

Covid-19 Risk Assessment

What are the hazards	Who might be harmed and how	What Controls does Constantine already have in place	What ongoing measures are needed to control the risk	Action by who	Action by when	Completion Date
Viral Transmission of Covid-19 from one person to another	Office staff - through interaction with colleagues, clients or contractors on site	<ul style="list-style-type: none"> • Encouraging and assisting staff, who are able, to work from home unless completely necessary • Promoting and enforcing 2m social distancing where possible and the use of PPE where appropriate • Staggering start, finish and break times where employees need to be in the office • Encouraging and supporting staff to use alternatives to public transport if possible • Contact-free temperature checks on arrival • Supplying instructional documentation and signage • Reconfiguration of office space including partitions and one-way systems and markings for access/egress • Upgrading cleaning, hygiene and behavioral protocols • Business related travel is reduced where possible • Meetings, site visits and surveys are completed via digital means where appropriate • Hot desking is not permitted • Clear desk policy is enforced 	<p>Staff to undertake 'return to work' induction to reintroduce them to new office environment and protocols</p> <p>Constant review of working from home capability and wellbeing checks</p> <p>All staff returning to work will be issued with a detailed guidance document containing specific Covid-19 information</p> <p>Ongoing Reviews and consultation with H&S representatives and employees</p>	<p>Training Manager</p> <p>Line Managers</p> <p>Senior Managers</p>	Ongoing Review	Started 18 th May 2020

	Warehouse staff through interaction with colleagues, clients and other agents.	<ul style="list-style-type: none"> • Strictly controlling movement between buildings • Promoting and enforcing 2m social distancing where possible and the use of PPE where appropriate • Staggering start, finish and break times for employees • Contact free temperature checks on arrival • Introducing rotational shift patterns • Restrictions on communal areas and seating • Introducing quarantine system on incoming shipments • Upgrading cleaning, hygiene and behavioral protocols 	<p>Staff to undertake 'return to work' induction to reintroduce them to new environment and protocols</p> <p>All staff returning to work will be issued with a detailed guidance document containing specific Covid-19 information</p>	<p>Training Manager</p> <p>Line Managers</p> <p>Senior Managers</p>	Ongoing Review	Started 18 th May 2020
Viral Transmission of Covid-19 from one person to another	Technical Staff	<ul style="list-style-type: none"> • Staggered start times for separate technicians • Keeping technicians to regular vehicles where possible • Promoting and enforcing 2m social distancing where possible and the use of PPE where appropriate • Partnering of technicians and fixed teams where possible • Contact free temperature checks on arrival • Supply of personal sanitary and PPE kit to each staff member for site work • Use of appropriate vehicles where distance can be maximised 	<p>Staff to undertake 'return to work' induction to reintroduce them to new working environment and protocols</p> <p>Technician training in Covid-19 dynamic risk assessments and contact management with art handling</p> <p>All staff issued with a detailed guidance document containing specific Covid-19 information</p>	<p>Training Manager</p> <p>Line Managers</p> <p>Senior Managers</p>	Ongoing Review	Started 18 th May 2020

		<ul style="list-style-type: none"> • Vehicle sanitisation workstations • All technicians issued with own toolkits, PPE kits, hand tools and power tools to avoid cross contamination 	Ongoing Reviews and consultation with H&S representatives and employees			
	Third parties on site	<ul style="list-style-type: none"> • Introduction of initial task risk assessment by coordination staff through client communication, prior to work on site • Promoting and enforcing 2m social distancing where possible and the use of PPE where appropriate • Requests to clients to maintain social distancing and open any internal doors and windows where needed via advance briefing document detailing measures and PPE carried by crew • Prior contact by technical staff with ETA en-route and 'doorbell phone call on arrival • Dynamic 'point of work' risk assessments will be carried out by technical staff • Update of working on site protocols 	<p>Introduce dynamic risk assessment and higher-level contact precautions training to equip crews to risk assess when on site</p> <p>Continually review and update guidance information in line with evolving government guidance</p> <p>Ongoing Reviews and consultation with H&S representatives and employees</p>	<p>Training Manager</p> <p>Line Managers</p> <p>Technicians</p> <p>Senior Managers</p>	Ongoing Review	Started 18 th May 2020
Wellbeing & Mental Health of employees returning to work since the Covid-19 Pandemic	All Staff	<ul style="list-style-type: none"> • Promoting the benefits of the Constantine external Employee Assistance Programme (EAP) accessible via telephone and internet to all employees 	Ongoing Reviews and consultation with H&S representatives and employees	<p>Line Managers</p> <p>HR Manager</p>	Ongoing Review	Started 18 th May 2020

		<ul style="list-style-type: none"> • All employees made aware of the impact of Covid-19 on their job and changes to working environments • Staff informed of return to work in enough time to discuss with line manager and regular communication continued by line managers • Staff made aware of procedures and policies in place to reduce risk of exposure to Covid-19 prior to returning to work through digital media and inductions • Working arrangements may cause additional work-related stress and should be regularly discussed and adapted • Adjustments made to working arrangements where required around requirements such as childcare and shielding • Hygiene guidance given to all staff and promoted throughout sites such as touching eyes, nose, mouth, unwashed hands, covering coughs and sneezes • Hand sanitiser available throughout all sites 	<p>Appropriate stock holding and replenishment of required PPE</p> <p>Refresher Training</p> <p>All staff returning to work will be issued with a detailed guidance document containing specific Covid-19 information</p>	Senior Managers		
Cleanliness of surfaces, vehicles and buildings to remain free of Covid-19		<ul style="list-style-type: none"> • Weekly cleaning of vehicles by external contractors using Covid-19 cleaning agents • Protection of surfaces in vehicles and buildings 	Ongoing Reviews and consultation with H&S representatives and employees	Line Managers Maint' Manager	Ongoing Review	Started 18 th May 2020

		<p>protected using dry mist barrier coatings certified to provide six months protection</p> <ul style="list-style-type: none"> • Cleaning stations implemented at all buildings for use on vehicles and workstations • Workspace cleaning frequency increased with daily sanitisation of all IT equipment and touch points by external contractors • All technicians issued with individual hand sanitiser topped up from bulk stock • Hand sanitiser on desks in office and communal areas as well as wall mounted foam and wipes • Non-essential welfare equipment disabled from use in Phase 1 • Funding of equipment for food and drink such as insulated bottles or containers for storage instead of fridge use 	<p>Re-application of protection methods in line with manufacturer guidelines</p> <p>Appropriate stock holding and replenishment of required PPE</p> <p>All staff returning to work will be issued with a detailed guidance document containing specific Covid-19 information</p> <p>Technicians to air vehicles and ensure adequate ventilation</p>	<p>Technicians</p> <p>Senior Managers</p>		
Health risks for shielding and clinically vulnerable people	All Staff	<ul style="list-style-type: none"> • Staff assessments and declarations on return to work induction • Promoting and enforcing 2m social distancing where possible and the use of PPE where appropriate 	<p>Ongoing Reviews and consultation with H&S representatives and employees</p>	<p>Line Managers</p> <p>HR Manger</p> <p>Senior Managers</p>	Ongoing Review	Started 18 th May 2020

		<ul style="list-style-type: none"> Measures in place to protect and adjust roles for staff who are clinically vulnerable, extremely clinically vulnerable or in an elevated risk group 	All staff returning to work will be issued with a detailed guidance document containing specific Covid-19 information			
Ensuring information and processes are current and compliant with government guidance and cascaded to all staff	All staff, contractors, clients and general public	<ul style="list-style-type: none"> Regular two-way communication with trade bodies such as FTA, RHA, BAR, CILT, IRU Daily reviews of EU guidance through government websites Daily reviews of UK Government guidance 	<p>Ongoing review and consultation on a daily basis</p> <p>All staff returning to work will be issued with a detailed guidance document containing specific Covid-19 information</p>	Senior Managers Line Managers Training Manager H&S Reps	Ongoing Review	Started 18 th May 2020