

Risk Assessment carried out by Alec Smith	Date: 28/10/2020
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NO: 67	COVID-19
<p>Sentry is a national company with many different sites across the country, this risk assessment covers the company. Each site manager will assess the risk on their site and have their own safe system of work and be responsible for enforcing it on their site with the support of the company. At all times, all employees need to abide by local and national Covid-19 restrictions.</p>	
What are the Hazards	<ul style="list-style-type: none"> ▪ Transmitting Covid-19 to others and catching it from others. ▪ Everyone can transmit Covid-19. ▪ Everyone can catch Covid-19. ▪ Severity of disease varies widely among the population –no-one is totally safe.
Who might be harmed and how?	<ul style="list-style-type: none"> ▪ Who ▪ Workers, Customers, Contractors, and Visitors ▪ How ▪ Poor or no handwashing ▪ High traffic areas or shared equipment ▪ Travelling in the same vehicle or living together ▪ Not cleaning high touch point areas ▪ Mental health affected by isolation or anxiety ▪ Not social distancing ▪ Muscular skeletal disorders because of working in different locations for long periods ▪ Poor ventilation ▪ Vulnerable workers with increased risk
Controls	
Handwashing	<ul style="list-style-type: none"> ▪ All principle sites of the business have hand washing facilities, which have soap and hand drying provision, Site manager responsible for stock levels ▪ Information on effective handwashing and posters displayed ▪ Remote working is common within the company; therefore, hand sanitiser should be used where hand washing facilities are not present. All workers responsible for making sure they have sufficient stocks ▪ Hands should be washed/sanitised on arriving to work, leaving work, before meals or snacks, handling deliveries or when entering/exiting a vehicle.
High Traffic areas or Shared Equipment	<ul style="list-style-type: none"> ▪ Where possible each operator to use the same machine every day ▪ All shared equipment to be wiped down/disinfected after use prior to use by next user, whether that is a vehicle or desk ▪ Numbers have been restricted in Claydon office to reduce traffic. ▪ Staff meetings should be online where possible or socially distanced ▪ Staff break rooms- seating socially distanced and if required numbers restricted ▪ Sanitiser/wipes to be kept in vehicles which are shared such as forklifts

Travelling in the same vehicle or living together	<ul style="list-style-type: none"> ▪ Workers who live together or travel to work together should be grouped as a work cohort ▪ Where possible vehicle sharing for work should be avoided but where it cannot appropriate PPE should be used. Masks are essential and to be worn by all vehicle users when sharing with someone outside your work cohort (live together or travel to work together).
Cleaning of high touch point areas	<ul style="list-style-type: none"> ▪ Site manager to identify high touch point areas such as Door handles, vehicle doors, steering wheels, vehicle controls, shared equipment etc. ▪ These are to be regularly cleaned and instruction given for the cleaning. ▪ Meeting room, shared machines and shared desks to be cleaned after use. ▪ Contact to be reduced where possible between different areas of the same site or different sites
Mental health affected by isolation or anxiety	<ul style="list-style-type: none"> ▪ Have regular “keep in touch” meetings/calls with people working at home to talk about any work issues ▪ All staff are aware of the support offered by the company through the Employee assistance line 0800 328 1437 ▪ All employees are kept up to date with developments around procedures at work around Covid-19
Not social distancing	<ul style="list-style-type: none"> ▪ Staff numbers have been reduced within Claydon office so all employees are working greater than 2m or have physical barriers between them ▪ Only 2 additional people can go into the office and use the meeting room and a designated desk ▪ Where social distancing cannot be maintained for example when fixing a machine additional PPE will be required, Mask as a minimum and individual risk assessments to be done before this takes place on any site. ▪ No visitors allowed into main office, and to need in reception area maintaining over 2m distance always. This is to be the same when meetings take place on other sites or at clients
Poor ventilation	<ul style="list-style-type: none"> ▪ Maintain air ventilation in line with manufactures recommendations ▪ Where possible Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air, rather than recirculating air
Muscular skeletal disorders because of working in different locations for long periods	<ul style="list-style-type: none"> ▪ Where this is occurring, all employees have been asked to complete a DSE assessment and this to be discussed with line manager ▪ All home workers given information on taking regular breaks, stretching exercises, how set the equipment up properly etc.
Vulnerable workers with increased risk	<ul style="list-style-type: none"> ▪ Government guidance on vulnerable workers is always to be followed ▪ Members of the workforce who are identified as vulnerable have been identified and a risk assessment for them and their role has been carried out ▪ All staff have been notified of what to do if they fall into one of the vulnerable worker categories
Person Responsible	<ul style="list-style-type: none"> ▪ For the company, the Managing Director. For the individual sites the responsibility is of the Manager of that site.