









Rev	By	Approved by	Reviewed by	Reviewed by	Reviewed by	Reviewed by	Reviewed by	Reviewed by	Reviewed by	Reviewed by	Reviewed by	Reviewed by			
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	<b>RISK ASSESSMENT FOR: COVID – 19 at Work</b> Based on HM Government Guidance documents Working Safely in Factories & Warehouses, Working Safely in Offices & Working Safely from Vehicles	<b>Ref. RA - Covid-19 - v3.1</b>
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The introduction of some Covid-19 protocols resulting from this Risk Assessment may affect existing Risk Assessment control measures. Where this occurs Covid-19 protocols supersede existing control measures for the duration of the Pandemic unless personal safety is affected. Where this is identified, a review of any affected Risk Assessment will be carried out, and as deemed necessary, existing Risk Assessments will be updated and changes to control measures will be introduced.

<b>Number of persons at risk:</b> All staff and visitors to Hampton Steel Sites and those members of staff working from Home <b>Frequency of task/ operation:</b> Daily				<b>Brief Description of Activities:</b> Manufacturing & Warehousing of steel products across 2 sites Travelling Between Sites Office & Home-based working Customer site visits																																															
<b>Personal Protective Equipment: (PPE)</b>							Non-PPE	<b>Further PPE may be required depending on other identified operational requirements. Not all PPE is required for all circumstances.</b>	<b>Relevant Health &amp; Safety Legislation:</b>  The Health Protection (Coronavirus) Regulations 2020  The Health & Safety at Work etc. Act 1974 The Management of Health & Safety at Work Regulations 1999 The Manual Handling Operations Regulations 1992 The Personal Protective Equipment Regulations1992 Workplace (Health, Safety and Welfare) Regulations 1992 The Provision & Use of Work Equipment Regulations 1998 The Lifting Operations & Lifting Equipment Regulations 1998																																										
																																																			
Approved Safety Footwear S3, S5, SBP, S1P, S2P	Disposable Aprons as required	Task based requirements and Nitrile Disposable as required	High Visibility at all times in Operations Areas	Safety Glasses minimum "F" rated as deemed nessessary	Hearing Protection in Production Areas	Disposable Coveralls as required	Face coverings in office areas and other areas as required																																												
<b>Under Heading: 'S'</b>  Express the <b>severity</b> of the hazard:				<b>Under Heading: 'L'</b>  The <b>Likelihood</b> of a hazard reaching its potential to do harm <b>after</b> accounting for control measures:				<div><div>Green</div> RR&lt;8 – no action required</div> <div><div>Yellow</div> 8&gt;RR&lt;11– formal revaluation and if practical improvement of control procedures. Ensure existing controls rigorously applied.</div> <div><div>Amber</div> 11&gt;RR&lt;17 – urgent revaluation &amp; implement immediate controls, consider ceasing the operations until complete.</div> <div><div>Red</div> RR&gt;18 - Cease operations until corrective measures applied to reduce risk to an acceptable level</div>																																											
5 = potential to cause a fatality				5 = Imminent																																															
4 = potential to cause a serious, disabling injury				4 = Probable																																															
3 = potential to cause a reportable accident (under RIDDOR 2013) or major property damage				3 = Possible				<table><tr><th rowspan="7">S E V E R I T Y</th><th colspan="5">LIKELIHOOD</th></tr><tr><th></th><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th></tr><tr><th>1</th><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><th>2</th><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr><tr><th>3</th><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr><tr><th>4</th><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr><tr><th>5</th><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr></table>		S E V E R I T Y	LIKELIHOOD						1	2	3	4	5	1	1	2	3	4	5	2	2	4	6	8	10	3	3	6	9	12	15	4	4	8	12	16	20	5	5	10	15	20	25
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2 = potential to cause a lost work day injury				2 = Remote																																															
1 = potential to cause injuries requiring first aid treatment or minor property damage				1 = insignificant																																															
0 = no significant hazard																																																			

**Responsible Person(s):**

- Managing Director.
- Operations & Technical Directors.
- All Managers, Supervisors & Staff.

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Ref No.	Potential Area of Risk	Specific Covid-19 related Control Measures in place Or identified concerns	Risk Rating			Additional control measures required	Residual Risk		
			S	L	RR		S	L	RR
1.	Poor Overall Management of the Risk.	<ul style="list-style-type: none"> <li>- Senior Management Team (SMT) is pro-active in providing safe means to maintain operational activities.</li> <li>- Regular review of overall approach by SMT.</li> <li>- Maintaining awareness and implementing changes on guidance issued by HM Gov, Public Health England, National Health Service, and the Health &amp; Safety Executive.</li> <li>- Routine consultation &amp; informative guidance issued to employees.</li> <li>- Direct consultation with employees carried out via survey questionnaires and staff briefing and employee H&amp;S reporting process.</li> <li>- Managers and Supervisors provide staff with routine briefings as required.</li> <li>- Register of issued documents and Covid-19 related e-mails &amp; decisions available on company server, and as hard copy log managed by the H&amp;S Manager.</li> <li>- Self-isolation guidance routinely updated to reflect UK Government advice.</li> <li>- Office based staff review to determine Home Working eligibility.</li> <li>- Office-based staff provided with home Display Screen Equipment (DSE) self-assessment &amp; review process.</li> <li>- Home working is available for self-isolating staff, where their job and health status permits.</li> <li>- Vulnerable/shielding staff return to work assessment process introduced. Vulnerable persons are not required to return to work if they can continue working from home.</li> <li>- Implementation of office-based staff Rostered Home Working to minimise office occupancy levels.</li> <li>- Issue of company Covid-19 protocols based on UK Government advice.</li> <li>- Review of UK Government advice as published, updates made to Risk Assessment &amp; company protocols.</li> <li>- Introduction of a Track &amp; Trace log for contractors &amp; delivery drivers with effect from 10.08.20.</li> <li>- Track &amp; Trace records retained for a minimum period of 21-days.</li> <li>- Introduction of specific contingency plan for dealing with virus infections at work and an updated contingency planning policy SWI 72.</li> <li>- Introduction of sickness reporting form HHS37 &amp; Managers &amp; Supervisors briefed on procedure for use.</li> <li>- Regular review of this Risk Assessment, and where necessary re-issued with any required amendments.</li> <li>- In the event of a situation where there are multiple confirmed cases of CV-19 within staff, a member of the Pandemic Response Team will report the outbreak to Public Health England in accordance with HM Government guidance.</li> <li>- In the event of a confirmed case at work – it shall be reported to Self-Isolation Service Hub by the H&amp;S Manager or Director who will provide all details as required.</li> <li>- All staff encouraged to download and use the NHS test &amp; trace app. Test &amp; Trace App posters and advice booklet made available for all staff.</li> <li>- Staff shift records available through Managers for the purposes of test &amp; trace.</li> <li>- Staff are encouraged to walk, cycle to work where possible and <u>NOT</u> to car share with others outside their households.</li> </ul>	3	2	6	Nil			

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			S	L	RR		S	L	RR
2.	General Overcrowding in the Workplace	<ul style="list-style-type: none"> <li>- Office Staff rostered to work from home leaving minimal staff in offices.</li> <li>- Office staff have been provided with facilities and means to work from home.</li> <li>- Home working staff personal situations are routinely reviewed by their Manager.</li> <li>- Home working staff provided with Microsoft Teams and encouraged to use it for face to face meetings with other staff members, and as a means for staff welfare meetings.</li> <li>- Desk spacing review enabling safe working distancing within the larger offices and single occupancy in smaller offices.</li> <li>- Notices &amp; floor markings implemented to assist in distancing in the offices.</li> <li>- Operations staff generally work 1 person to a machine or process to help maintain social distancing in Sanders Road (SR) operations areas.</li> <li>- Packers at London Road (LR) work in pairs but are separated by a trestle table, consistent with 2metre distancing requirements.</li> <li>- Warehouse staff generally work solo carrying out routine tasks or when operating a Fork Lift Truck (FLT).</li> <li>- Where identified other tasks will be reviewed to promote single operator working.</li> <li>- Logistics office incorporates a screen separating the occupant from visiting drivers.</li> <li>- General face to face workplace meetings remain suspended, only essential meetings to take place in line with Meetings Protocol memo issued 15.06.20 and updated 17.08.20.</li> <li>- Occupational Health meetings have been temporarily suspended by mutual agreement between OH provider Gipping &amp; Hampton Steel.</li> <li>- Introduction of Microsoft Teams to key staff to facilitate on-line meetings, and provide a tool for Managers to review home-working staff welfare.</li> <li>- Maintenance staff are routinely briefed by the Technical Director on measures to ensure strict social distancing is maintained at all times as far as is reasonably practicable.</li> <li>- Covid-19 safety posters have been positioned on view in all areas of the business. These posters are updated and routinely replaced in line with changes to UK Government advice.</li> <li>- 3 separate entry / exit points are available for staff to use at SR to avoid overcrowding at shift changes.</li> <li>- Statement by Board of Directors to continue with all existing Covid measures in the workplace. Dated 19<sup>th</sup> July 2021.</li> </ul>	3	2	6	Nil			

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3.	Overcrowding in Common Areas of the Workplace such as Canteen, Toilets, Locker rooms etc.	<ul style="list-style-type: none"><li>- Staff have been briefed on expected behaviour in common areas such as canteen, locker room, toilets etc.</li><li>- Staggered break times at both sites have been introduced to reduce risk of overcrowding in the canteen and other common areas.</li><li>- Staff taking lunch breaks are encouraged to remain on site to limit risks from potential contacts with unknown persons.</li><li>- Floor markings establishing 2m zones have been implemented at the clock in/out in area of the Mezzanine floor at Sanders Rd.</li><li>- Locker room at Sanders Rd has been re-organised to facilitate distancing and staff briefed on required behaviour.</li><li>- Locker area at London Rd has been issued occupancy level notice and had floor markings to facilitate social distancing.</li><li>- Some Toilets &amp; sinks are isolated/taped off to facilitate social distancing.</li><li>- Staggered break times has been introduced on both sites to prevent overcrowding in canteen, locker area and other common areas.</li></ul>	3	2	6	Nil			
4.	Lack of control on Operations Staff when Entering & Leaving the workplace.	<ul style="list-style-type: none"><li>- It is not considered as reasonably practicable at this time for Hampton Steel to adopt changes to shift pattern start times. This decision will remain under review.</li><li>- Staff and visitor hygiene instructional notices positioned immediately on entry to, or exit from site.</li><li>- Hand Sanitiser and (or) hand washing facilities are available on entry &amp; prior to exit from site.</li><li>- Enhanced cleaning arrangements by site janitor includes door furniture.</li><li>- Additional equipment available for all staff for the cleaning of door furniture as required.</li><li>- A technical review of door entry systems to be undertaken for the operations staff entrance at Sanders Rd to minimise risks from multiple contacts between staff using it.</li><li>- At Sanders Rd we have 3 points of entry are used for staff to help reduce congestion.</li></ul>	3	2	6	1. Technical review to be undertaken to determine feasibility of changes to door entry system.			
5.	Lack of control over internal movement of personnel	<ul style="list-style-type: none"><li>- Site Protocols issued and Staff briefed on maintaining social distancing at all times.</li><li>- Office based staff and others entering and moving around in office areas are required to wear face coverings in line with Hampton Steel protocols.</li><li>- Staff briefs are routinely carried out by Managers or Supervisors.</li><li>- Awareness posters and guidance signage positioned internally to help remind staff &amp; visitors to distance.</li><li>- Managers &amp; Supervisors maintain vigilance to ensure staff movements are controlled.</li><li>- Floor markings (tape) installed in potentially congested areas – staff briefed appropriately.</li><li>- Some fire doors may remain wedged open to prevent potential spread from multiple contacts on door furniture (see section 6 below)</li><li>- Covid-19 Instructional &amp; advisory posters positioned in all areas at both sites.</li></ul>	3	2	6	Nil			

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6.	Poor Management of individual Operational & Office based Workstations	<ul style="list-style-type: none"> <li>- Staff briefed to use cleaning materials provided for surface cleaning as required.</li> <li>- Production Staff have immediate access to cleaning equipment via their Manager or Supervisor.</li> <li>- Operations staff wear Safety Gloves as standard which helps reduce risks from contamination via contact.</li> <li>- Nitrile Gloves, Disposable Face Masks &amp; Disposable Aprons are also available for staff as required.</li> <li>- All areas have been provided with Covid-19 distancing, hygiene &amp; informative posters.</li> <li>- Mills at LR are set by an individual setter.</li> <li>- Production machinery at SR is designed for single operator use &amp; provides for natural social distancing.</li> <li>- The packing area at LR requires 2 persons working together separated by a 2m trestle table which maintains suitable distancing.</li> <li>- Production &amp; Warehousing staff activities are well co-ordinated by Supervisors &amp; Managers.</li> <li>- Office staff are working between office and home in accordance with a Senior Management Team roster plan that facilitates minimum office-based staff and office distancing measures.</li> <li>- Sales Office floor is marked to help maintain distancing around common spaces &amp; equipment.</li> <li>- Offices are issued with maximum occupancy notices.</li> <li>- All Staff and visitors are required to wear face coverings for any movements in office spaces.</li> <li>- Office based staff must wear face coverings at all times when working away from immediate work station</li> <li>- Some designated high traffic fire doors may be wedged open for the duration of the occupancy to mitigate risks from contact with door furniture, and help improve natural ventilation.</li> </ul> <p>Designated fire doors for this are: -  Between Reception &amp; corridor to warehouse, Reception office door, Top of stairs to 1<sup>st</sup> floor, Doors to Sales office, Boardroom and other offices (when occupied)  Mezzanine floor fire doors are: - Staff locker room, door to toilets, door to staff canteen.</p> <ul style="list-style-type: none"> <li>- Office doors to be closed if unoccupied or at the end of the working day.</li> <li>- Fire Marshalls and occupants are responsible to ensure all Fire Doors are closed in the event of an evacuation.</li> <li>- Doors must not be wedged open if air conditioning units are in use.</li> <li>- Office based Staff are briefed in office occupancy protocols.</li> <li>- Hot Desk cleaning protocols are in use for shared Supervisor desks in Operations &amp; Maintenance areas.</li> <li>- Where staff breach distancing protocols, additional briefings are given as a reminder.</li> </ul>	3	2	6	Nil			

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7.	Poor Management of Meetings	<ul style="list-style-type: none"><li>- External sales staff not attending client / customer meetings until further notice unless approved by Senior Management and in line with site visit protocols.</li><li>- We have implemented a ban on non-essential meetings with suppliers until further notice.</li><li>- All unnecessary meetings are temporarily suspended in line with H&amp;S Committee agreement.</li><li>- Staff briefed in essential meeting protocols in designated rooms issued – Memo 15.06.20 – These protocols were updated and re-issued to reflect the addition of Microsoft Team meetings 17.08.20.</li><li>- Staff are briefing includes holding essential meetings in well ventilated spaces with minimum social distancing or outside.</li><li>- No meetings are permitted in unauthorised indoor spaces.</li><li>- All persons attending authorised meetings/training in designated office spaces must wear face coverings.</li><li>- Hand sanitiser is provided for persons attending meetings.</li><li>- Home working staff may require a meeting for technical support or other reason. Guidance has been issued for those specific meetings to all home working staff.</li><li>- Guidance also provided for technical support for staff using workplace-based computer equipment.</li><li>- Occupational Health meetings have been temporarily suspended by mutual agreement between OH provider Gipping and Hampton Steel. This decision remains under review.</li></ul>	2	3	6	Nil			
8.	Lack of control in Emergency Situations	<ul style="list-style-type: none"><li>- First Aiders provided with guidance and means to reduce risk of cross contamination of a casualty H&amp;S Memo 29.04.20.</li><li>- First Aiders provided with guidance by training provider St. Johns Ambulance via web site for actions in dealing with casualties during the Covid-19 outbreak.</li><li>- Managers &amp; Supervisors to facilitate First Aiders in accessing information from St. Johns Ambulance web site regarding First Aid protocol updates.</li><li>- First Aiders re-certification refreshers are being programmed in as required.</li><li>- H&amp;S Manager will continue to monitor First Aid issues and provide additional guidance as necessary.</li><li>- First Aiders are required to update themselves on all relevant Covid-19 Protocols routinely.</li><li>- First Aiders are responsible to determine the need for use of face coverings at incidents attended.</li><li>- Spare face coverings have been provided in all First Aid Kits.</li><li>- Emergency Action Plan for use in Fire Evacuation has been updated to include Covid-19 awareness protocols. Issued 29.05.20</li><li>- Fire Evacuation Drills have been temporarily suspended to reduce risks associated with congregations and congestion of staff &amp; others on site during an evacuation.</li><li>- Staff briefings / training will temporarily replace fire drills.</li><li>- Fire Marshalls and office occupants are responsible to ensure all Fire Doors are closed in the event of an evacuation. (see section 6 above)</li></ul>	2	3	6	Nil			

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9.	Lack of control over Visitors & Contractors	<ul style="list-style-type: none"> <li>- We are currently not encouraging visitors on site.</li> <li>- Contractor controls are in place and are co-ordinated by Managers &amp; Directors.</li> <li>- SWI 57 – Managing Contractors has been updated to include additional controls for Covid-19 and issued to all site hosts. 19.06.20</li> <li>- Staff with responsibilities as Site Hosts for Contractors are briefed on responsibilities and aware to inform H&amp;S Manager of all contractor visits, ensuring sufficient time is given for a full review of RAMS including Covid-19 Risk Assessments. Site Host guidance memo issued.</li> <li>- Site Hosts are responsible to ensure Contractors or approved Visitors wear face coverings at all times in office areas.</li> <li>- Contractors are required to provide Covid-19 Risk Assessments and records retained on file.</li> <li>- We have introduced an accurate record of contractors attending site for purposes of track &amp; trace. Track &amp; Trace log introduced 10.08.20.</li> <li>- All staff responsible for bringing contractors on site have been consulted and briefed on the use of the Track &amp; Trace Log. E-mail 10.08.20</li> </ul>	3	2	6	Nil			
10.	Insufficient Surface Cleaning in the Workplace	<ul style="list-style-type: none"> <li>- Daily cleaning of canteen, toilets &amp; offices by contract cleaning staff.</li> <li>- Additional cleaning of canteen &amp; mezzanine toilets carried out by site janitor.</li> <li>- Provision of cleaning materials such as anti-bacterial wipes for staff to use in all areas and staff instructed to carry out surface cleaning before &amp; after use.</li> <li>- Operations &amp; Maintenance staff shared desk enhanced cleaning procedure. Memo issued 12.06.20</li> <li>- Specific instructions to clean surfaces including kettles, microwaves, fridge doors etc. after use in canteen or office areas is mentioned in the Cleaning Memo dated 26.03.20</li> <li>- Additional shared equipment cleaning memo issued 12.06.20</li> <li>- Provision of anti-bacterial spray and instructions for cleaning toilets before / after use.</li> <li>- Cleaning Memo issued 26.03.20 setting out procedure for cleaning work areas inhabited by an individual who has become ill at work and <u>may</u> be affected Covid-19.</li> <li>- Potential Covid-19 contaminated waste materials disposed of in line with the Cleaning Memo 26.03.20.</li> <li>- Cleaning materials available for additional cleaning of door furniture as required.</li> <li>- Site Janitor carrying out additional cleaning to door furniture as part of his duties.</li> <li>- Instructional notices &amp; signage positioned at entrances as guidance for entry into building.</li> </ul>	3	2	6	Nil			



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11.	Poor Ventilation in the workplace	<ul style="list-style-type: none"> <li>- All workspaces are (or can be) well ventilated.</li> <li>- Production wall mounted heaters can be used to help air movement.</li> <li>- Operations areas use large roller shutters to assist a flow of clean air in line with guidance issued.</li> <li>- All offices &amp; meeting rooms have a combination of openable windows, doors and (or) air conditioning.</li> <li>- Routine servicing &amp; certification of air conditioning units are carried out by external contractor.</li> <li>- Internal doors (including some Fire Doors) may be temporarily wedged open in offices when occupied to facilitate air movement &amp; prevent unnecessary contact with door furniture. (refer to section 6 above)</li> <li>- Portable fans available for use in office and production areas.</li> <li>- Staff are briefed on the importance of good ventilation especially in office-based environments.</li> </ul>	3	2	6	Nil			
12.	Poor Personal Hygiene	<ul style="list-style-type: none"> <li>- Staff have been briefed in required levels of personal hygiene and increased frequency of hand washing. This requirement is re-iterated to staff frequently through regular updates &amp; the display of advice posters.</li> <li>- Information, Guidance and Advice posters are positioned around both sites.</li> <li>- Hand Sanitiser Stations have been installed across both sites</li> <li>- Hand Sanitiser fluid top ups are available on both sites.</li> <li>- Additional portable hand sanitiser dispensers are also available in various other locations as required.</li> <li>- Hand washing facilities are maintained across both sites.</li> <li>- Cleaning and sanitiser materials are on a repeat order and reviewed routinely.</li> <li>- Hand cleaning soap &amp; hand towels are replenished daily by contract cleaning staff.</li> <li>- Disposable Hand Towels or air dryers are provided in all toilets.</li> <li>- Some toilet urinals &amp; sinks have been isolated to help facilitate social distancing.</li> </ul>	3	2	6	Nil			
13.	Inappropriate use of PPE	<ul style="list-style-type: none"> <li>- Operations staff are provided with suitable PPE for all tasks as required. General issue gloves (PPE) are suitable as means to help protect the individual from risks by surface contact. (SWI 86 –PPE Requirements &amp; SWI 84 – Safety Gloves)</li> <li>- Additional PPE provision is available with Face Masks, Nitrile Gloves, Disposable Aprons, Disposable coveralls for specific tasks, cleaning operations and for staff mental wellbeing.</li> <li>- Operations Staff briefed in fitting a disposable face mask – SWI 144</li> <li>- Additional PPE made available to protect First Aiders &amp; casualties as required.</li> <li>- Operations &amp; Maintenance Staff are not required to wear face coverings unless accessing office spaces or if required to do so as a result of specific designated activities undertaken.</li> <li>- Operations and Maintenance Staff are encouraged to wear face coverings if they wish.</li> <li>- Full-Face shields used in Operations training and other purposes where distancing cannot be maintained.</li> </ul>	3	2	6	Nil			



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Ref No.	Potential Area of Risk	Specific Covid-19 related Control Measures in place Or identified concerns	Risk Rating			Additional control measures required	Residual Risk		
			S	L	RR		S	L	RR
14.	Poor control of staff who travel for work between sites (LR & SR) and in Sales.	<ul style="list-style-type: none"> <li>- Covid-19 protocols for essential sales visits to customers premises issued 19.08.20.</li> <li>- For non-essential customer site visits, the company restrictions remain in force until further notice.</li> <li>- Only essential journeys between Hampton Steel sites are approved.</li> <li>- Staff working between sites are briefed about ensuring distancing &amp; hygiene measures are maintained.</li> <li>- Only 1 person will load &amp; unload vehicle to reduce risks of cross contamination.</li> <li>- Users of the Maintenance Van &amp; Warehouse Lorry have been briefed and issued with specific Covid-19 protocols and cleaning requirements for safe use of vehicle, including the transfer of passengers. Memo issued 01.07.20.</li> </ul>	3	2	6	Nil			
15.	Poor staff training & poor comms between management & staff.	<ul style="list-style-type: none"> <li>- Pro-active approach from senior management to train, brief &amp; engage staff.</li> <li>- Internal training Covid-19 protocol introduced for office-based staff July 2020.</li> <li>- External Training Providers protocol introduced for resumed training of operations staff issued 07.08.20.</li> <li>- Staff asked to provide feedback on memos &amp; briefings which may help influence decision making.</li> <li>- Staff Covid-19 protocol consultation questionnaire issued as a means to confirm staff awareness and encourage staff feedback on the effectiveness of company Covid strategies.</li> <li>- Staff team briefings given by Managers &amp; Supervisors to ensure protocols and guidance are understood.</li> <li>- Full-face shields are issued and MUST be worn for internal training in operational environments where social distancing can't be maintained.</li> <li>- Face coverings MUST be worn for everyone undertaking any training in office environments.</li> <li>- Staff briefings include: <ul style="list-style-type: none"> <li>• Moving around site (essential reasons only)</li> <li>• Social distancing requirements</li> <li>• Personal Hygiene requirements</li> <li>• Machinery, Surfaces and other cleaning requirements</li> <li>• Reporting concerns or breaches of Covid-19 measures</li> <li>• PPE needs</li> <li>• First Aider updated protocols</li> <li>• Essential Internal Training Protocols introduced 22.09.20</li> </ul> </li> </ul>	3	2	3	Nil			

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			S	L	RR		S	L	RR
16.	Lack of control during collection or loading of goods vehicles	<ul style="list-style-type: none"> <li>- Goods vehicles are only permitted on site by appointment.</li> <li>- Drivers arriving outside designated time slot must wait in their cabs and may be asked to leave site.</li> <li>- Only one member of Warehouse team will load or unload the vehicle to minimise the risk of virus spread.</li> <li>- Goods vehicle drivers are required to remain in their vehicle cab until completion of the task in accordance with company policy. A copy of which is provided to drivers on arrival. This document has been updated to include site Covid-19 protocols.</li> <li>- Goods vehicle drivers may use facilities on request but will be escorted by a member of the warehouse team to ensure appropriate distancing measures are adhered to.</li> <li>- Nitrile gloves are available for warehouse staff and Goods Vehicle Drivers if required for receiving or issuing paperwork.</li> <li>- Because exchanges of paperwork could lead to risk of cross contamination warehouse staff have been briefed and made aware of the above risk and instructed to ensure hand washing &amp; use of sanitiser protocols are strictly adhered to.</li> <li>- We have introduced an accurate record of drivers attending site for purposes of track &amp; trace with a log introduced 10.08.20.</li> <li>- Warehouse staff responsible for ensuring drivers on site are briefed on the use of the Track &amp; Trace Log.</li> </ul>	3	3	9	These measures are satisfactory and must be strictly controlled by the Warehouse Management & Supervisory staff.	3	3	9
17.	Lack of control over Off-Site working	<ul style="list-style-type: none"> <li>- Office and external sales staff have been Display Screen Equipment (DSE) assessed for home working which included a home working suitability review.</li> <li>- Office staff have been provided with suitable &amp; sufficient means to work from home and maintain access to IT &amp; communications systems.</li> <li>- Home working staff review procedure implemented and issued 09.06.20.</li> <li>- IT home support visit process has been introduced which includes relevant Covid-19 protocols.</li> <li>- Office staff <u>not</u> considered as vulnerable are rostered between working from home and working at the office to minimise office-based working occupancy levels.</li> <li>- Office based Staff deemed as vulnerable are working permanently from home. Measures have been introduced to provide those staff with resources to continue working as normal along with telephone &amp; IT support from colleagues.</li> <li>- Staff working remotely or from home are being routinely monitored by Managers for issues concerning personal welfare, mental and physical health.</li> </ul>	2	3	6	Nil			

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18.	Shielding individuals returning to work or those living with employees.	<ul style="list-style-type: none"><li>- Shielding persons return to work assessment process including a return to work questionnaire.</li><li>- Shielding persons may return to work for designated tasks with advance notice and as approved by the Managing Director.</li><li>- Shielding persons home working to continue until a change of advice from HM Government.</li><li>- Hampton Steel declared Covid-19 Secure 15.06.20.</li><li>- Risk Assessment review process.</li><li>- Routine contact with shielding persons by senior management will be on-going.</li><li>- Staff advised &amp; encouraged to discuss specific concerns with management if they live with a shielding individual(s). An assessment of any risk will be taken at that time.</li></ul>	4	2	8	Existing measures are suitable and must be rigorously applied and remain under review.			
19.	Staff failing to understand & follow new, existing & changing guidance.	<ul style="list-style-type: none"><li>- Updated protocols regularly issued following changes to HM Government guidance.</li><li>- Staff encouraged to voice concerns &amp; issues with the regulations and guidance.</li><li>- Covid Flow Chart issued as a quick guide for all staff to follow.</li><li>- Supervisors &amp; Managers to ensure appropriate details are taken when staff become ill at work or call in to report sickness from home. Form HHS37 issued.</li><li>- Most recent Guidance, Memos etc are available on staff noticeboards.</li><li>- All issued Covid-19 documentation available in designated folder on 2K3 server.</li><li>- Covid-19 document directory available on 2K3 server.</li><li>- Managers &amp; Supervisors are required to ensure new &amp; updated guidance is explained &amp; issued to their teams.</li><li>- Staff Covid-19 consultation process is on-going, questionnaire review carried in November 2020.</li></ul>	2	3	6	Nil			
20.	Failing to assess the additional risks to Clinically Extremely Vulnerable persons & take appropriate measures to manage any identified risks.	<ul style="list-style-type: none"><li>- New &amp; expectant mothers are currently covered by existing H&amp;S Policy (D.15) for completing a workplace RA and implementing any additional control measures applicable. This process will include a review of the potential impact of CV-19</li><li>- Senior Management who are aware of those members of staff that fall within the “Clinically Extremely Vulnerable” category will implement a risk assessment of an individual on a case by case basis, and implement any applicable, identified control measures.</li></ul>	4	2	8	Existing measures are suitable and must be rigorously applied and remain under review.			

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### Actions Arising from the Risk Assessment

Ref. No.	Concerns:	Outstanding Actions:	Responsible Person	Target Date	Completed Date
4	A technical review of door entry systems to be undertaken for the operations staff entrance at Sanders Rd to minimise risks from multiple contacts between staff using it.	1. Technical review to be undertaken to determine feasibility of changes to door entry system. <b>WIP with senior Management. WEF 04.01.21</b>	MJ	31.01.22	