

COVID-19 BUSINESS RISK ASSESSMENT



In line with the HSE guidance, this risk assessment covers all general business activities and the control measures that have been put in place. This risk assessment will be reviewed when deemed necessary during the current pandemic.

Members of the COVID-19 Action Group communicate on a regular basis and review all control measures in line with updated guidance from both the Government & the HSE. Any RIDDOR reporting required will follow the guidance issued by the HSE. Details relating to the companywide response to COVID-19 are detailed in the COVID-19 response plan.

HAZARD	WHO CAN BE HARMED AND HOW	CONTROL MEASURES
Spread of Coronavirus	Employees coming into work with symptoms of Coronavirus potentially spreading the virus to anyone on site	<ul style="list-style-type: none"> • All are instructed to stay home and self-isolate where they have symptoms of Coronavirus and arrange a PCR test. If anyone in their household has a positive case of Coronavirus, if they have no symptoms and are double vaccinated, there is no need to isolate but they must carry out a daily lateral flow test for 7 days and are able to work. If they test positive at any time they are required to isolate. If they are unvaccinated they must self isolate. Full details of isolation requirements as they change are updated on FAQ's on iWave. • Management to ensure they remain up to date on government guidelines and business updates as guidance may change. HR and Risk and Compliance issue manager guidelines and update regularly. • Managers to maintain records of COVID-19 related absences in central absence recording database (Team Trak); all reported positive cases are recorded. Risk & Compliance and HR to monitor any cases to highlight potential hot spots that may require additional control measures to be introduced at a local level. • Risk & Compliance to liaise with Public Health authorities when required. • Managers to send anyone home exhibiting symptoms of Coronavirus to self-isolate and arrange testing. • In cases where office staff may have to self-isolate, an assessment of the employee's effectiveness to be able to work from home will be made and actioned appropriately. • Employees are actively encouraged to carry out lateral flow testing on a regular basis.
Spread of Coronavirus	Contractors/visitors coming onto site with or without symptoms of Coronavirus potentially spreading the virus to anyone on site	<ul style="list-style-type: none"> • Where possible, meetings should be held remotely. When not possible, covid protocol should be observed and ventilation to be maximised where practicable opening windows and doors and utilising air conditioning/heating systems. • Managers to refuse entry to site if anyone is showing symptoms of Coronavirus. • Managers to prohibit any contractors who are observed not following any local covid protocols. • Provision of hand washing facilities and sanitiser at all depots. • Natural social distancing measures established at all sites where possible, screens in place at reception/driver counters in the depots where contractors sign in and out. • Consider covid protocols when reviewing contractor RAMS prior to any works.

Spread of Coronavirus	Employees attending large meetings and Training sessions	<ul style="list-style-type: none"> • All large meetings and gatherings (20 people or more) to be avoided unless deemed essential to business need/ requirements. • Those attending to be advised to take a lateral flow test prior to attendance. • Hand sanitisers to be made available in meeting rooms. • Masks to be made available to those who choose to wear one. • Ventilation to be maximised where practicable opening windows and doors and utilising air conditioning/ heating systems.
Spread of Coronavirus	Employees carrying Coronavirus that do not show symptoms but have the potential to spread the virus to anyone on site	<p>Government guidance, in particular the 'Working Safely during COVID-19' guides will be followed in conjunction with the latest advice from the HSE website.</p> <ul style="list-style-type: none"> • Employees are encouraged to take regular lateral flow tests • Social distancing guidelines set out by the Government (2m, or 1m+ with risk mitigation where 2m is not viable) are no longer required by law but they will continue to be adopted in depots where possible. Details of suitable risk mitigation measures are detailed in the Government guidance and within this risk assessment. • Regular communications to employees reminding them of the importance of covid protocols such as regular handwashing/sanitising in line with the latest government advice. • Contract cleaners employed to clean depots at least daily with additional cleaning being carried out on touch points such as door handles/plates, desks & keyboards etc. • A tracker of all positive cases will be kept to identify any local outbreaks or potential hotspots where additional controls maybe required. • Perspex screens installed where a natural safe distance cannot be established between drivers and office staff. • Where possible, employees are encouraged to maintain good ventilation in offices by opening windows and utilising air con and heating systems. • Where systems and customers allow, electronic order transactions are used. • Provision of washing/showering facilities and sanitiser at all depots as per Government guidance. Internal maintenance team continue to carryout repairs where necessary – washing facilities deemed high priority. • All drivers are provided with hygiene kits including gloves, sanitiser spray, wipes and blue roll. • Where possible drivers remain in the same truck. • Where 2 drivers are required to share a cab for one to one training purposes, masks must be worn. • COVID updates provided for all employees along with the availability of FAQ's on the company intranet. • Face coverings are available for all employees but as per Government guidance are optional and are not a necessary item of PPE; for those who choose to wear them, guidance will be provided on their use. • Any variation in Government guidance for Scottish protocols will be monitored by the Risk & Compliance department and communicated appropriately.
Spread of Coronavirus	Drivers visiting 3rd party sites and contracting Coronavirus from 3rd party staff or customers	<ul style="list-style-type: none"> • All drivers are provided with hygiene kits including gloves, sanitiser spray, wipes and blue roll. • Management to ensure they remain up to date on government guidelines and business updates as guidance may change. • Drivers encouraged to report any potential breaches of covid protocol/refused access to toilet facilities at 3rd party sites to MTL management. • MTL management to keep communication lines open with customers and share best practice with 3rd party sites.

Spread of Coronavirus	Spread of Coronavirus due to the virus being left on surfaces/documentation potentially spreading the virus	<ul style="list-style-type: none"> • Contract cleaners employed to clean depots at least daily with additional cleaning being carried out on touch points such as door handles/plates, desks & keyboards etc. • Provision of washing/showering facilities and sanitiser at all depots. • All drivers are provided with hygiene kits including gloves, sanitiser spray, wipes and blue roll. • Internal doors are being left open (subject to fire and security requirements) where possible to reduce touch points on these surfaces. • 'Hot desking' is to be reviewed on a local basis.
Clinical vulnerabilities in relation to the virus	For those deemed clinically vulnerable or clinically extremely vulnerable or living with persons in those categories or within a higher risk group - older males; high BMI; have health conditions such as diabetes; are from BAME backgrounds - there is a higher risk associated with the virus	<ul style="list-style-type: none"> • All measures in this risk assessment. • FAQ guidance for employees in these categories to pay particular attention to measures such as hand washing/sanitising with regular communications and reminders. • Regular communication with line managers. • Tracking of all covid cases to identify potential hot spots where additional controls may be required. • Employees are actively encouraged to carry out lateral flow testing either at home or at community testing sites on a regular basis.
Mental health in uncertain times	Employees working in uncertain times can be subject to additional mental health issues	<ul style="list-style-type: none"> • Regular contact with manager to raise issues. • Guidance on mental health issues and relevant links to agencies provided on the company intranet. Contact with managers to discuss workload and welfare. • An employee assistance programme launched in April 2021 which includes provision for counselling for members of staff that may require access to these services.
Spread of Coronavirus	Employee/driver training scenarios where one to one coaching is required	<ul style="list-style-type: none"> • Lateral flow tests are advised prior to any one to one training/coaching sessions. • All drivers are provided with hygiene kits including gloves, sanitiser spray, wipes and blue roll. • Masks MUST be worn where two people are required to share a cab for training purposes. • Ventilation to be maximised where practicable during training sessions - opening windows and doors and utilising air conditioning/heating systems. • Hand sanitisers to be made available in meeting/training rooms.