



Safety Doesn't Happen by Accident

# Health & Safety Management System

HS6-26 Coronavirus (COVID-19) (CV-19)

Risk Assessment

June 2020 (V2)



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### What is Coronavirus (COVID-19) (CV-19)

Coronavirus disease (COVID-19) (CV-19) (hereafter called COVID-19) is an infectious disease caused by a newly discovered virus.

### COVID-19 Risk Analysis

A risk analysis was carried out following the HM Government guidelines:-

*Working safely during COVID-19 in factories, plants, and warehouses*

*Working Safely during COVID-19 in offices and contact centres.*

### COVID-19 Risk Assessment

This risk assessment has been prepared to summarise the risks associated with the COVID-19 pandemic and the controls required at MGS to stop the spread of the virus.

### Primary Symptoms

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment.

### Human Health Risk

Older people, and those with underlying health conditions like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

### Transmission

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

### Vaccination

At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments.

### Management Procedure

An MGS Coronavirus (COVID-19) (CV-19) Management Procedure has been issued to all employees.



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## Primary Sources of Information

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>

<https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.hse.gov.uk/biosafety/diseases/pandflu.htm>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

<https://www.gov.uk/government/news/covid-19-essential-travel-guidance>

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

## Mitigating Actions

The key principles underpinning the mitigation actions are as follows:

- To protect the health of employees and their dependents.
- To minimise the risk to visitors and sub-contractors.
- To maintain operational capability and capacity, as far as is practicable.

Mitigation	Rationale
<b>Personal Responsibilities</b>	
Practice good respiratory etiquette and hand hygiene	To minimise risk of infection, to self and others.
Practice good office hygiene	To minimise risk of infection, to self and others.
<b>Social Distancing Measures / Minimisation of Person to Person Contact</b>	
Immediate isolation of symptomatic persons	To remove potential source of infection.
Home working	To remove staff from risk of infection in the office.
Avoidance / suspension of in-person meetings	To avoid person to person contact.
Adoption of team/zoom protocols as alternatives to in-person meetings	To avoid person to person contact.
Cancellation of non-essential travel	To avoid risk of infection from outside sources.
Minimum separation distance 2M between people in the office	To include all areas, for example, at workstations, workshops, staircases, meeting rooms, toilets, kitchens etc.
<b>Premises</b>	
Frequently cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, door printers, keyboards, water boiler taps	To remove risk of infection and minimise person to person contact.
Review and amend evacuation and building entry/exit procedures.	To remove risk of infection and minimise person to person contact

Risk Assessment

Prepared By	Health & Safety Advisor	Date	June 2020
To be Reviewed	As and when the situation changes and at least annually		

Risk No	Hazard	Who might be harmed	What are we currently doing to mitigate the risk	Evaluate current control measures. Do we need to implement additional controls?			1 – New control measures recommended 2 – Why the recommended controls measures are not implemented 3 – General comments	By When
				Yes	No	N/A		
R1	Spread of Coronavirus (COVID 19) (CV19)	Employees Visitors Sub-Contractors Cleaners Drivers Vulnerable Groups – Underlying health conditions, elderly, pregnant workers Anyone else who physically comes into contact with our business	<ul style="list-style-type: none"> <li>➤ <b>Handwashing</b> <ul style="list-style-type: none"> <li>• Hand washing facilities with Soap and water in place.</li> <li>• Signage in place to remind staff.</li> <li>• Stringent hand washing taking place.</li> <li>• NHS Hand washing guidance followed</li> <li>• Nursing Times drying of hands with disposable paper towels followed</li> <li>• Antibacterial hand sanitisers are available in any area where washing facilities are not available and re-filled, as necessary.</li> <li>• Employees are advised to protect their skin and to report symptoms that could lead to dermatitis.</li> <li>• Regular emptying of bins holding paper towels.</li> </ul> </li> </ul>		X		<p>All precautions issued to employees in the MGS Coronavirus (COVID-19) (CV-19) Management Procedure</p> <p>All precautions monitored and audited.</p>	June 2020

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R2	Spread of Coronavirus (COVID 19) (CV19)	Employees Visitors Sub-Contractors Cleaners Drivers Vulnerable Groups – Underlying health conditions,	<ul style="list-style-type: none"> <li>➤ <b>Coughs and Sneezes</b> <ul style="list-style-type: none"> <li>• Employees are reminded to cover their mouth and nose with their bent elbow or tissue when coughing or sneezing and disposing of the used tissue immediately and washing their hands following the World Health Organisation guidelines.</li> </ul> </li> </ul>		X		All precautions issued to employees in the MGS Coronavirus (COVID-19) (CV-19) Management Procedure  All precautions monitored and audited.	June 2020
R3	Spread of Coronavirus (COVID 19) (CV19)	elderly, pregnant workers Anyone else who physically comes into contact with our business	<ul style="list-style-type: none"> <li>➤ <b>Touching Eyes, Nose and Mouth</b> <ul style="list-style-type: none"> <li>• Employees are reminded not to touch their eyes, nose, and mouth to avoid transference of the virus following the World Health Organisation guidelines.</li> </ul> </li> </ul>		X			

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R4	Spread of Coronavirus (COVID 19) (CV19)	Employees Visitors Sub-Contractors Cleaners Drivers Vulnerable Groups – Underlying health conditions, elderly, pregnant workers Anyone else who physically comes into contact with our business	<p>➤ <b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, pump handles, printers, keyboards, water boiler taps etc.</li> <li>• Cleaning instructions have been issued to relevant cleaners and employees for in-house cleaning HS3-07 How to clean when there is no suspected COVID-19 HS3-08 How to clean when there is confirmed or suspected COVID-19</li> <li>• Where contract cleaners are used, a COVID-19 Risk Assessment and cleaning procedure has been agreed.</li> <li>• We are following the Government guidelines of decontamination in non-healthcare settings.</li> </ul>		X		<p>All precautions issued to employees in the MGS Coronavirus (COVID-19) (CV-19) Management Procedure</p> <p>All precautions monitored and audited.</p>	June 2020



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R5	Spread of Coronavirus (COVID 19) (CV19)	Employees Visitors Sub-Contractors Cleaners Drivers Vulnerable Groups – Underlying health conditions, elderly, pregnant workers Anyone else who physically comes into contact with our business	<p>➤ <b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>• Social distancing – reducing the number of persons in any work area to comply with the 2 metre (6.5 foot) gap</li> <li>• When stairs are being used, all persons are advised to keep to the right. Where possible, they should allow others already on the stairs to complete their journey before going onto the stairs.</li> <li>• Where required all persons will use one-way system where possible in offices/corridors/stairs.</li> <li>• Work schedules have been reviewed including start and finish times, working from home etc to reduce numbers of workers at any one time.</li> <li>• Alternative options such as Teams or Zoom are used instead of face to face meetings where possible.</li> <li>• If unavoidable, the meeting organiser ensures the designated number of persons in any room is not exceeded following the social distancing guidelines.</li> <li>• Exchange of documents, use of equipment by more than one person is discouraged.</li> <li>• All chairs, tables and equipment used is cleaned following the meeting.</li> </ul>		X		<p>All precautions issued to employees in the MGS Coronavirus (COVID-19) (CV-19) Management Procedure</p> <p>All precautions monitored and audited.</p>	June 2020



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R5	Spread of Coronavirus (COVID 19) (CV19)	Employees Visitors Sub-Contractors Cleaners Drivers Vulnerable Groups – Underlying health conditions, elderly, pregnant workers Anyone else who physically comes into contact with our business	<ul style="list-style-type: none"> <li>In offices, occupancy levels are managed to enable social distancing.</li> <li>In offices, the use of hot desks and spaces is avoided and, where not possible, for example visiting employees and consultants, clean workstations between different occupants including shared equipment.</li> <li>For floor areas in workshops where regular meetings take place, if required, we use floor signage to help people maintain social distancing.</li> <li>We have considered shift patterns and working groups.</li> <li>We stagger breaktimes to reduce pressure on break rooms or places to eat and where possible allocate other safe, social distancing areas to take breaks.</li> <li>Where break rooms are used, we have re-configured seating and tables to maintain spacing and reduce face-to-face interactions.</li> <li>All employees are encouraged to bring in their own food and drink and to use their own allocated cups and crockery.</li> <li>Employees do not make drinks for each other or for visitors.</li> </ul>		X		<p>All precautions issued to employees in the MGS Coronavirus (COVID-19) (CV-19) Management Procedure</p> <p>All precautions monitored and audited.</p>	June 2020

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R6	Spread of Coronavirus (COVID 19) (CV19)	Employees Visitors Sub-Contractors Cleaners Drivers Vulnerable Groups – Underlying health conditions, elderly, pregnant workers Anyone else who physically comes into contact with our business	<ul style="list-style-type: none"> <li>➤ <b>COVID-19 Symptoms</b></li> <li>• All employees have been advised of the main symptoms of the virus:                             <ul style="list-style-type: none"> <li>○ High temperature</li> <li>○ New continuous cough</li> <li>○ Loss or change of sense of smell or taste</li> </ul> </li> <li>• All employees have been advised not to attend work if they experience symptoms and to contact NHS111 for advice.</li> </ul>		X		All precautions issued to employees in the MGS Coronavirus (COVID-19) (CV-19) Management Procedure  All precautions monitored and audited.	June 2020
R7			<ul style="list-style-type: none"> <li>➤ <b>Staying at Home – Self Isolation</b></li> <li>• All employees have been advised to self-isolate for 7 days from when their symptoms started.</li> <li>• All employees have been advised to self-isolate for 14 days if anyone else in their home displays symptoms.</li> </ul>		X			
R8			<ul style="list-style-type: none"> <li>➤ <b>MGS Positive Diagnosis Alert System</b></li> <li>• If an MGS employee or anyone else who has been on MGS premises is diagnosed as COVID-19 positive, the MGS Positive Diagnosis Alert System will be initiated.</li> </ul>		X			

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R9	Spread of Coronavirus (COVID 19) (CV19)	Employees Visitors Sub-Contractors Cleaners Drivers Vulnerable Groups – Underlying health conditions, elderly, pregnant workers Anyone else who physically comes into contact with our business	<p>➤ Who should be at work?</p> <ul style="list-style-type: none"> <li>We have considered and planned who is essential on site</li> <li>Ensured all non-essential staff are working at home</li> <li>Planned for the minimum number of people required on site to operate safely and effectively</li> <li>Issued a Working from Home Policy</li> <li>Considered vulnerable workers and any extra measures that may be required to keep them safe</li> <li>Considered shielding for extremely vulnerable people and any extra measures that may be required to keep them safe</li> <li>Planned to keep in touch with those working at home and those working off site</li> <li>Considered Equality in the Workplace</li> <li>Followed Government Guidelines on supporting the mental health of employees</li> </ul>		X		<p>All precautions issued to employees in the MGS Coronavirus (COVID-19) (CV-19) Management Procedure</p> <p>All precautions monitored and audited.</p>	June 2020

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R10	Spread of Coronavirus (COVID 19) (CV19)	Employees Visitors Sub-Contractors Cleaners Drivers Vulnerable Groups – Underlying health conditions, elderly, pregnant workers Anyone else who physically comes into contact with our business	<ul style="list-style-type: none"> <li>➤ <b>Use of Equipment and Machinery</b> <ul style="list-style-type: none"> <li>• Where possible employees are allocated jobs so that they have sole use of equipment such as tooling and machinery.</li> <li>• Where this is not possible, shared equipment is cleaned after each use.</li> </ul> </li> </ul>		X		All precautions issued to employees in the MGS Coronavirus (COVID-19) (CV-19) Management Procedure  All precautions monitored and audited.	June 2020
R11			<ul style="list-style-type: none"> <li>➤ <b>Incoming and Outgoing Goods</b> <ul style="list-style-type: none"> <li>• Each location has identified pick up and drop off points, procedures, signage and marking where current procedures do not allow for social distancing.</li> <li>• All drivers are asked to stay in their cabs and reduce physical contact wherever possible to maintain social distancing</li> <li>• Loading and unloading will be carried out by one nominated person where possible.</li> <li>• Where this is not possible, teams of two on a rotating pattern in the same group will be used.</li> </ul> </li> </ul>		X			
R12			<ul style="list-style-type: none"> <li>➤ <b>Personal Protective Equipment (PPE)</b> <ul style="list-style-type: none"> <li>• Additional PPE is only required where teams of two are required and disposable face fitted face masks will be used.</li> </ul> </li> </ul>		X			

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				Yes	No	N/A		
R13	Spread of Coronavirus (COVID 19) (CV19)	Employees Visitors Sub-Contractors Cleaners Drivers Vulnerable Groups – Underlying health conditions, elderly, pregnant workers Anyone else who physically comes into contact with our business	<ul style="list-style-type: none"> <li>➤ <b>Air Conditioning, Heating &amp; Ventilation</b> <ul style="list-style-type: none"> <li>• We have followed HSE advice to continue the use of air conditioning.</li> <li>• Monitoring of heat levels in offices will be carried out to reduce the potential of incubating the virus.</li> <li>• Doors and windows will be kept open to ensure a good air flow weather permitting</li> <li>• Only fire fitted with a Dorguard auto-release system are left open.</li> </ul> </li> </ul>		X		All precautions issued to employees in the MGS Coronavirus (COVID-19) (CV-19) Management Procedure  All precautions monitored and audited.	June 2020
R14			<ul style="list-style-type: none"> <li>➤ <b>Legionella</b> <ul style="list-style-type: none"> <li>• We are controlling risks of legionella by ensuring any buildings closed or with reduced occupancy has the water systems flushed through weekly for a minimum of 5 minutes.</li> <li>• We have advised employees, when travel is permitted, to flush any water system for 5 minutes in hotel rooms before using them in case of stagnant water.</li> </ul> </li> </ul>		X			



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R15	Spread of Coronavirus (COVID 19) (CV19)	Employees Visitors Sub-Contractors Cleaners Drivers Vulnerable Groups – Underlying health conditions, elderly, pregnant workers Anyone else who physically comes into contact with our business	<p>➤ <b>Managing Customers &amp; Visitors on Site</b></p> <ul style="list-style-type: none"> <li>We encourage visits via remote connection or remote working for visitors.</li> <li>We limit the number of visits at any one time and to a specific window.</li> <li>We follow the MGS Visitor Procedure to reduce the risk to employees and those visiting.</li> </ul>		X		All precautions issued to employees in the MGS Coronavirus (COVID-19) (CV-19) Management Procedure  All precautions monitored and audited.	June 2020
R16			<p>➤ <b>Managing Sub-Contractors on Site</b></p> <ul style="list-style-type: none"> <li>We determine if schedules for essential services and sub-contractor visits can be revised to reduce interaction and overlap between people, for example carrying out servicing out of working hours.</li> <li>We follow the MGS Sub-Contractors Procedure to reduce the risk to employees and those visiting.</li> </ul>		X			

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R17	Spread of Coronavirus (COVID 19) (CV19)	Employees Visitors Sub-Contractors Cleaners Drivers Vulnerable Groups – Underlying health conditions, elderly, pregnant workers Anyone else who physically comes into contact with our business	<p>➤ <b>Employee Work-Related Travel Domestic &amp; Overseas</b></p> <ul style="list-style-type: none"> <li>Employees are not permitted to travel to any area outside of the government guidelines during the course of their employment.</li> <li>We minimise the number of people travelling together in any one vehicle.</li> <li>We ensure shared vehicles (pool cars) are cleaned between shifts or on handover.</li> <li>Where employees are required to stay away from their home, we will centrally log the details of the stay.</li> <li>We will minimise person-to-person contact during deliveries to other sites.</li> </ul>		X		All precautions issued to employees in the MGS Coronavirus (COVID-19) (CV-19) Management Procedure  All precautions monitored and audited.	June 2020
R18			<p>➤ <b>Employee Non-Related Work Travel</b></p> <ul style="list-style-type: none"> <li>Employees are encouraged to follow the Government guidelines on domestic travel</li> <li>Employees are encouraged to follow the Government guidelines on foreign travel.</li> </ul>		X			



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R19	Spread of Coronavirus (COVID 19) (CV19)	Employees Visitors Sub-Contractors Cleaners Drivers Vulnerable Groups – Underlying health conditions, elderly, pregnant workers Anyone else who physically comes into contact with our business	<p>➤ <b>Accidents, Incidents &amp; Near Misses</b></p> <ul style="list-style-type: none"> <li>In the event of an accident or incident, employees have been advised to follow all existing procedures.</li> <li>However, they have been advised It is not necessary to stay 2M apart if it would be unsafe to do so during an accident or incident.</li> </ul>		X		All precautions issued to employees in the MGS Coronavirus (COVID-19) (CV-19) Management Procedure  All precautions monitored and audited.	June 2020
R20			<p>➤ <b>First Aiders</b></p> <ul style="list-style-type: none"> <li>First Aiders have been issued with the St John's Ambulance published advice on staying safe whilst administering first aid.</li> </ul>		X			
R21			<p>➤ <b>Communication and Training</b></p> <ul style="list-style-type: none"> <li>Employees, including employee representatives, have been consulted in changes to the working environment.</li> <li>Employees have been trained on any changed practices or procedures.</li> <li>We are communicating our approaches and operational procedures to suppliers, customers, or trade bodies to help in their adoption and to share experience.</li> </ul>		X			