

Vines Group	Risk Assessment Form	Version No.	002	Reference No.	RA01
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Location:	All site & premises	Assessment Title:	Coronavirus (COVID-19) Risk Assessment
Assessor:	Elaine Farley	Assessment Date:	21.07.20
Revising Assessor:		Revision Date:	21.07.20

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
001	Spread of Covid-19 Coronavirus Hand Contact	<ul style="list-style-type: none"> Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and hot water in place. Stringent hand washing taking place. Paper towels/hand dryers for drying of hands in place Hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Gel sanitisers in any area where washing facilities not readily available <p>Wearing of Gloves</p> <ul style="list-style-type: none"> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these are provided. 	4	4	16	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying.</p> <p>Employees to be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Employees to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	4	1	4

002	Spread of Covid-19 Coronavirus Surface Contact	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Cleaning</p> <ul style="list-style-type: none"> • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. • Where appropriate Non fire doors wedged open to remove the need for use of handles <u>(FIRE DOORS MUST REMAIN CLOSED)</u> 	4	4	16	Rigorous checks will be carried out by management to ensure that the necessary procedures are being followed.	4	1	4
	Spread of Covid-19 Coronavirus Face Coverings	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Face Coverings</p> <ul style="list-style-type: none"> • Requirement by law to wear face coverings in shops or supermarkets and on public transport from 24/07/20. • https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 				<p>Where a customer or visitor presents themselves without a face covering, one must be provided by Vines.</p> <p>Hosts will be trained on requesting visitors wear face coverings and the ability as to why employees to do not</p> <p>This is not compulsory for employees but recommended where social distancing may be difficult and where other mitigations are not in place i.e screens or visors, one must be worn.</p> <p>POS to be added on entrances confirming the UK Government recommendation to wear a face covering within our business for customers and visitors.</p>			

003	Spread of Covid-19 Coronavirus Social Distancing	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Social Distancing</p> <ul style="list-style-type: none"> • Reduced number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency • https://www.publichealth.hscni.net/news/covid-19-coronavirus • https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people • Steps taken to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. • Office to have maximum one person per desk block • Redesigned processes to ensure social distancing in place. • Conference calls used instead of face to face meetings. • Social distancing adhered to in canteen area and smoking area. • Maximum numbers of people allowed in the kitchen at any one time to be communicated. 	4	4	16	<p>Staff, employees, to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>	4	1	4
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004	Spread of Covid-19 Coronavirus Access / egress to site & premises	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Access & Egress Following practices in place:</p> <ul style="list-style-type: none"> • All non-essential visitors have been stopped • Monitoring of site/premises access points to enable social distancing in place – Require all workers to wash or clean their hands before entering or leaving the site • Common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times are cleaned on a regular basis 	4	4	16	<p>Allow plenty of space (two metres) between people waiting to enter site</p> <p>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials</p> <p>Consider staggered start and finish times to reduce congestion and contact at all times in place</p>	4	1	4
006	Spread of Covid-19 Coronavirus Travel	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Travel Employees do not travel unless they cannot work from home</p>	4	4	16	<p>Implement teleconferencing for meetings</p> <p>Continue to follow any further national government advice provided</p> <p>All employees to limit their use of public transport. If travel on public transport is required, a face covering must be worn. Where travel is essential, use private single occupancy where possible.</p>	4	1	4

007	Spread of Covid-19 Coronavirus Canteen eating areas	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Canteens / eating</p> <ul style="list-style-type: none"> • Maximum number of employees allowed in the canteen facility at any one time • Employees sit 2 metres apart from each other whilst eating and avoid all contact • All dishes are cleaned by employees immediately after use. • All surfaces are cleaned by the employee immediately after use. • All rubbish is put straight in the bin and not left for someone else to clear up • All areas used for eating are thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. 	4	4	16	<p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by employees when entering and leaving the area</p> <p>Employees should be asked to bring pre-prepared meals and refillable drinking bottles from home</p> <p>Consider staggering break times to reduce congestion and contact at all times</p>	4	1	4
008	Spread of Covid-19 Coronavirus Changing facilities, showers and drying rooms	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Changing facilities</p> <ul style="list-style-type: none"> • Enhanced cleaning in place for all facilities throughout the day and at the end of each day • Provision of suitable and sufficient rubbish bins in these areas with regular removal and disposal. 	4	4	16	<p>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres</p>	4	1	4

009	Spread of Covid-19 Coronavirus Welfare facilities	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Welfare facilities</p> <ul style="list-style-type: none"> • Washing of hands thoroughly and regularly with soap and water for at least 20 seconds is practiced. • Avoidance in touching face/eyes/nose/mouth with unwashed hands practiced • Covering coughs or sneezes with a tissue then throwing it in the bin. • Regularly cleaning of the hand washing facilities and checking soap and sanitiser levels in place • Suitable and sufficient rubbish bins for hand towels in place with regular removal and disposal. • Washing of hands before and after using the facilities practiced • Enhanced cleaning regime for toilet facilities particularly door handles, locks and the toilet flush in place • Requirement by law to wear face coverings in shops or supermarkets and on public transport from 24/07/20. 	4	4	16	<p>Use of alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</p> <p>Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site</p> <p>Sites premises will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Where a customer or visitor presents themselves without a face covering, one must be provided by Vines.</p> <p>This is not compulsory for employees but recommended where social distancing may be difficult and where other mitigations are not in place i.e screens or visors, one must be worn.</p>	4	1	4
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010	Spread of Covid-19 Coronavirus Drivers	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Drivers</p> <ul style="list-style-type: none"> • Procedures in place for drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID-19-guidance on freight transport. 	4	4	16	Persons should not share vehicles or cabs, where suitable distancing cannot be achieved	4	1	4
011	Spread of Covid-19 Coronavirus Mental Health	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Mental Health</p> <p>Management promote mental health & wellbeing awareness to employees during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	4	4	16	Increased communication with staff through multiple channels.	4	1	4

012	Spread of Covid-19 Coronavirus Symptoms of Covid-19	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 		4	5	20	<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they should be sent home and advised to follow the stay at home guidance. Managers should maintain regular contact with employees during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>	4	1	4
013	Spread of Covid-19 Coronavirus Suspected case whilst working	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 		4	5	20	<p>Suspected case whilst working If a worker develops a high temperature or a persistent cough while at work, they are to:</p> <ul style="list-style-type: none"> • 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. <p>They should then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed</p>	4	2	8

This risk assessment has been issued as a guideline only and should not be considered as an exhaustive list. The observations and recommendations are only pertinent to the conditions at the time of the assessment. Regular inspections and review of risk assessments are required to ensure standards are maintained. It is your responsibility to assess and manage risk according to your own setting.

Assessor: Elaine Farley	Signature: Elaine Farley	Date: 21.07.20
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Severity Likelihood	Intolerable (5)	Significant (4)	Moderate (3)	Slight (2)	Negligible (1)	R i s k
Very likely (5)	High (25)	High (20)	High (15)	High (10)	Medium (5)	
Probable (4)	High (20)	High (16)	High (12)	Medium (8)	Low (4)	
Possible (3)	High (15)	High (12)	Medium (9)	Medium (6)	Low (3)	
Remote (2)	High (10)	Medium (8)	Medium (6)	Low (4)	Low (2)	
Improbable (1)	Medium (5)	Low (4)	Low (3)	Low (2)	Low (1)	

Low (1 – 4): The risk is acceptable as it is probably small or trivial. Monitor to ensure controls are maintained.

Medium (5– 9): The risks are considered significant. The task should not be started until control measures have been introduced to reduce the risk to an acceptable level. The task must be monitored to ensure the control measures are suitable.

High (10 – 25): The risks are considered intolerable. On no account should the work be started or continued with until the risk has been reduced to an acceptable and manageable level. If the risks cannot be reduced to manageable level then the task must not be attempted.