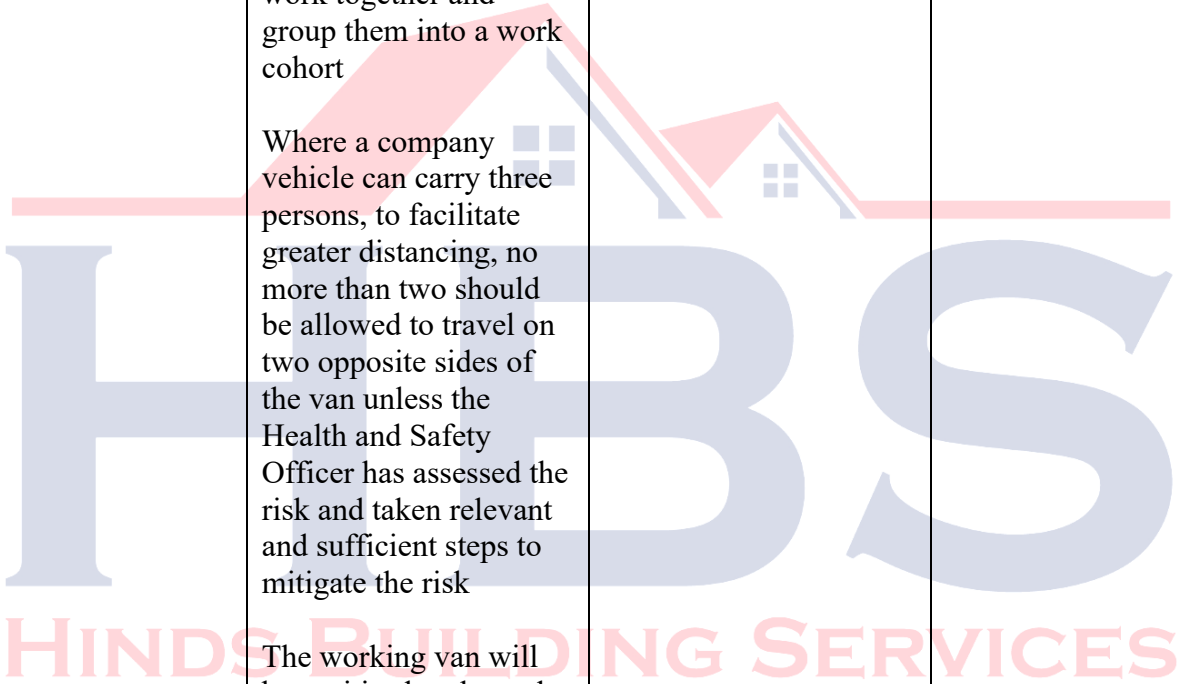




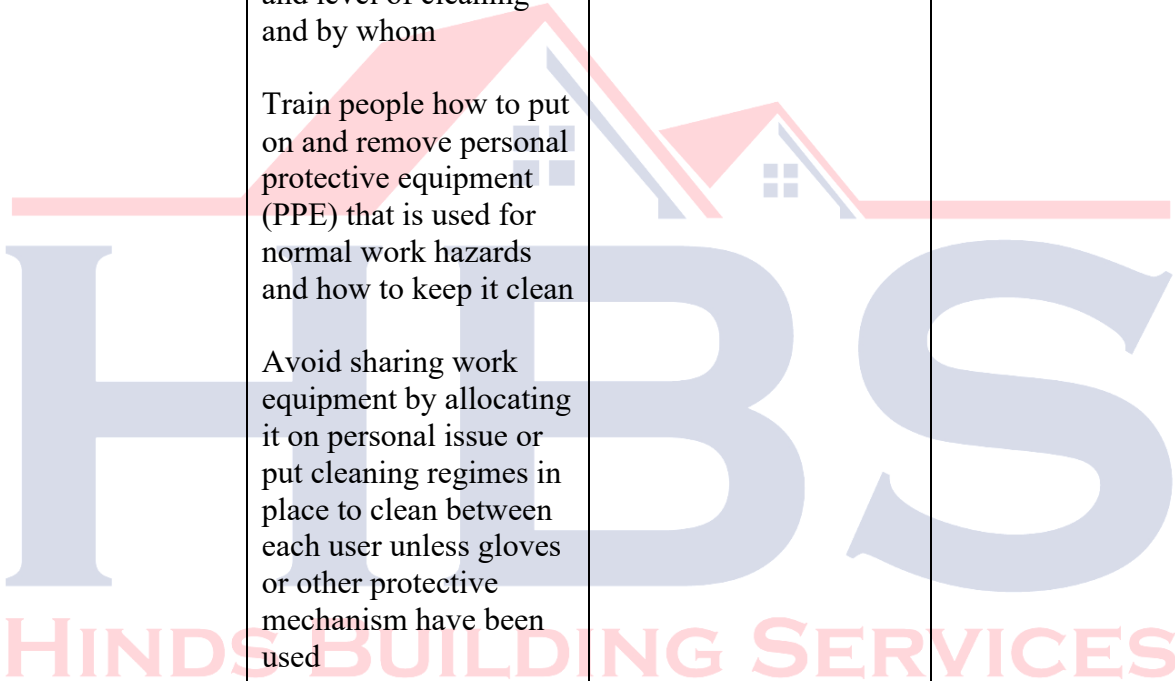
HINDS BUILDING SERVICES – COVID-19 RISK ASSESSMENT

HAZARDS	WHO MIGHT BE HARMED AND HOW	CONTROLS	FURTHER ACTION NEEDED	WHO NEEDS TO CARRY OUT THE ACTION	WHEN IS THE ACTION NEEDED BY?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Contractors Delivery Personnel	In office hub: water, soap and drying facilities in bathroom On site: soap provided next to running water facilities or hand sanitiser provided to workers	Signs to remind persons to wash hands and use hand sanitiser Encourage workers to wash hands where possible given the drying risk of hand sanitiser + hand sanitiser provided with aloe vera moisture components	For operations team: Health and Safety Officer For site team: Site Team Leaders	By 28 September 2020 Weekly or more frequently as is required based on behaviour observation
Getting or spreading coronavirus through workers living together	Workers	All workers travelling in company vehicles must wear masks for			

<p>and/or travelling to work together</p>		<p>the duration of the journey They should also use hand sanitiser on entering the van</p> <p>Identify groups of workers who travel to work together and group them into a work cohort</p> <p>Where a company vehicle can carry three persons, to facilitate greater distancing, no more than two should be allowed to travel on two opposite sides of the van unless the Health and Safety Officer has assessed the risk and taken relevant and sufficient steps to mitigate the risk</p> <p>The working van will be sanitised at the end of each working day by the responsible party (this party has been determined and notified)</p>			
<p>Getting or spreading coronavirus by not</p>	<p>Workers Customers</p>	<p>Identify surfaces that are frequently touched</p>			



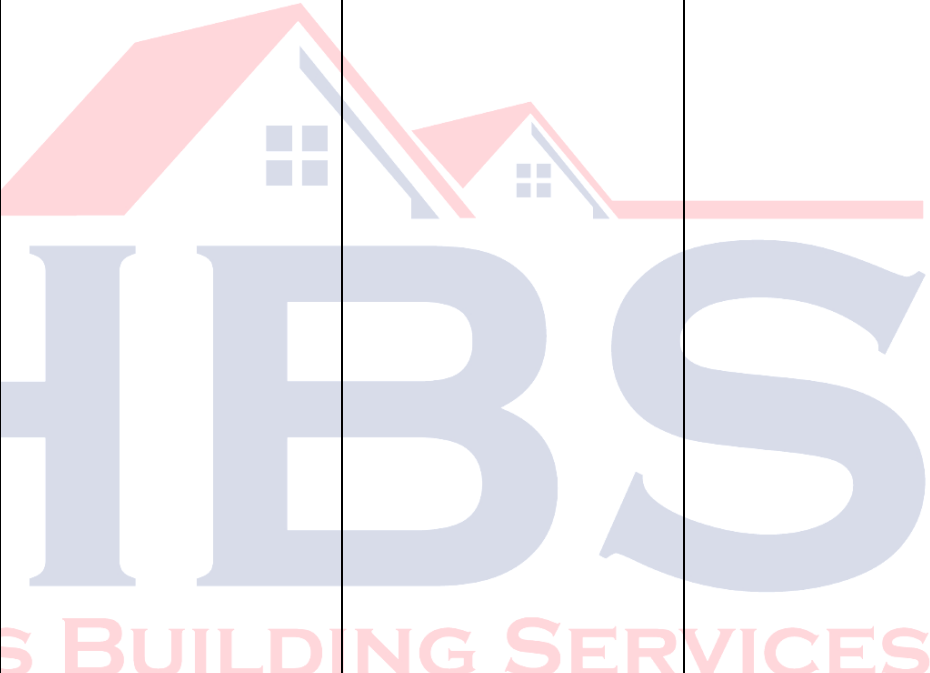
<p>cleaning surfaces, equipment and workstations</p>	<p>Visitors Contractors Drivers coming to your business</p>	<p>and by many people (often common areas), such as handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom</p> <p>Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean</p> <p>Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user unless gloves or other protective mechanism have been used</p> <p>Selected the appropriate cleaning products that are used in the surface cleaning at the end of each working cycle usually day for office and field workers</p>			
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		Empty refuse bins at the end of each working day in office and as is appropriate on site			
Mental health and wellbeing	Workers	<p>Discuss work time lines with short term workers so that they can better plan their finances and find appropriate income streams to fill gap in demand</p> <p>Keep workers updated on what is happening so they feel involved and reassured</p> <p>Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</p>			
Contracting or spreading the virus by not social distancing	Workers Clients Visitors	Guidance document sent to clients along with email confirmation explaining how we are operating in a covid-19 secure manner and what they should do to			

		<p>ensure that they are also supporting our goal of achieving such an environment</p> <p>Limiting the number of people on site and in office at any single time period</p> <p>Being conscious and planning appropriately for site labour generally and where they are working in confined spaces</p> <p>Desks in the office are spaced 1.5m away from each other with colleagues working back to back and in one case side to side</p> <p>Increase use of hand sanitiser – each colleague in office has personal hand sanitiser</p>			
<p>Poor ventilation leads to risks of spreading coronavirus</p>	<p>Workers Clients Visitors</p>	<p>Fresh air is the preferred way of ventilating our workplace so opening the door which is not a fire door is highly useful</p>			

<p>Increased risk of infection and complication for vulnerable workers</p>	<p>Persons who may be at risk include</p> <p>The clinically vulnerable</p> <p>Persons who are self-isolating</p> <p>Persons with symptoms of coronavirus</p> <p>Persons in the higher-risk groups:</p> <ul style="list-style-type: none"> - are older males - have a high body mass index (BMI) - have health conditions such as diabetes - are from some black, Asian or minority ethnicity (BAME) backgrounds 	<p>Awareness in recruitment on hiring decisions and communicating through the team leaders to ensure that all risks have been mitigated</p>	<p>Put systems in place so people know when to notify us that they fall into one of these categories, e.g. they start chemotherapy or are pregnant</p>		
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For more information on what Hinds Building Services is doing to manage the risk of covid-19 and create a Covid-secure environment, kindly ring us at 01325 952954 and ask to speak to the Health and Safety Officer.

You can also visit our page at <https://hindsbuilding.co.uk/covid-19-secure>.