

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. All locations will have a separate audit and local risk assessment where local hazards will be assessed and an action plan produced that will detail any improvement/responsibilities/timescales where required, to reduce any risks and these will be audited. All risk assessments will be reviewed every 2 months during the current pandemic, unless needed to be reviewed more regularly.

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 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, if anyone in their household/bubble has symptoms of Coronavirus, or if they are instructed to do so by Test and Trace, as advised by the UK government. FAQ's updated on iWave regularly if changes to Government guidance. Management to ensure they remain up to date on government guidelines and business updates as guidance may change. HR issue manager guidelines and update regularly. Managers to maintain records of COVID-19 related absences in central absence recording database (Team Trak); this includes those for positive cases, suspected cases, shielding and household isolation. Risk & Compliance and HR to monitor any cases to highlight potential hot spots. Managers to send anyone home showing symptoms of Coronavirus to self-isolate. In periods of national lockdown, an assessment of employees effectiveness to be able to work from home will be made and actioned appropriately.
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, social distancing will be followed. Any maintenance works required should have full approval of the Property department, incorporating COVID secure working. Managers to refuse entry to site if anyone is showing symptoms of Coronavirus. Managers to prohibit any contractors who are observed not following social distancing requirements. Provision of hand washing facilities and sanitiser at all depots. Natural social distancing measures established at all sites where possible; 2 metre separation between staff and contractors/visitors or 1m+ with risk mitigation measures. Floor signs detailing separation distances installed in key areas.
Spread of Coronavirus	Spread of coronavirus during a fire evacuation	<ul style="list-style-type: none"> All planned evacuations placed on hold until advice changes. Real evacuations to be monitored by Managers to ensure social distancing at assembly points.

<p>Spread of Coronavirus</p>	<p>Employees carrying Coronavirus that do not show symptoms but have the potential to spread the virus to anyone on site</p>	<p>Government guidance, in particular the 'Working Safely during COVID-19' guides will be followed and the Staying COVID-19 Secure notice displayed at all MTL locations as required by the Government.</p> <ul style="list-style-type: none"> • Senior managers and regional staff roles are to only travel/visit locations in Tier 3 restrictions where there is a business necessity and observe social distancing rules at all times. During periods of national lockdown, this will apply to all locations. • All MTL locations will be subject to a local risk assessment/audit to ensure suitable control measures, including social distancing are established at each location. These were reviewed in October 2020. • Social distancing guidelines set out by the Government (2m, or 1m+ with risk mitigation where 2m is not viable) are established at all locations. Details of suitable risk mitigation measures are detailed in the Government guidance and within this risk assessment. • Regular communications to employees reminding them to reduce close personal contact at all times and not to hand shake • Floor signage and posters, detailing separation distances, installed in key areas. • Notices installed to instruct how many people are allowed in driver's areas, kitchen facilities and meetings rooms at any one time. • Use of pool tables and football tables have been prohibited until further notice. • Where possible communal office equipment e.g. photocopiers and shredders placed in designated areas to ensure social distancing is observed when in use and sanitiser will be supplied adjacent. • Perspex screens installed where a natural safe distance cannot be established between drivers and office staff. • 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 e.g. for training purposes, government guidance on this issue is being followed. • Where social distancing is not possible (2m or 1m+ with risk mitigation), employees informed to limit face to face contact to less than 15 minutes. Where this is not possible the activity will be individually risk assessed to ascertain whether enhanced control measures can be introduced. If no further control measures can be introduced the activity will be prohibited. • 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. • In some locations, wearing a face covering is required. Clear signage is in place for these locations.
<p>Spread of Coronavirus</p>	<p>Drivers visiting 3rd party sites and contracting Coronavirus from 3rd party staff or customers</p>	<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 social distancing rules/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. • Notices installed to instruct how many people are allowed in driver's areas, kitchen facilities and meetings rooms at any one time. • Use of pool tables and football tables have been prohibited until further notice.
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 and location-specific risk assessments. • FAQ guidance for employees in these categories to pay particular attention to measures such as social distancing with regular communications and reminders.
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.
First Aid - reduced provision in buildings	Employees at locations who are injured with no first aider on site	<ul style="list-style-type: none"> • Where possible a minimum of one first aider will remain on site. • First aid provisions to be clearly signed in all locations and employees able to access this themselves for treatment of minor injuries (subject to hygiene controls). • Where first aiders aren't available senior manager on site responsible for contacting an ambulance if required or to arrange other transport for treatment.
Fire - wedging doors open to reduce COVID-19 spread on door handles - Reduced fire warden provision in buildings	<p>Employees on site becoming overcome by smoke due to fire doors open</p> <p>Employees at locations where no fire marshals are present</p>	<ul style="list-style-type: none"> • All fire alarm systems continue to be tested and maintained. • Smoke detection available. • Doors released when building unoccupied. • Doors to high risk areas e.g. boiler rooms are not held open. • Managers and fire wardens to be instructed to close doors on an evacuation when safe to do so. • Where fire wardens not available other employees to be given responsibilities following a briefing.