

**SARIA LTD COVID-19 RISK ASSESSMENT – Version 1.0**

Hazard	People at risk	Controls Required	Additional Controls	Assigning actions & completion
<p>Spread of COVID-19 and the impact of this on the wellbeing of our people, stakeholders and continued business operations.</p>	<ul style="list-style-type: none"> <li>• <b>Employees</b></li> <li>• <b>Visitors</b></li> <li>• <b>Contractors</b></li> <li>• <b>3<sup>rd</sup> party drivers</b></li> <li>• <b>Agency workers</b></li> </ul> <p><i>*Specifically, those in vulnerable groups – i.e. elderly, pregnant workers, those with existing underlying health conditions as detailed on gov.co.uk</i></p>	<p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance. <a href="https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing">https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing</a></li> <li>• Drying of hands with paper towels and disposing of these in bins provided.</li> <li>• Employees are encouraged to protect the skin by applying hand cream daily to protect against drying skin.</li> </ul>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Employees reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Employees to report any issues to management where experienced.</p> <p>To help reduce the spread of COVID-19, all people present at our sites are reminded of the Government advice via posters, leaflets and other materials which are on display.</p>	<p>It is noted that the business has been assigned ‘critical’ status in respect of its industry operations within waste, food and food chain manufacturing and utilities.</p> <p>As such, the business has continued to operate safely and successfully throughout the pandemic.</p> <p>This risk assessment therefore acts as a single document representative of the Company response to the COVID-19 pandemic.</p>

		<ul style="list-style-type: none"> <li>• Hand sanitisers in any area where washing facilities not readily available and particularly at entry/exit points.</li> <li>• Hand washing is particularly relevant at meal breaks, smoking breaks and washroom breaks.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Frequent cleaning and disinfecting objects and surfaces which are touched regularly is required.</li> <li>• Particular attention to be given to high use areas such as door handles, light switches, reception areas, washroom areas, computer equipment, telephones and desks.</li> </ul>	<p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876212/COVID19_Guidance_Employers_and_businesses_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876212/COVID19_Guidance_Employers_and_businesses_.pdf</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed and standards of cleanliness are maintained.</p> <p>Each employee will be responsible for cleaning of their own workstation and equipment at regular intervals and after use, no less than at the start and end of their working day.</p> <p>Drivers will be responsible for maintaining the cleanliness of their vehicle and should make time on a daily basis to ensure standards are maintained.</p>	<p>Responsibility for the implementation and continued adherence to the measures outlined in this document is shared by all employees, visors, contractors and other stakeholders to ensure the continued health, safety and wellbeing of our employees and all individuals who come into contact with our business.</p> <p>The Directors and Senior Leadership Team are responsible for ensuring continued adherence to these requirements and will ensure these are enforced.</p> <p>Failure to comply with the measures undertaken in this document is considered as a serious case of gross misconduct and will be subject to formal action in accordance with our policies and procedures.</p>
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		<ul style="list-style-type: none"> <li>• Appropriate cleaning products and methods will be used in accordance with all existing COSHH risk assessments of products in use.</li> </ul> <p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>• Compliance with the 2-metre rule is advised for all employees wherever possible.</li> <li>• Working from home is advised as preferable for all employees who have capacity to fulfil the full remit of their role remotely and is implemented where possible.</li> <li>• It is acknowledged that a large number of employees must continue to attend work to fulfil their duties. Social distancing is in place for these employees.</li> </ul>	<p>Employees to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it by Line Managers.</p> <p>Management checks are in place to ensure this is adhered to.</p> <p>Employees are responsible for ensure they maintain appropriate distance from others at all points during their working day.</p> <p>Employees working at home are issued with guidance to maintain good physical and mental health, particularly with regards to DSE assessment of workstation, taking of breaks and access to Employee Assistance Programme materials for maintaining positive mental wellbeing.</p>	<p>We trust that all employees will willingly co-operate with the content of this document and raise any concerns with their Line Manager for prompt resolution.</p> <p>This risk assessment will be reviewed at suitable intervals in accordance with any changes in Government advice.</p>
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		<p><b><u>PPE</u></b></p> <ul style="list-style-type: none"> <li>• Where Risk Assessment identifies wearing of gloves as an existing requirement of a task, an adequate supply of these will be provided.</li> <li>• Employees should dispose of any single-use gloves safely to reduce contamination.</li> <li>• Public Health guidance on the use of masks as PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings employees are asked to observe social distancing measures and practice good hand hygiene behaviours as preference.</li> <li>• Where RPE is an existing requirement for risks associated with the work undertaken, face-fit testing will continue in accordance with existing risk assessments.</li> </ul>	<p>Employees are reminded that wearing of gloves is not a substitute for good hand washing protocols.</p> <p>Employees are not encouraged to use precautionary PPE, including masks and face coverings, whereby they are not already deemed a requirement of their role.</p> <p>If a particular task requires close proximity working for an extended period where social distancing cannot be maintained, this will be identified in the individual task-specific risk assessment or safe working procedure.</p> <p>Should employees choose to wear a homemade face covering, they must be aware these are not a replacement for hand washing, sanitation and social distancing.</p> <p>Whereby a homemade face covering is used, the following must be observed;</p> <ul style="list-style-type: none"> <li>• wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it</li> <li>• when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands</li> </ul>	
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