

Risk Assessment for The Rudd Group

Company

Company Name & address	Bob Rudd Leisure Ltd
Premises Address:	Hawthorn House, Brunswick Ind Est
Premises Post Code:	NE13 7BA
Operating License Number:	000-005632-N-300957-004
Category of Premises:	Warehouse, associated offices, vehicles & customer premises.

Assessment Writer

Name of Person Writing this Assessment:	Charlotte Rudd
Position within Company or Name of Authorised Agent:	Director

In order to minimise the risk that there will be person to person, or person to surface, or surface to person transmission of Covid-19, I have undertaken a risk assessment of the above and introduced the risk mitigation measures detailed in the below. These will be reviewed when our offices open and employees' return to work and adjustments will be made as and when required.

Signed.....Charlotte Rudd.....

RISK MITIGATION CATEGORY	DETAILED MEASURES EMPLOYED	EXPECTED IMPACT OF MEASURES	ASSESSMENT OF IMPACT	REVIEW DATE
Communication	Employees to receive strong communication regarding any potential return to work, emphasising that the business respects concerns which staff may have and will take all reasonable	To help allay fears of staff and to show that measures are being implemented to ensure a return to work is as safe as is reasonably practicable.	Zoom calls have made it a lot easier to communicate especially with those employees still on furlough.	Nov 2020

	measures to allay those fears. The Business will follow guidance given by the Government, HSE and its own health and safety advisors.			
Signage	<p>Display information notices around the office and warehouse reminding staff of good hygiene and social distancing practices.</p> <p>Other signage for specific instructions e.g. location of hand sanitization stations.</p> <p>One-way system introduced for access in and out of building and for movement around warehouse (including stairs), goods in and goods out.</p>	Readily understood instructions from signage will minimise breach of hygiene and distancing protocols.	Extra signage mounted and arrows placed on floor to clarify one-way system.	Nov 2020
Hand Sanitisation	<p>Multiple hand sanitization points introduced around all company buildings</p> <p>All field-based staff to be provided with hand sanitizer for a period of time.</p>	Regular use will minimise potential virus transmission	Extra hand sanitisation point put up on a high traffic route throughout building.	Nov 2020
Layout	<p>Small changes to warehouse required as limited staff on premises at any one time who are trained to remain distanced. Individual work stations to be created.</p>	Good layout will minimise contact between people and thereby minimise risk of potential person to person transmission.	Staff adapting to new layouts well – constantly being reviewed	Nov 2020

	<p>Office desks rearranged to ensure only one person uses any station. No multiple use of stations permitted. Desks spaced to create at least two metres between staff. Desks not to face each other.</p> <p>Kitchen to be used only by one person at a time and all staff required to clean down after use with suitable disinfectant provided</p>			
Ventilation	Where possible and only if safe to do so (i.e. doing so does not increase risk of other hazards), windows and doors will be opened to increase ventilation as evidence suggests that the virus is less likely to be passed on in well-ventilated buildings and outdoors. Depots already have good air flow.	Reduce risk of virus spreading	No issues identified.	Nov 2020
Barrier Use	In office and warehouse screens placed in between and work stations if required and on reception.	Minimise potential proximity of people in areas of office where narrow corridors or walkways pass close to work stations	Staff have adapted. More to install as more office staff return to work	Nov 2020
Travel to Work	All staff encouraged to avoid public transport and to travel to work by car, foot or bicycle.	Minimise potential proximity to infected people whilst travelling to work	No issues identified	Nov 2020
Staff Numbers	Depending on work load, a new rota system may be introduced to control the number of people on premises at any one time	Minimise potential proximity of people by reducing numbers on the premises at any one time.	Staff are dealing well & being very cooperative with new rotas and flexible furlough scheme.	Nov 2020

Cleaning	<p>Enhanced cleaning regime to wipe down all regularly touched surfaces & toilets.</p> <p>Each employee to deep clean their desk/work area at the end of each day.</p> <p>All goods in to be disinfected before warehoused.</p>	<p>Surface cleanliness is vitally important to minimise person to surface to person transmission</p>	<p>Staff adapting well to this, will be reviewed as more staff return and deliveries etc recommence</p>	Nov 2020
PPE	<p>Any field-based staff required to wear gloves and mask/face covering whilst at customers premises. Gloves to be disposed of after each visit.</p> <p>As of 24.09.2020 it is mandatory to wear a face covering whilst in a hospitality venue.</p> <p>Any office-based staff & visitors to depots required to wear a mask when travelling around the offices as of 13.10.2020</p>	<p>Social Distancing and high levels of personal hygiene are the most effective way to prevent person to person transmission however, the correct fitting and use of PPE will further minimise the risk of infection.</p> <p>With cases rising in our operating areas we felt this was necessary to help prevent the spread of coronavirus.</p>	<p>All staff have been informed of new restrictions including the requirement for them to wear a face covering whilst on site.</p> <p>Further masks have been given out to those who are running low.</p>	Nov 2020
Training	<p>Before reopening all staff to be given training in new protocols. Regular assessment in first and second week of opening.</p>	<p>Clear instruction in these protocols is essential to ensure they are implemented. Training will emphasise the need for everyone to adhere to the new procedures in order for them to be effective.</p> <p>Management and Supervisors</p>	<p>Most staff have responded well to new protocols – refresher when more staff have returned to work.</p>	Nov 2020

	<p>Before returning to work all staff are reminded of the need to stay at home and self-isolate if they have any of the COVID-19 symptoms or someone within their household has symptoms.</p>	<p>will constantly monitor the effectiveness of the measures and level of adherence.</p> <p>Reduce the risk of infected employee returning with potential of spreading the virus.</p>		
Vehicle Use	<p>All field-based staff encouraged to clean their vehicle daily i.e. door handles, steering wheel, gear stick etc</p> <p>Every effort will be made for field-based staff to travel alone in a vehicle.</p>	<p>Whilst less exposed in vehicles it is important to maintain standards and to minimise the small risk of person to surface to person transmission.</p>	No issues identified	Nov 2020
Customer Visits	<p>Mask/face covering and gloves to be worn at customers' premises. Gloves to be replaced after each visit.</p> <p>All parts of a machine that need to be touched will be disinfected using the spray/wipes provided before and after work is carried out.</p> <p>Engineers delivering equipment will take a photo on delivery as</p>	<p>Customers premises, especially when open to the public and because we have no sight of their risk assessment implementation, carry a heightened risk for our staff hence additional precautions required.</p> <p>Ensure reduced risk of person to surface to person transmission.</p>	<p>Since new restrictions came into force on 24.09.20, all staff are aware they now need to wear a face covering while on site.</p> <p>So far, no issues with this.</p>	Nov 2020

	<p>opposed to getting a signature to ensure minimal contact.</p> <p>Collectors to ask customers to use own pen when asking for signature for collection to ensure minimal contact.</p> <p>There may be certain health & safety requirements from varying customers on entering their premises which will be adhered to. Information will be sent out on this separately.</p> <p>BDMs/Sales employees to have as many customer meetings via zoom or similar to avoid face to face contact.</p>			
Other	N/A			