID – 19 boards.</li> <li>03. Send CPS COVID – 19 RA to all tenants and request theirs for review.</li> </ol>	5

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02. <b>Spread of coronavirus:</b> Suspected case of COVID - 19 whilst working on site.	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Tenants</li> <li>Drivers</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your work</li> </ul>	<ol style="list-style-type: none"> <li>Communication given to all employees to return home immediately to self-isolate if they develop any symptoms e.g., high temperature, persistent cough, loss of smell or taste while at work.</li> <li>Employees to avoid touching anything whilst on site. 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.</li> <li>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed and no longer exhibit the symptoms</li> </ol>	5	1	5	N/A	N/A

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03. <b>Spread of coronavirus:</b> Use of canteen/kitchen facilities.	<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> <li>• Anyone else who physically comes in contact with you in relation to your work</li> </ul>	1. Cleaning of canteen/kitchen facilities	5	3	15	01. Increase the frequency of cleaning throughout the day. 02. Provide coat hangers and shoe racks so that tables, floors, door handles and other canteen utilities can be adequately cleaned and disinfected by the cleaner 03. Provide a cleaning station within the canteen so employees can carry out self-cleaning when required. 04. Re-arrange sitting arrangements for facilities such that they are 2m apart 05. Place signs within the canteen to emphasise need to practice social distancing and good hygiene practices 06. Restrict the number of users at site 1 kitchen (office) and site 2 kitchen (office) to 1 user at a time. 07. Employees to only use their personal cutlery	5

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04. <b>Spread of coronavirus:</b> Working within 2 metres of a working team or coming in close contact with others as part of normal daily activities	<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> <li>• Anyone else who physically comes in contact with you in relation to your work</li> </ul>	<ol style="list-style-type: none"> <li>1. Employees are allowed to work from home if possible.</li> <li>2. Communication given to employees to practise social distancing wherever possible.</li> </ol>	5	2	10	<ol style="list-style-type: none"> <li>01. Re-arrange offices and meeting rooms so that there is a 2m gap between people wherever possible.</li> <li>02. Introduce screen at site 1 reception.</li> <li>03. Relocate clocking in machine at site 2 security post such that employees are no longer required to go into the cabin to clock in.</li> <li>04. Mark up floors and erect signs where possible to create awareness emphasising the need to practice social distancing.</li> <li>05. Where social distancing cannot be achieved face mask to be worn as additional measures in crowded areas or if someone feels the need to wear a mask due to personal reasons</li> <li>06. If other employees are happy, we do not have to wear masks when visiting their workstation or office as long as social distancing can be maintained.</li> </ol>	5

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<p><b>05. Spread of coronavirus:</b> Visitors and contractors coming to site.</p>	<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> <li>• Anyone else who physically comes in contact with you in relation to your work</li> </ul>	<p>1. Temperature monitoring carried out at both sites before being allowed on site. (Wall mounted temperature monitors installed at both sites)</p>	5	2	10	<p>01. All visits to site must be pre- arranged with clear communication of CPS COVID – 19 action plan and induction leaflet to be sent in advance to the visitor or contractor.</p> <p>02. All non-essential visitors to site to be stopped.</p> <p>03. All visitors, contractors and drivers <u>are still required</u> to wear face coverings when entering CPS buildings</p>	5

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<b>06. Spread of coronavirus:</b> Use of shared company vehicles including FLT's.	<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> <li>• Anyone else who physically comes in contact with you in relation to your work</li> </ul>	N/A	5	4	20	01. All company vans to be sanitized as part of hand over procedure to other users.  02. Minimise the number of employees using the company vans at any one time.	5



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07. <b>Spread of coronavirus:</b> As a result of poor hygiene.	<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> <li>• Anyone else who physically comes in contact with you in relation to your work</li> <li>•</li> </ul>	<ol style="list-style-type: none"> <li>1. Signs and communication given to all employees to practise good hygiene by washing of hands regularly, employees to avoid touching their face/eyes/nose/ mouth with unwashed hands and to cover their mouth/nose when coughing or sneezing with tissue then dispose adequately.</li> <li>2. Cleaning of site facilities. I.e., surfaces, door handles, toilet and canteen facilities, handrail for stairs etc.</li> <li>3. Hand sanitizer placed at entrance to the site. All employees and visitors directed to use when coming and leaving site</li> <li>4. Suitable and sufficient rubbish bins provided for disposal of hand towels and other general waste.</li> </ol>	5	2	10	<ol style="list-style-type: none"> <li>01. Provide 2 additional mobile hand washing facilities at site 2 to encourage increased frequency of hand washing.</li> <li>02. Install a permanent sink at site 1 canteen to encourage increased frequency of hand washing.</li> <li>03. Regular cleaning of hand washing facilities by the cleaner and checking soap and sanitiser levels.</li> <li>04. Provide 3 additional cleaning stations at both sites so employees can carry out cleaning of facilities on their own including vans.</li> <li>05. Additional cleaning material (wipes) to be place in the toilets for self-cleaning.</li> </ol>	5

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<p><b>08. Spread of coronavirus:</b> Access and egress to site.</p>	<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> <li>• Anyone else who physically comes in contact with you in relation to your work</li> </ul>	<ol style="list-style-type: none"> <li>1. Clocking areas marked up so that employees are not cluttered and stand two meters apart.</li> <li>2. Drivers to stay in their vehicles except when use of toilets facilities is required.</li> <li>3. All employees, visitors and contractors must have their temperature checked before access to site can be granted.</li> <li>4. Hand sanitizer placed at clocking-in stations for both sites.</li> </ol>	5	2	10	<p>01. Monitoring of site access points to ensure that social distancing is being maintained.</p>	5

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<p><b>09. Spread of coronavirus:</b> Mental wellbeing of staff furloughed or working from home.</p>	<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> <li>• Anyone else who physically comes in contact with you in relation to your work</li> </ul>	<p>1. Continued engagement and review of workers that have been furloughed or working from home to determine additional actions &amp; adjustments required to minimise individual risks as applicable</p>	5	1	5	N/A	N/A

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<b>10. Spread of coronavirus:</b> Lateral Flow Testing	<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> <li>Anyone else who physically comes in contact with you in relation to your work</li> </ul>	<ol style="list-style-type: none"> <li>The supply of Free Lateral Flow test kits for all employees and agency workers</li> <li>Voluntary participation in scheme</li> <li>Testing Procedure issued</li> </ol>	5	2	10	01. Encouraging our workforce to self-test at home	5

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ACTION	BY WHO	BY WHEN	STATUS
1. Ensure that there is adequate and constant supply of hand sanitizers for both sites.	SS	On - going	Ongoing
2. Ensure that there is adequate and constant supply of disinfecting sprays for surfaces and paper towels to be placed in key areas of the business including Vans.	SS/SD	On - going	Ongoing
3. Relocation of clocking-in machine for site 2	OM	29/05/2020	Complete
4. Re-arranging canteens so that seating is 2m apart	Site 1 –GM Site 2 – OM	29/05/2020 29/05/2020	Complete
5. Re- arranging offices and meeting rooms so that seating arrangements are 2m apart.	Site 1 –GM Site 2 – OM	29/05/2020 29/05/2020	Complete
6. Put up wall and floor signs to create awareness to practise good hygiene and social distancing. (This should be for both offices and shop floor)	Site 1 –GM Site 2 – OM	29/05/2020 29/05/2020	Complete
7. Ensure that buildings, toilets, offices, and canteens are adequately cleaned and disinfected on a regular basis. Cleaning to include surfaces, door handles, floors, and rail handles	Both sites – DG	On - going	On-going
8. Supervision of all staff on adherence to practicing social distancing (including use of company vans) and good hygiene.	All supervisors and managers	On - going	On-going
9. Installation of 2 mobile hand wash stations for the shop floor at site 2 and permanent washing facility for the canteen at site 1	OM/DC	30/06/2020	Complete
10. Installation of 6 additional sanitizing stations for both sites. (3 additional for each site)	OM/DG	29/05/2020	Complete
11. Assessing staff to determine who can work from home	SS/KR	On - going	On-going
12. Monitoring mental health and wellbeing staff furloughed and working from home	KR	On - going	On-going
13. Put up screen at reception at site 1 (including anywhere identified)	DG	31/05/2020	Completed
14. Ensure that satisfactory actions have been put in place by tenants at site	SD	On - going	On-going
15. Changing the knob type taps for push type in the toilets for site 1	DG	30/06/2020	No Longer required
16. Introduce wearing of face shields/masks in instances where 2m rule cannot be met. E.g., for shop floor workers when working in pairs. In such cases, a (1m + mitigation) must be met.	DG	29/05/2020	Now replaced by item 21 below
17. Monitor temperature of all visitors, contractors and drivers entering both sites (they must wear a face covering)	GM for site 1 and SD for site 2	On - going	On - going
18. All Office Personnel will need to wear Masks/visors when they are outside of their normal working station	All supervisors and managers	On - going	Now replaced by item 21
19. Review all tenants COVID – 19 RA/action plan to ensure satisfactory	SD	On - going	On - going

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measures are in place			
20. Introduction of Lateral Flow Self-Testing Policy for all employees (voluntary) and the free supply of Lateral Flow Testing Kits	SD	10/06/2021	Completed
21. Where social distancing cannot be achieved face mask to be worn as additional measures in crowded areas or if someone feels the need to wear a mask due to personal reasons If other employees are happy, we do not have to wear masks when visiting their workstation or office <u>as long as social distancing can be maintained.</u>	SD	10/06/2021	On-going

**N.B. Due to the unprecedented nature of COVID – 19 and the huge number of businesses working to make workplace environments compliant, scarcity of items poses a risk to achieving the above timelines.**

PUBLISHED