

Company Name: BMI Group



Site: **UK and Ireland: All BMI Sites**

Doc Title Ref	Category	Area	Ref No	Issue No	Superseded Date	Issue Date	Page Number
COVID-19 Risk Assessment	H&S Risk Assessment	All Activities	UK H&S RA 01/20	7	4.5.20.	12.3.20	1 of 1
Amended By	Mark Piper		Authorised By	Stephen Coulter			

Reason for change: New Government Guidance on Working safely during COVID-19 - Guidance for employers, employees and the self-employed (Published 11th May 2020)

Assessors		Activity Summary:										Date:		
Mark Piper & Stephen Coulter		Controlling current Covid 19 virus for BMI Employees, Contractors & Visitors										12-May-20		
Source (Route of infection)		Hazard (From Hazards List)	Hazard Effect (Who/What is affected and how?)	Risk Rating		Risk (H,M,L)	Current Control Measures in Place (How will the risk be controlled: Elimination, Engineering SSoW, PPE?)			Residual Risk Rating		Residual (H,M,L)	Further Controls Required to reduce risks to ALARP (Elimination, Engineering SSoW, PPE?)	Safe
				Likelihood	Severity	DR = L*S				Likelihood	Severity	DR = D*S		
Operation														
Respiratory	Haz Sub: Virus	Risk of contraction of COVID-19 virus resulting from inhalation from infected person at workplace (visitor, contractor, employee or other 3rd Party). Affected Persons could be site employees, contractors, visitors, Sales and Office staff (with No underlying health conditions)		3	3	9	Medium	<ul style="list-style-type: none"> Minimise non essential visits to BMI sites - Use phone calls or hangouts where possible Contractors - review on case by case basis - again minimise non essential work. BMI Medical declaration form to be completed before accessing sites by all visitors . Training, Information and Awareness:(Toolbox talks, team briefs and posters) Identifying symptoms and Preventive actions Employees to practice social distancing. <ul style="list-style-type: none"> Where social Distancing is not possible, use of physical means of separation eg Plexi glass Where Social Distancing or physical separation is not possible, use PPE (FFP2 or Equivalent mask or surgical mask along with face shield or safety glasses) Employees to practice good respiratory hygiene Employees that can work from home should do so Daily assessment of all staff by supervision (pre start questions) Sites with shared services (e.g. Wincanton : BMI control measures to be communicated, agreed and followed) Employees exhibiting symptoms whilst off site to self isolate for 7 days as per Government Guidance. If symptoms worsen during home isolation or are no better after 7 days contact NHS 111 online. Procedure in place to immediately deal with person who develops symptoms whilst on site: - individual to leave site immediately and commence self isolation for 7 days as per Government Guidance. If symptoms worsen during home isolation or are no better after 7 days contact NHS 111 online . Each site to identify a dedicate isolation room for anyone suspected of being infected with Covid 19 in the workplace Provision of face masks (FFP2) to anyone suspected of being infected with Covid 19 when in the workplace. 	2	3	6	Low	Introduction of Non- contact Thermometer for checking body temp of visitors to site (and employees exhibiting symptoms)	Yes
Respiratory	Haz Sub: Virus	Risk of contraction of COVID-19 virus resulting from inhalation from infected person at workplace (visitor, contractor, employee or other 3rd Party) Affected Persons could be site employees, contractors, visitors, Sales and Office staff who are In high risk categories including those with the following underlying conditions: <ul style="list-style-type: none"> Asthma Diabetes (uncontrolled) Heart Disease Weakened immune systems Lung complaints Pregnant Additionally anyone who is over 70, is more at risk from severe complications from the virus.		3	5	15	High	<ul style="list-style-type: none"> Identification of "high health risk employees": Employees are requested to identify to Supervision or management if they fall into the high risk categories. Changes in work patterns, job role or location can be reviewed case by case. Minimise non essential visits to BMI sites - Use phone calls or hangouts where possible Contractors - review on case by case basis - again minimise non essential work. BMI Medical declaration before accessing sites to all non BMI personnel. Training, Information and Awareness:(Toolbox talks, team briefs and posters) Identifying symptoms and Preventive actions Employees to practice social distancing. <ul style="list-style-type: none"> Where social Distancing is not possible, use of physical means of separation eg Plexi glass Where Social Distancing or physical separation is not possible, use PPE (FFP2 or Equivalent mask or surgical mask along with face shield or safety glasses) Employees to practice good respiratory hygiene Employees that can work from home should do so Daily assessment of all staff by supervision (pre start questions) Sites with shared services (e.g. Wincanton : BMI control measures to be communicated, agreed and followed) Employees exhibiting symptoms whilst off site to self isolate for 7 days as per Government Guidance. If symptoms worsen during home isolation or are no better after 7 days contact NHS 111 online . Procedure in place to immediately deal with person who develops symptoms whilst on site: - individual to leave site immediately and commence self isolation for 7 days as per Government Guidance. If symptoms worsen during home isolation or are no better after 7 days contact NHS 111 online. Each site to identify a dedicate isolation room for anyone suspected of being infected with Covid 19 in the workplace Provision of face masks (FFP2) to anyone suspected of being infected with Covid 19 when in the workplace. 	1	5	5	Low	Introduction of Non- contact Thermometer for checking body temp of visitors to site (and employees exhibiting symptoms)	Yes

Direct contact with contaminated source	Haz Sub: Virus	Risk of contraction of COVID-19 virus resulting from direct contact with contaminated object or infected person. Affected Persons could be site employees, contractors, visitors, Sales and Office staff (with No underlying health conditions)	3	3	9	Medium	<ul style="list-style-type: none"> Minimise non essential visits to BMI sites - Use phone calls or hangouts where possible BMI Medical declaration before accessing sites to all non BMI personnel. Training, Information and Awareness:(Toolbox talks, team briefs and posters) Identifying symptoms and Preventive actions Employees to regularly and thoroughly clean hands with soap and water or alcohol based hand rub. Employees should practice social distancing. Employees to avoid touching face, mouth nose and eyes Daily assessment of all staff by supervision (pre start questions) Employees that can work from home should do so Sites with shared services (e.g. Wincanton : BMI control measures to be communicated and followed) Increased cleaning regimes for highly trafficked areas and touch point e.g. reception, canteens, washrooms etc. Provision of anti bacterial wipes for highly populated areas or shared equipment Maintain High level of housekeeping, particularly in communal area, making it easier for area to be kept clean Employees exhibiting symptoms whilst off site to self isolate for 7 days as per Government Guidance. If symptoms worsen during home isolation or are no better after 7 days contact NHS 111 online. Procedure in place to immediately deal with person who develops symptoms whilst on site: - individual to leave site immediately and commence self isolation for 7 days as per Government Guidance. If symptoms worsen during home isolation or are no better after 7 days contact NHS 111 online. Each site to identify a dedicate isolation room for anyone suspected of being infected with Covid 19 in the workplace Provision of face masks (FFP2) to anyone suspected of being infected with Covid 19 when in the workplace Identification of "high health risk employees": Employees are requested to identify to Supervision or management if they fall into the high risk categories. Changes in work patterns, job role or location can be reviewed case by case. 	2	3	6	Low	<ul style="list-style-type: none"> Each site to identify a dedicate isolation room for anyone suspected of being infected with Covid 19 in the workplace Introduction of Non- contact Thermometer for checking body temp of visitors to site (and employees exhibiting symptoms) 	Yes
Direct contact with contaminated source	Haz Sub: Virus	Risk of contraction of COVID-19 virus resulting from inhalation from infected person at workplace (visitor, contractor, employee or other 3rd Party). Affected Persons could be site employees, contractors, visitors, Sales and Office staff who are In high risk categories including those with the following underlying conditions: <ul style="list-style-type: none"> Asthma Diabetes (uncontrolled) Heart Disease Weakened immune systems Lung complaints Pregnant Additionally anyone who is over 70, is more at risk from severe complications from the virus.	3	5	15	High	<ul style="list-style-type: none"> Minimise non essential visits to BMI sites - Use phone calls or hangouts where possible Contractors - review on case by case basis - again minimise non essential work. BMI Medical declaration before accessing sites to all non BMI personnel. Training, Information and Awareness:(Toolbox talks, team briefs and posters) Identifying symptoms and Preventive actions Employees to regularly and thoroughly clean hands with soap and water or alcohol based hand rub. Employees should practice social distancing. Where social Distancing is not possible, use of physical means of separation e.g Plexi glass Where Social Distancing or physical separation is not possible, use PPE (FFP2 or Equivalent mask or surgical mask along with face shield or safety glasses) Employees to avoid touching face, mouth nose and eyes Daily assessment of all staff by supervision (pre start questions) Employees that can work from home should do so Sites with shared services (e.g. Wincanton : BMI control measures to be communicated and followed) Increased cleaning regimes for highly trafficked areas and touch point e.g. reception, canteens, washrooms etc. Provision of anti bacterial wipes for highly populated areas or shared equipment Maintain High level of housekeeping, particularly in communal area, making it easier for area to be kept clean Employees exhibiting symptoms whilst off site to self isolate for 7 days as per Government Guidance. If symptoms worsen during home isolation or are no better after 7 days contact NHS 111 online. Procedure in place to immediately deal with person who develops symptoms whilst on site: - individual to leave site immediately and commence self isolation for 7 days as per Government Guidance. If symptoms worsen during home isolation or are no better after 7 days contact NHS 111 online. Each site to identify a dedicate isolation room for anyone suspected of being infected with Covid 19 in the workplace Provision of face masks (FFP2) to anyone suspected of being infected with Covid 19 when in the workplace 	1	5	5	Low	<ul style="list-style-type: none"> Introduction of Non- contact Thermometer for checking body temp of visitors to site (and employees exhibiting symptoms) 	Yes
Travel (Business)-contamination whilst travelling within UK (Respiratory or Direct contact	Haz Sub: Virus	Risk of contraction of COVID-19 to employees whilst travelling on business in UK by car or public transport for employees with no underlying health risk	3	3	9	Medium	<ul style="list-style-type: none"> No non essential visits - Use phone calls or hangouts where possible. Training, Information and Awareness:(Toolbox talks, team briefs and posters) Identifying symptoms and Preventive actions Employees to regularly and thoroughly clean hands with soap and water or alcohol based hand rub. Employees should practice social distancing Where social Distancing is not possible, use of physical means of separation e.g Plexi glass Where Social Distancing or physical separation is not possible, use PPE (FFP2 or Equivalent mask or surgical mask along with face shield or safety glasses) Employees to avoid touching face, mouth nose and eyes Employees to practice social distancing. Employees to practice good respiratory hygiene 	2	3	6	Low		Yes

Travel (Business) - contamination whilst travelling within UK (Respiratory or Direct contact)	Haz Sub: Virus	Risk of contraction of COVID-19 to employees in high risk categories whilst travelling on business in UK by car or public transport. High risk categories include those with the following underlying conditions: •Asthma •Diabetes (uncontrolled) •Heart Disease •Weakened immune systems •Lung complaints •Pregnant Additionally anyone who is over 70, is more at risk from severe complications from the virus.	3	5	15	High	<ul style="list-style-type: none"> •Employees should practice social distancing. •Identification of "high health risk employees": Employees are requested to identify to Supervision or management if they fall into the high risk categories. Consideration for changes in work patterns can be considered on a case by case basis, e.g. working from home or not travelling on public transport, or travel outside "peak hours" •No non essential visits - Use phone calls or hangouts where possible. •Training, Information and Awareness:(Toolbox talks, team briefs and posters) Identifying symptoms and Preventive actions •Employees to regularly and thoroughly clean hands with soap and water or alcohol based hand rub. •Employees should practice social distancing. • Where social Distancing is not possible, use of physical means of separation eg Plexi glass • Where Social Distancing or physical separation is not possible, use PPE (FFP2 or Equivalent mask or surgical mask along with face shield or safety glasses) •Employees to avoid touching face, mouth nose and eyes •Employees to practice social distancing. •Employees to practice good respiratory hygiene 	1	5	5	Low	
Travel (Business) - contamination whilst travelling outside UK (Respiratory or Direct contact)	Haz Sub: Virus	Risk of contraction of COVID-19 to employees whilst travelling on business to countries outside the UK. Risks of infection to all employees including those in high risk categories. High risk categories include those with the following underlying conditions: •Asthma •Diabetes (uncontrolled) •Heart Disease •Weakened immune systems •Lung complaints •Pregnant Additionally anyone who is over 70, is more at risk from severe complications from the	3	5	15	High	Group Policy preventing Cross Border travel until further notice (Cross border ban started 28th Feb 20)	1	5	5	Controlled	Yes

Training
Please ensure a brief has been completed alerting to company specific process / procedures

Management
Please refer to & complete the UK & Ireland - 1 Covid - 19 Resumption to return guidance, 2 Covid - 19 Restart checklist, 3 Workplace Covid - 19 Gap Analysis

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your HR Department
- Information guidance are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed regularly or where significant change or guidance information has occurred
- Please remind employees that in order to minimise the risk of spread of infection, we rely on everyone in our business in taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

If in England call NHS on 111, if in Scotland call your GP or NHS 24, if in Wales call 0845 46 47 or 111 or if in Northern Ireland contact 0300 200 7885 where you will be assessed by an appropriate specialist.
NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs