



Declaration of Covid-19 Risk Assessment



Covid-19: Report of Risk Assessment

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Scope: The risk assessment covers the work undertaken from or associated with their offices in Chertsey and Telford and also the work of engineers and staff who go onto other sites to undertake work.

Pro Door UK Ltd design, install, inspect, maintain and undertake remedials for a wide range of building and perimeter security systems.

Who may be affected: Staff, Visitors, Contractors, Customers, and anyone these individuals come into contact with.

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Introduction

This report provides information on significant findings from the risk assessment completed under Regulation 3 of the Management of Health & Safety at Work Regulations 1999.

In determining controls only trusted sources of information have been used. Government guidance and standards have been applied at the time of writing. Controls have been determined based on what is “reasonably practicable” and on the hierarchy of risk control. Where activities which could pose a risk can be avoided, these have been considered first.

Findings have either been completed or are in the process of being completed via a staged approach. A summary of these findings can be found at the end of this document.

The risk assessment is being reviewed on an ongoing basis to look for ways to reduce the risk as we all learn to live with the virus. It will be re-examined fully within 6 months. This report is available for perusal by all relevant stakeholders.

The methodology within this approach follows the Public Health England advice relating to working safely:

1. Undertake a Covid-19 Risk Assessment, consulting with all relevant stakeholders and sharing information via this documentation
2. Support and encourage people to work from home where possible, ensuring they have the right equipment and support to do so safely, both physically and psychologically
3. Develop cleaning, handwashing, and hygiene arrangements, particularly in relation to shared touch points
4. Maintain 2m physical distancing and using signage, one-way systems, and alternative methods of working to achieve this
5. Further assessing activities which cannot be undertaken whilst physically distancing to consider whether they are essential. Using barriers or screens to separate people, limiting the activity time, by back to back working, staggered work patterns and fixed teams.

Issues considered

At the time of writing:

- Communication strategies and a collaborative leadership approach has provided direction from the top of the organisation to ensure the most appropriate response as knowledge changes and the organisation adapts accordingly
- If work can be undertaken from home this will continue to be so which will help ensure a gradual return to the two business offices. This in turn will enable physical distancing to be maintained at these locations
- Work is ongoing with other duty holders, as required, to achieve controlled work environments; this includes work undertaken at Client sites
- Physical distancing will be maintained wherever possible
- Travel on public transport is avoided with the use of company supplied vans
- Where a task or work activity cannot be undertaken whilst maintaining physical distancing this will be limited to activities of less than 15 minutes. Back to back working will be undertaken where possible and these work activities examined via more detailed risk assessment
- Barriers will be used, such as sneeze guards, where it has been identified the installation of such equipment will reduce risk
- Shared touch points have been identified and reduced where possible by examining use of shared spaces
- Hygiene standards are being maintained - effective hand washing and cleaning of shared touch points
- Isolation remains in place for vulnerable groups who will continue to work from home
- Mental health has been considered in recognition of changes in work demands, potential social isolation and uncontrollable changes.

The risk assessment has identified the need to work in teams to avoid spread across the whole business, so this approach has been introduced where practicable.

There may be some activities on client sites which may have to be undertaken within the physical distancing rules - these will be examined via a more detailed in-depth risk assessment process.

Approaches to emergency evacuation have been considered.

As home working becomes less temporary in due course this forms part of the risk assessment process along with the wellbeing of our staff.

PPE remains a last resort control. The assessment has considered that face coverings do not protect from the infection, though they may reduce the risk of someone who is infected from infecting others. It will be used where assessments have determined staff have to work within 2m of each other.



The impact on other areas of Health & Safety have been examined along with the overall potential impact on the business.

Regular, consistent messaging and communications have been reviewed.

Dynamic risk assessments will be undertaken, if required.

Risk Ratings

Risk ratings have been determined based on the standard 5x5 Risk matrix outlined below. The consequence of the virus in most cases has been deemed to be a value of 5. This means most risks evaluated have been "Medium". These will therefore be kept under constant review with ongoing efforts to reduce these as new information and national controls come into play.

Until an effective vaccine is created, we must all learn to live with the virus. In determining controls, relevant activities which can be eliminated have been considered first. Barriers and physical changes have been considered next, followed by management controls. PPE will always be a last resort control.

LIKELIHOOD the hazard will occur - L		Risk Methodology Chart					Risk Evaluation (L x C)	
Certain	5	5	10	15	20	25	20-25	(High) STOP Intolerable: Do not undertake the task and look for another way to complete the work safely
Very Likely	4	4	8	12	16	20	10-19	(Medium) TAKE ACTION Review the activity right away, maintain existing controls rigorously. Introduce additional controls where possible. Add additional measures to an Action Plan and reduce the risk to low within a managed period of time.
Possible	3	3	6	9	12	15	8-9	(Low) PLAN ACTION Improve within specified timescale, investigate if any additional controls are possible.
Unlikely	2	2	4	6	8	10	3-6	(Tolerable) MONITOR Monitor for any changes, look for ways to improve at next review.
Highly Unlikely	1	1	2	3	4	5	1-2	(Negligible) NO ACTION No further action, but ensure current controls are maintained.
		Increasing Likelihood → → →						
		Increasing Consequence → → →						
		1	2	3	4	5	Notes:	
		Insignificant	Minor	Moderate	Major	Catastrophic	Decisions have been made within the report and risk assessments based on the hierarchy of risk control	
		Minor: Limited or no injury or bruising	Minor injury requiring first aid, cuts, grazes	Up to 3 days absence, reportable under RIDDOR, broken bones, laceration requiring stitches	Over 7 days absence, chronic long-lasting injury, or possibility of multiple injuries back/vibration injury, occupational asthma, long term skin conditions	Fatal Injury or potential for terminal illness		
		CONSEQUENCE if it were to occur - C						



Leadership and Safety Management System: Strategy, Policy, Planning

To determine how the business can be operated safely, the following issues have been considered.

Risk Rating: Medium

We have considered

Spread of Infection due to:

- Insufficient preparation and planning
- Return to office based work is too rapid
- People travelling widely, including abroad for work
- Non-essential workers returning
- Communication unclear, inconsistent, or ambiguous
- Lack of information, instruction, and training
- Lack of supervision and checks leading to people not following the rules
- Lack of reporting systems
- Workers returning to work due to a loss of income when they should be isolating
- A lack of resources to implement necessary measures – for example, absence of a resource plan to cover time/cost/effort which also considers loss of potential business income.

Return to Work

As a priority, standard work arrangements at Client sites and return to work in our offices has considered all shared touch points and use of shared facilities. Where possible, shared touch points have been removed or reduced to lower risk.

Risk Rating: Medium

We have Considered

Spread of Infection due to:

- Return to work is too soon or too rapid
- Multiple duty holders using the same spaces
- Travel to and from work (this has the potential to bring infection in from outside)
- Access/Egress points e.g. entrances, exits, toilet doors
- Signing in and out arrangements for staff and/or visitors
- Use of passenger lifts
- Use of toilets
- Use of shared kitchens or canteens
- Common waiting/sitting areas
- Visitors entering the building



- Emergency Evacuation Arrangements
- Deliveries – receiving parcels/post and vehicle deliveries
- Work in commercial premises which are occupied
- Use of shared vehicles
- Lack of adequate ventilation
- General absence of separation in respect of workstations.

Management of Hygiene and Physical Distancing

The assessment has considered distancing, cleaning and hygiene standards. Cleaning regimes have been intensified where required – risk assessment of touch points via a risk-based approach has guided this.

Risk Rating: Medium

We have considered

Spread of Infection due to:

- Absence of clear information, instruction, training, and supervision
- Spread due to travel from abroad
- Not following quarantine guidance if unwell or in contact with someone who has been ill
- Not following advice on limiting contact outside of work
- Not following hygiene standards
- Poor access to the right cleaning materials
- Absence of clear cleaning regimes.

Mental Health and Wellness

We have reviewed the effects on those we directly employ with due consideration to HSE guidance.

Risk Rating: Medium

We have considered

Increased risk of harm due to:

- Lone working
- Lack of contact with others and loneliness
- Stress
- Excess demands or low demands
- Uncertainty and change
- Lack of control
- Absence of support



- Poor relationships
- Uncertainty around role and expectations.

Work from Home

Home working is likely to become less temporary which has been considered within the assessment.

Risk Rating: Low

We have considered

Increased risk of harm due to:

- Absence of clear information, instruction, training, and supervision
- Musculoskeletal Disorders (MSDs)
- Electrical Hazards
- Lone Working / Loneliness
- Poor Working Environment
- Stress
- Slips, Trips, Falls.

Work which cannot be undertaken whilst physically separating/ distancing

Government guidance has stated that the amount of time workers are within 2m of each other is to be for less than 15 minutes, and in any event only if work has to be carried out in this way and face to face working, in particular is to be avoided.

Risk Rating: Medium

We have considered

Increased risk of infection due to:

- Maintenance/repair activities which require two or more people to work in close proximity to each other
- Project work, or construction with a number of different trades
- Administering first aid
- Lack of the correct PPE
- Absence of clear information, instruction, training, and supervision.



Increased risk of injury due to other aspects of health and safety not being considered in the same manner during the crisis

In examining hazards, we have ensured that other health and safety issues continue to be managed effectively.

Risk Rating: Medium

We have considered

Increased risk of harm due to:

- Essential maintenance/repair not being prioritised
- Training not being undertaken
- Lack of contractor management
- Fire
- Legionella
- Use of lifting equipment and passenger lifts
- Absence of personal risk assessment for vulnerable people, and new and expectant mothers
- Absence of, or restriction of, use of welfare facilities
- Conflicts in use of PPE
- Regular controls in respect of work equipment and safe systems not followed.



Significant Findings

The risk assessment findings have either been completed or are in the process of being completed via a staged approach.

Introduction

Pro Door have continued to carry out work throughout the Covid 19 pandemic implementing new ways of working based on the identification of exposure routes and methods to manage the risk of infection.

Coordination and cooperation with Client sites has been and continues to be key to ensure that work can be carried out safely.

Office based staff have predominately worked from home. The Chertsey office is currently occupied regularly by two members of staff allowing for sufficient distancing and hygiene measures to be maintained. Occupancy will remain under review and an organised approach to increasing office occupation will be undertaken in line with the Covid 19 Risk Assessment and associated controls.

Where home working becomes more common it is important for staff to have a reasonable standard of work station which means everyone should complete a DSE assessment.

Communication & Wellbeing

Communication has been maintained between team members over the lockdown led by the Managing Director. Risk to mental health and wellbeing have formed part of the risk assessment. It is critical to ensure there is clear leadership backed up with a variety of methods for two-way communication so staff can share concerns, anxieties, and to develop new ways of working to maintain distancing and hygiene standards.

Everyone affected by this risk assessment will be provided with this overview document so they are aware of how the assessment was completed and significant findings. Staff will also be provided with information on their own responsibility to follow guidance out of work in order to protect their colleagues in work.

There are currently open communications for reporting and these will remain open so workers can report if they, or a close contact, have been unwell in which case they will work from home.

Cleaning and Hygiene Arrangements, & Distancing to 2 metre (2m)

In the Chertsey office, an overview of shared touch points and locations where people may have to work within 2 metres of each other have been examined. Hygiene arrangements and temperature checks have been implemented for office arrival. Hand sanitizer points, signage and cleaning resources are provided throughout. Adjustments have been made to the office furniture arrangements and



how the welfare facilities are used. Similar measures will be implemented for the Telford office when staff return to work from there.

For Client sites work only proceeds if hygiene arrangements and physical distancing can be maintained (see cooperation with other duty holders below).

Where feasible engineers travel in their own dedicated vans using their own equipment. Engineers have been provided with PPE, hand sanitiser and cleaning resources as part of their day to day kit. No use of public transport is required at this time.

Cleaning regimes have been stepped up and everyone is encouraged to clean their own work spaces and touch points.

Work within 2 metres (2m)

There is some work undertaken by Pro Door engineers which must be undertaken within 2 metres including heavy lifting. There is a potential for closer contact when administering first aid and on some site visits. The assessment contains detailed recommendations in this regard. In the first instance all possible methods for avoiding this will be explored, reducing this time, then back to back, side to side or working with a barrier (e.g. sneeze guard) considered. If there is still no alternative the use of face coverings, eye protection and, in the case of first aid, a disposable apron will be used.

If 2 or more person work activities are required, where feasible, the same team of engineers will work together.

Cooperation with other Duty Holders

Where Pro Door are working on Client sites under someone else's controls, the site arrangements will be followed. Before a worker goes to site any rules or arrangements will be determined. An escalation process is in place which means if a worker believes 2 metre distancing or hygiene standards are being compromised they can report this and will potentially leave site. Similarly, Pro Door will request information from any contractors they engage to ensure their arrangements mean their people are protected.

Where staff are working in multi-occupied offices with common parts which are shared by others, Pro Door will agree how they will communicate if someone in the building is ill and action to be taken as a result of this e.g. cleaning or considering who has been in contact with them

Other Health and Safety (H&S) Hazards

The risk assessment also considers other H&S hazards which could have an impact either if Covid-19 controls are not in place, due to lower occupation of the office, and in general because resources have been allocated elsewhere. In particular, recommendations have been made to check with respective office landlords, the water and fire risk assessments and associated controls are being maintained and to agree any adjustments to evacuation arrangements.