



RA006 Eastbourne COVID-19 Risk Assessment

Department:	H&S and Facilities and Operations		
	Author:	Approved by: (if required)	
Title:	H&S and Facilities Officer	Group Chief Executive	
Name:	Pippa Stocker	Adam Stroud	
Signature:	<i>P Stocker</i>		
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Overview of Document

This risk assessment addresses the risk to employees, contractor's and visitors associated to COVID-19, who come to our site and highlights the preventative controls in place to protect them.

We have used the guidance provided for Working Safely during COVID-19 in Factories, plants and warehouses to inform the controls and procedures put in place to manage the risk to our workforce.

We have complied with the Government's five step's to staying COVID-19 secure which are:

1. Carried out a COVID-19 risk assessment
2. Developed cleaning, handwashing and hygiene procedures
3. Taken all reasonable steps to help people work from home
4. Taken all reasonable steps to maintain 2m social distancing
5. Where people cannot be 2m apart, we have done everything practical to manage transmission risk

The following website will be the trusted source of information for the purpose of completing the risk assessment and fact finding or communications.

Trusted Source Of Information	
www.gov.uk	UK Government Services / Health and Social Care
www.who.int	World Health Organisation
www.hse.gov.uk	Health & Safety Executive
https://www.worldometers.info/coronavirus/	Monitor the number of cases
https://www.ecdc.europa.eu/en/current-risk-assessment-novel-coronavirus-situation	European Centre for Disease Prevention and Control
https://www.britsafe.org/	British Safety Council

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Infection Prevention & Staff Safety

Control Measure	Department Responsible
COVID-19 Health, Safety & Wellbeing Policy & Procedures	
Hygiene	
Public Health campaign and messages displayed via poster's and reinforced by management to ensure good personal hygiene and respiratory hygiene	Operations
Handwashing regularly completed where soap and water not easily accessible hand sanitising stations have been made available throughout premises	H&S and Facilities
Tissues are readily available throughout site along with guidance on how to dispose of	H&S and Facilities
Cleaning	
Touch Point cleaning completed at end of each shift	Operations
Workstations and equipment cleaned down at end of each shift use	Operations
Touch point cleaning completed using blue roll and disposed of after use	H&S and Facilities
Any tools or equipment used are sanitiser by the operator before and after used	Operations

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Infection Prevention & Staff Safety

Control Measure	Department Responsible
Social Distancing	
Shifts segregated to minimise any cross over of staff. Staff will only be permitted to cross over shifts to complete business critical tasks and this must be preapproved by the Operations Director	Operations
Face to Face meetings, where possible, should be replaced with virtual meeting/conferencing. Where meetings are required persons will be two meters apart and carry out increased hygiene and cleaning measures of these areas	Operations
Night shift paused operations	Operations
Day shift and Late shift size adjusted to allow social distancing and staff only required for volume of production/essential work	Operations
Shift working hours shortened and adjusted to allow safe use of common areas	Operations
Social Distancing toolbox talk created and delivered to all onsite staff and any Paxton employees attending site at any time	H&S and Facilities Operations
Workstations and areas reviewed and restrictions on workstation and occupancy to certain work areas put in place to allow social distancing to be maintained and detailed in HSW043 Eastbourne Safe Working Practices and given to all staff working onsite	H&S and Facilities Operations
Staggered arrival and departure times for staff on each shift to ensure social distancing is maintained	Operations

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Cases of Possible Infection On-Site

Control Measure	Department Responsible
COVID-19 Health, Safety & Wellbeing Policy & Procedures	
Staff aware and HSW043 details procedure if someone becomes unwell while working	Operations
All employees are advised to isolate and not come into work if they have symptoms or a member of their household has symptoms	Operations HR
HSW045 Contingency for Deep Clean procedure created	H&S and Facilities
Cleaning	
Safe System of Work SOW003 for deep cleaning of areas potentially contaminated created following government guidance	H&S and Facilities

Higher Risk Areas of the Workplace – bathrooms and rest areas

Control Measure	Department Responsible
COVID-19 Health, Safety & Wellbeing Policy & Procedures	
HSW043 COVID-19 Site Policy & Procedure briefed to all staff	Operations
Hygiene	
Staff instructed and posters displayed to remind staff of good hygiene standards including washing their hands when using these areas	Operations H&S and Facilities
Clean tea towels are provided on a daily basis along with single use paper towels	H&S and Facilities
Adequate supply of sanitiser and soap available in these areas along with appropriate signage	H&S and Facilities
Cleaning	
Sanitiser available in kitchens and tea points for cleaning of work surfaces	H&S and Facilities
Touch point areas for bathrooms and kitchens completed periodically throughout the day	Operations
Daily clean completed by cleaning contractor	H&S and Facilities
Waste bins are provided throughout premises and emptied daily by contract cleaner	H&S and Facilities
Social Distancing	
Allocated use of break areas and bathrooms for teams	Operations