

RISK ASSESSMENT

blu-3 (UK) Limited
Eden House, 454 New Hythe Lane,
Larkfield, Aylesford,
Kent, ME20 7UH
Tel: +44 (0) 208 686 2138
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Business Unit	Inter. X	Utilities X	Civils X	Name:	Head Office	Date:	15/05/20
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Risk Evaluation:	COVID-19 Secure	Risk Rating
Risk Assessment No:	RA-C-00-90	Low – No injury Medium – Minor injury High – Major Injury
Scope of works:	Office Activities	
Location:	Eden House, Larkfield, Kent, M20 7UH	

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Item No.	Activity Identified	Objective	Low	Medium	High	Objective Control Measures	Residual Risk		
							Low	Medium	High

1. Who should go to work?

1	2. Who should go to work?	That everyone should work from home unless they cannot work from home.			<p>Blu-3 staff will work from home if at all possible. HR will be communicating with staff, and where it is not possible to work from home, they will be asked to return to work, provided the following criteria are met:</p> <ul style="list-style-type: none"> The role is critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely. Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment. Their role is necessary and part of the minimum number of people required on site to operate safely and effectively. <p>For staff working from home, blu-3 will ensure:</p> <ul style="list-style-type: none"> The wellbeing of staff working from home will be monitored and ensure they stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site. Line managers are required to keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. Where specific requirements must be made, all records must be maintained on Breathe. <p>Blu-3 will ensure a VDU Risk Assessment is undertaken for all staff working from home and, where necessary, will provide equipment for people to work at home safely and effectively, for example, remote access to work systems.</p>			
1.1	Protecting people who are at higher risk	To protect clinically vulnerable and clinically extremely vulnerable individuals.			<ul style="list-style-type: none"> Blu-3 will ensure that staff who fall into the Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions might have additional assessments completed. blu-3 Employee Assistance Programme together with the blu-3 Mental Health first aiders will ensure staff have support for their mental health and wellbeing. This can be found on the intranet and details on the noticeboard. See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups (Below within the appendix). 			

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1.2	People who need to self-isolate	To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.			<ul style="list-style-type: none">Workers will be enabled to work from home while self-isolating, if appropriate.Blu-3 will ensure the following guidance is adhered to. Please see the link below to COVID-19: guidance for households with possible coronavirus infection including people who have symptoms and those who live with others who have symptoms.https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance		
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2. Social Distancing at Work

2	Social distancing at work	To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.				<ul style="list-style-type: none"> You must maintain social distancing in the workplace wherever possible. Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Mitigating actions include: <ul style="list-style-type: none"> Further increasing the frequency of hand washing and surface cleaning. Keeping the activity time involved as short as possible. Using screens or barriers to separate people from each other, where possible. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing. 			
2.1	Coming to work and leaving work	To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.				<ul style="list-style-type: none"> Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty. Using markings and introducing one-way flow at entry and exit points. Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads. 			

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2.2	Moving around buildings and worksites	To maintain social distancing wherever possible while people travel through the workplace.				<ul style="list-style-type: none"> Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use. Restricting access between different areas of a building or site. Reducing job and location rotation. Introducing more one-way flow through buildings. Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible. Making sure that people with disabilities are able to access lifts. Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing. 			
2.3	Workplaces and workstations	To maintain social distancing between individuals when they are at their workstations.				<ul style="list-style-type: none"> Review layouts and processes to allow people to work further apart from each other. Using floor tape or paint to mark areas to help workers keep to a 2m distance. Only where it is not possible to move workstations further apart, arranging people to work side by side or facing a way from each other rather than face-to-face. Only where it is not possible to move workstations further apart, using screens to separate people from each other. Managing occupancy levels to enable social distancing. Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning workstations between different occupants including shared equipment. For people who work in one place, workstations should allow them to maintain social distancing wherever possible. Workstations should be assigned to an individual and not shared. If they need to be shared they should be shared by the smallest possible number of people. If it is not possible to keep workstations 2m apart then businesses should consider whether that activity needs to continue for the business to operate and if so take all mitigating actions possible to reduce the risk of transmission. 			

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2.4	Meetings	To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.			<ul style="list-style-type: none"> Using remote working tools to avoid in-person meetings. Only necessary participants should attend meetings and should maintain 2m separation throughout. Avoiding transmission during meetings, for example, avoiding sharing pens and other objects. Providing hand sanitiser in meeting rooms. Holding meetings outdoors or in well-ventilated rooms whenever possible. For areas where regular meetings take place, using floor signage to help people maintain social distancing. 			
2.5	Common areas	To maintain social distancing while using common areas.			<ul style="list-style-type: none"> Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases. Staggering break times to reduce pressure on break rooms or canteens. Using safe outside areas for breaks. Creating additional space by using other parts of the workplace or building that have been freed up by remote working. Installing screens to protect staff in receptions or similar areas. Providing packaged meals or similar to avoid fully opening staff canteens. Encouraging workers to bring their own food. Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site. Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage. Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts. 			

2.6	Accidents, security, and other incidents	To prioritise safety during incidents				<ul style="list-style-type: none"> In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. 			
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3. Managing your customers, visitors and contractors

3.1	Manage contacts	To minimise the number of unnecessary visits to offices.				<ul style="list-style-type: none"> Encouraging visits via remote connection/working w here this is an option. Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Limiting the number of visitors at any one time. Limiting visitor times to a specific time window and restricting access to required visitors only. Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. Maintaining a record of all visitors, if practical. Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions. 			
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3.2	Providing and explaining available guidance	To make sure people understand what they need to do to maintain safety.			<ul style="list-style-type: none"> • Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. • Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors. • Reviewing entry and exit routes for visitors and contractors to minimise contact with other people. • Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces. 			
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4. Cleaning the workplace

4.1	Before reopening	<p>To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:</p> <ul style="list-style-type: none"> An assessment for all sites, or parts of sites, that have been closed, before restarting work. Carrying out cleaning procedures and providing hand sanitiser before restarting work. 			<ul style="list-style-type: none"> Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. Most air conditioning system do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers. Opening windows and doors frequently to encourage ventilation, where possible. 			
4.2	Keeping the workplace clean	<p>To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p>			<ul style="list-style-type: none"> Frequent cleaning of work areas and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements. Clearing workspaces and removing waste and belongings from the work area at the end of a shift. Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance. 			

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4.3	Hygiene – handwashing, sanitation facilities and toilets	To help everyone keep good hygiene through the working day.				<ul style="list-style-type: none"> Using signs and posters to build awareness of good hand washing technique, the need to increase hand washing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Providing regular reminders and signage to maintain personal hygiene standards. Providing hand sanitiser in multiple locations in addition to washrooms. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. Enhancing cleaning for busy areas. Providing more waste facilities and more frequent rubbish collection. Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities. 			
4.4	Changing rooms and showers	To minimise the risk of transmission in changing rooms and showers.				<ul style="list-style-type: none"> Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day. 			
4.5	Handling goods, merchandise and other materials, and onsite vehicles	To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.				<ul style="list-style-type: none"> Cleaning procedures for goods and merchandise entering the site. Cleaning procedures for vehicles. Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing and sanitiser where this is not practical. Regular cleaning of vehicles that workers may take home. Restricting non-business deliveries, for example, personal deliveries to workers. 			

5. Personal Protective Equipment (PPE) and face coverings

5	Personal Protective Equipment (PPE) and face coverings	Ensure correct PPE is provided and worn to enable a safe return to work. (Where applicable)			<p><i>PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.</i></p> <ul style="list-style-type: none"> Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. If your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly. <p>additional PPE beyond what you usually wear is not beneficial. <i>This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not using PPE.</i></p> <p><i>The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE. For example, first responders and immigration enforcement officers. If you are in one of these groups, you should refer to the advice at:</i></p> <p>https://www.gov.uk/government/publications/coronaviruscovid-19-personal-protective-equipment-ppe-plan/covid-19personal-protective-equipment-ppe-plan</p> <p>and</p> <p>https://www.gov.uk/government/publications/covid-19decontamination-in-non-healthcare-settings/covid-19decontamination-in-non-healthcare-settings.</p> <p><i>Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.</i></p>	
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5.1	Face coverings				<p><i>There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.</i></p> <p><i>A face covering can be very simple and may be worn in enclosed spaces where social distancing is not possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.</i></p> <p><i>It is important to know that the evidence of the benefit of using a face covering to protect others is conflicted and the effect is likely to be small, therefore</i></p> <ul style="list-style-type: none"> • Face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments. • Where staff are required to use public transport, face masks would be advisable. 		
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					<ul style="list-style-type: none"> Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers: <ul style="list-style-type: none"> Wash your hands regularly, and thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. Change your face covering if it becomes damp or if you have touched it. Change and wash your face covering daily. If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual sealed waste. Practise social distancing wherever possible. <p>You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.</p>		
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6. Workforce Management

6.1	Shift patterns and working groups	To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.				<ul style="list-style-type: none"> As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. Identifying areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones. 			
6.2.1	Work-related travel Cars, accommodation and visits	To avoid unnecessary work travel and keep people safe when they do need to travel between locations.				<ul style="list-style-type: none"> Minimising non-essential travel – consider remote options first. Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. Cleaning shared vehicles between shifts or on handover. Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines. 			
6.2.2	Work-related travel Deliveries to Other Sites	To help workers delivering to other sites such as branches, or suppliers' or customers' premises to maintain social distancing and hygiene practices.				<ul style="list-style-type: none"> Putting in place procedures to minimise person-to-person contact during deliveries to other sites. Maintaining consistent pairing where two-person deliveries are required. Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents. 			
6.3.1	Communications and Training Returning to Work	To make sure all workers understand COVID-19 related safety procedures.				<ul style="list-style-type: none"> Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work. 			

6.3.2	Communications and Training Ongoing communications and signage	To make sure all workers are kept up to date with how safety measures are being implemented or updated.			<ul style="list-style-type: none"> • Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments. • Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). • Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language. • Using visual communications, for example, whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications. • Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience. 			
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7. Inbound and outbound goods

7	Inbound and outbound goods	To maintain social distancing and avoid surface transmission when goods enter and leave the site.				<ul style="list-style-type: none"> Revising pick-up and drop-off collection points, procedures, signage and markings. Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking. Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. Where possible and safe, having single workers load or unload vehicles. Where possible, using the same pairs of people for loads where more than one is needed. Enabling drivers to access welfare facilities when required, consistent with other guidance. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-away. 		
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Additional Control Measures or Action Required Prior to Activity Commencement:			
Activity No.	Control or Action Required	Time Scales	Person to complete Action
1	Make risk assessment available to all staff	15/05/20	Shane Fay
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Appendix:

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1. Clinically extremely vulnerable	Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here: https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19
2. Clinically vulnerable people	Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here: https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others