

CORONAVIRUS (COVID-19) RISK ASSESSMENT AND CONTROL PLAN

This Risk Assessment details the way in which Keyline Civils Specialist is managing the risks associated with operating in light of the Coronavirus (also called COVID-19) outbreak, via person to person proximity, and/ or surface contamination throughout operations. Keyline operates a branch network which is currently providing a call and collect as well as a delivered service only.

This assessment covers the following groups of people:

- Colleagues;
- Customers;
- Members of the public;
- External visitors; and,
- Suppliers drivers.

Keyline is following the UK Government advice whilst respecting regional Government variations in relation to safe working during the Coronavirus outbreak and regularly reviews its position in light of any changes or advances in thinking. The business is supported by a team of competent Health and Safety professionals who are an integral part of our business and decision making process in relation to operational changes and the impact on safe working generally as well as in respect to Coronavirus.

Should anyone be concerned that our branches are not following the controls detailed in this Risk Assessment, they should in first instance raise it with the local Branch Manager who will record it on our Incident Reporting System and investigate the matter accordingly putting in place corrective action where necessary.

Paul Beaman
Managing Director

CORONAVIRUS (COVID-19) RISK ASSESSMENT AND CONTROL PLAN

HAZARDS / POTENTIAL POINT OF TRANSMISSION	EXISTING COMPANY CONTROLS
<p>Risk of contracting COVID-19 whilst travelling to and from work</p>	<p>Colleagues are encouraged to use their own private transport to get to work where possible. Consideration will be made locally on how colleagues will get to and from work. Branches will, where possible provide facilities to enable colleagues to walk, run or cycle to work.</p> <p>Car sharing is avoided although it may be preferable to using Public Transport. In such cases keep windows open to allow natural ventilation and try to keep car sharing with the same people as much as possible.</p> <p>Where possible, shift patterns enabling travel outside of peak times and provision of 'travel kits' including antiseptic wipes and hand sanitiser in place.</p> <p>Longer branch opening times in place where possible to reduce the morning peak collection times at the branch and enable colleagues to achieve an easier, safer journey to work.</p>
<p>Risk of contracting COVID-19 on customer sites during deliveries/ collections</p>	<p>2m metre social distancing measures in place throughout the full process i.e. politely declining handshakes, customers not to assist in unloading/ loading products, contact free confirmations of acceptance of delivery/ collections, contact free product familiarisation.</p> <p>Clear customer and colleague communication of amended safe working practices in advance of deliveries/ collection.</p> <p>Colleagues are empowered to stop work if they feel safe conditions are not in place.</p>

CORONAVIRUS (COVID-19) RISK ASSESSMENT AND CONTROL PLAN

HAZARDS / POTENTIAL POINT OF TRANSMISSION	EXISTING COMPANY CONTROLS
<p>Risk of contracting COVID-19 during call & collect/ return transactions</p>	<p>Access to the branch is permitted at agreed pre booked timeslots only with access controlled by the branch gatekeeper.</p> <p>2m metre social distancing measures in place throughout the full process i.e. politely declining handshakes, customers not to assist in unloading/ loading products, contact free confirmations of acceptance of delivery/ collections, contact free product familiarisation.</p> <p>Safely segregated collection/ return bays set up to facilitate contact free collections/ returns.</p> <p>Customers to load their own vehicles, assistance can be given only where 2m distancing can be maintained. Any MHE used must be suitably cleaned and disinfected prior and after use.</p> <p>Disposal gloves and hand sanitising methods in place for customer and colleague use.</p>
<p>Risk of contracting COVID-19 during Trade/ Hire counter transactions</p>	<p>Branches set up in accordance with the latest company social distancing principles which is conversant with the government guidance.</p> <p>Access to the trade counter is only possible if the branch had adopted social distance measures that have been agreed and signed off by their business leadership teams</p> <p>Social distancing measures in place throughout the full process i.e. one way systems, 2m distancing markers, crowd control barriers/ skipper tapes, politely declining handshakes, customers not to assist in unloading/ loading products, increased hygiene methods, contact free confirmations of acceptance of delivery/ collections, contact free product familiarisation.</p> <p>Regular washing of hands using soap and warm water for 20 seconds.</p> <p>Colleagues and customers are reminded to not touch eyes, nose or mouth if hands are not clean and to sneeze or cough into a tissue and bin it immediately.</p> <p>Face coverings worn in line with Government requirements</p>

CORONAVIRUS (COVID-19) RISK ASSESSMENT AND CONTROL PLAN

<p>Risk of contracting COVID-19 from work and trade areas inc shop floors, trade/ hire counters, workstations, workshops, and product preparation areas. This includes risk (from people who are / not displaying symptoms) through acts of violence or aggression i.e. purposely sneezing / coughing on another person</p>	<p>Branches set up in accordance with the latest company social distancing principles which is conversant with the government guidance. Click and collect system implemented according to social distancing principles.</p> <p>Increased cleaning and disinfection methods in place to reduce risk of contamination.</p> <p>External visitors including customers, suppliers etc. limited dependant on operating model.</p> <p>Strict social distancing measures in place throughout all working areas. One workstation/ telephone/ desk policy in place. Systems are in place locally to ensure workstations are socially distanced. This is a blend of options including 2m distance, desks facing different directions or screens depending on the locals constraints. Desks cleaned before and after use.</p> <p>Any essential visitors or contractors should have an induction which includes our social distancing principles and safe ways of working</p> <p>Team briefings or meetings are held outdoors or in well ventilated rooms.</p> <p>Wipe down desks and trade counters regularly - including credit card readers - with antibacterial wipes (use Big Wipes if you have them).</p> <p>Colleagues regularly washing hands for 20 seconds with soap and warm water.</p> <p>Colleagues briefed on avoiding touching their eyes, nose or mouth unnecessarily or when their hands are unclean</p> <p>Cash payments ceased. Card and account payments only.</p> <p>Disposable gloves or sanitiser is available when serving customers. Your normal gloves should be worn when handling products.</p> <p>Any colleagues returning to work should be given a full induction which includes our social distancing principles and any business unit safe ways of working guidance on our new operating models</p> <p>Children are permitted to visit branches on the understanding that their parents will ensure they comply with social distancing principles. If these principles are not adhered to, the family will be asked to leave</p> <p>Guidance on the use of facemasks and face coverings is in place and is in line with government guidance</p>
---	--

CORONAVIRUS (COVID-19) RISK ASSESSMENT AND CONTROL PLAN

	<p>Any workwear, PPE or other wearable products cannot be tried on</p> <p>Branches will reduce the amount of movement around branches by using phones or radios where possible</p> <p>Where applicable, customers are briefed on social distancing principles on entry to the branch</p> <p>Decisions on whether to trade or not in the event of a Regional Lockdown are made on a case by case basis dependent on the Regional Lockdown conditions</p>
HAZARDS / POTENTIAL POINT OF TRANSMISSION	EXISTING COMPANY CONTROLS
Risk of contracting COVID-19 from shared welfare facilities	<p>Break times staggered and shared seating areas, toilets and smoking arrangements rearranged where possible to ensure 2m social distancing can be maintained.</p> <p>Increased hygiene in shared areas. Tables and worktops wiped down with antibacterial spray after every use. Frequently touched shared equipment i.e. kettles, refrigerators, microwaves etc to be frequently cleaned using standard cleaning products.</p> <p>Colleagues encouraged to bring their own food and drinks</p> <p>Tables and contact surfaces such as door handles cleaned regularly</p> <p>Crockery and shared utensils removed from use and replaced with disposable items as necessary</p> <p>Any external catering i.e burger vans should remain closed unless they are providing food to be consumed offsite.</p> <p>POS in place to remind colleagues, customers, drivers to wash their hands thoroughly following using the facilities.</p> <p>Where possible paper towels are provided as an alternative to hand dryers.</p>
Risk of contracting COVID-19 during movement of equipment requiring a 2 person, close proximity lift	<p>2 Person lifts with mitigation strategies are made in line with the guidance in the Group Social Distance Principles.</p>

CORONAVIRUS (COVID-19) RISK ASSESSMENT AND CONTROL PLAN

<p>Reopening of locations following shut down period</p>	<p>Continual communication to colleagues during location shutdown/ furlough. Colleagues briefed on all changes to standard procedures in advance of return and confirmation that no one is displaying COVID- 19 symptoms, or has been in contact with anyone who has before returning.</p> <p>Branches including access and yard areas set up in accordance to the latest company Social Distancing Principles. Before reopening the company HSE checklist must be completed, reviewed and signed off by the dedicated responsible senior manager.</p> <p>Clear customer and supplier reopening communications to be managed sensitively at agreed timescales.</p> <p>Method of 2 way communication in place for colleague, customer, supplier or visitor concerns to be raised and addressed accordingly.</p>
<p>Refuelling vehicles</p>	<p>Drivers briefed to ensure use of disposable gloves when refueling vehicles at fuel stations. High levels of hygiene must be in place.</p>
<p>Risk of Covid-19 transmission from ineffective or poorly planned social distance systems</p>	<p>In locations where the site is shared between other parts of the Group or with other businesses, there are locally agreed social distancing principles with other tenants or occupants. These are regularly checked to ensure that they are being maintained. Poor practices is reported and escalated</p>
<p>Completion of paperwork</p>	<p>Paperwork is not passed between individuals to obtain customer signatures. A safe contact free process has been created and all colleagues briefed to prevent potential contamination and spread of the virus.</p>
<p>Provision of safe use information and demonstration of equipment to customers (Hire businesses only)</p>	<p>Safe use information provided with hire equipment is replaced on each hire.</p> <p>Demonstrations can go ahead where required however social distancing must be maintained. Hire colleagues briefed on amended safe handover process including plant safety handovers.</p>
<p>Cleaning and disinfection</p>	<p>Full company guidance which is conversant with current government and World Health Organisation guidance in place and communicated to all colleagues. This includes increased cleaning and disinfection of work areas, work and hireable equipment, vehicles and shared facilities.</p>
<p>Disposal of cleaning materials and potential contaminated materials</p>	<p>Safe disposal procedures in place and communicated to all. Verbal and visual reminders of hygiene processes in work areas and to colleagues, customers and visitors.</p>

CORONAVIRUS (COVID-19) RISK ASSESSMENT AND CONTROL PLAN

HAZARDS / POTENTIAL POINT OF TRANSMISSION	EXISTING COMPANY CONTROLS
Colleague wellbeing	<p>Methods of 2 way communication in place for colleagues in work but also for furloughed colleagues.</p> <p>Wellbeing support channels available to all.</p> <p>Regular checks in with all colleagues to communicate changes, support concerns and to ensure people do not feel isolated or fearful of changes to standard working practices.</p> <p>Unless there are exceptional circumstances (authorised by line management) colleagues will not be staying away from home</p>
Transmission of virus from person displaying the symptoms of COVID-19	<p>Colleagues who are displaying symptoms (namely high temperature, loss of taste or smell or a new, continuous cough) do not attend work</p> <p>If a colleague starts to display the symptoms at work, they must leave the workplace as soon as is possible and the branch must implement the 'cleaning and disinfection post Covid-19 case' protocol</p> <p>Signs displayed advising customers with the symptoms not to enter the buildings. Customers displaying symptoms will be respectfully asked to leave.</p> <p>Colleagues returning to work following a period of self isolation due to displaying COVID-19 symptoms or being in contact with someone who has, are assessed prior to returning and monitored to ensure full recovery, are fit to resume normal activities and risk of passing infection to others is avoided.</p>
Colleagues who are vulnerable or have underlying health issues becoming seriously ill due to contact with COVID-19 in work	<p>Colleagues who are classed as "Clinically extremely vulnerable" may still need to stay home. As of 1st August, shielding has paused and colleagues can return to work on the basis their branch is 'Covid Secure'</p>
Risk of contracting COVID-19 (from people not displaying symptoms)	<p>Physical barriers are being installed at some customer service areas (depending on customer access)</p> <p>Implementation of social distancing principles reminders. This includes repositioning desks, marking 2 metre zones on the floor.</p>

CORONAVIRUS (COVID-19) RISK ASSESSMENT AND CONTROL PLAN

<p>through air due to two persons being in close proximity</p>	<p>Any coughs or sneezes are into tissues (which are binned immediately) or into the crook of the arm</p> <p>Products are moved with handling equipment or dragged as appropriate to avoid two person lifts. Where possible, complete packs are sold of products so they can be moved by plant rather than handled</p>
<p>HAZARDS / POTENTIAL POINT OF TRANSMISSION</p>	<p>EXISTING COMPANY CONTROLS</p>
<p>Risk of contracting the virus from contractors or suppliers attending site</p>	<p>St John Ambulance have introduced a blended first aid course. They have also introduced online e-learning refresher booster</p> <p>New operators of forklifts are being trained under social distancing rules. Refreshers can now take place. Our training provider has introduced Covid Secure training controls.</p> <p>For PPM our suppliers have produced specific systems of work</p> <p>Range of measures introduced for our suppliers to adhere to ahead of deliveries:</p> <ul style="list-style-type: none"> ● Supplier calls ahead ● Suppliers prepare load for unloading and retreat to 2 metre distance ● Signing of paperwork has ceased, names of colleagues responsible for the unloading is given instead ● If supplier self-unloads, they do so in a segregated area <p>Our branches are keen to support suppliers in their COVID-19-19 mitigation controls and so our toilet facilities and handwashing facilities are available to them.</p> <p>Statutory inspection engineers required to attend customer sites briefed on COVID- 19 specific controls that must be adhered to at all times.</p> <p>Where possible, deliveries are scheduled to avoid exposure to large crowds and rush hour.</p> <p>Where possible vehicle guides and or reminders on social distancing have been installed</p> <p>Reusable delivery boxes used by suppliers or central distribution are regularly cleaned.</p>

CORONAVIRUS (COVID-19) RISK ASSESSMENT AND CONTROL PLAN

HAZARDS / POTENTIAL POINT OF TRANSMISSION	EXISTING COMPANY CONTROLS
<p>Risk of transmission due to unavoidable contact between two people in a first aid emergency or fire/ emergency evacuation.</p>	<p>Higher risk activities such as using chop saw, woodworking and use of engineering equipment will be minimised</p> <p>Whilst our first aiders will never refuse to provide treatment, where possible, the first aider should provide a means of treatment (such as a plaster) to the injured person for them to self-administer. First aiders should, if possible limit their interactions with ill or injured colleagues to those who have serious conditions only.</p> <p>Colleagues are encouraged to treat their own minor injuries. First aiders will limit their treatment of injuries to critical cases.</p> <p>Clare test simulation can be carried out in line with social distancing principles</p> <p>In an emergency, e.g fire or an accident. People do not have to stay 2m apart if it would be unsafe.</p>
<p>Increase in existing 'non COVID-19' risks</p>	<p>Branches have evaluated their existing risk assessments including traffic management in line with the expectations of social distancing principles to ensure there have been no additional risks created.</p>