

Revision: 20 May 2020

Company Risk Assessment – Working through and Combatting Covid 19 to keep staff and customers safe.

As staff numbers increase with the gradual return to work of personnel and Government advice changes on how Companies are to combat the Covid 19 virus, it has become necessary to revise the initial Company Risk Assessment carried out at the end of March 2020.

This new Risk Assessment – dated 20 May 2020 – supersedes the earlier Assessment and represents the ways in which Lister are working towards ensuring (as far as possible) the safety of staff, Supplier delivery drivers, customers who arrange collection of goods and customers at their place of work when Lister vehicles make deliveries. Visitors to Lister sites have been cut to an absolute minimum – only in urgent or emergency situations may they be allowed on site. Whilst on site they will adhere strictly to all Lister regulations and safety practices.

Risk Assessment of: Company Assessment – Working through Covid 19
Who Might be Affected? Lister workforce, visitors to Lister premises, Lister customers on their site (via delivery drivers/engineers)

Date of Assessment: 20 May 2020
Name of Assessor: John Smart

Spread of Covid-19 Coronavirus Staff, Visitors to our premises, Cleaners, Contractors, Drivers, Bin Fill Operators and Customers on their premises (via Lister driver/engineer) could all be subject to contact with the Covid 19 virus which can be passed on via contact or air borne transmission.



Isolating urinals & wash basins



Social Distancing

Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Government.

Introduction of One Way systems throughout the workplace, closure of doors or making them one way only.

Establish Passing Points in corridors where it is not possible to enforce a One Way System.

Restrict the numbers of staff on site – encourage homeworking of staff where possible

For the moment, there are still some staff on Furlough which further reduces the number of staff on site.

Redesigning processes to ensure social distancing in place (e.g. taping off sequential urinals and sinks in washrooms, restricting to “One at a Time” the number of people using kitchen facilities,

Conference calls to be used instead of face to face meetings.



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Hand Washing

Hand washing facilities with soap and hot water in place.
Stringent & regular hand washing taking place.
Paper towels/hand dryers for drying of hands

Employees to be reminded to wash their hands on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also 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.

Cleaning

Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. A cleaning schedule has been drawn up to cover.

Posters & SSOW are on display throughout the Company. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Check sheets will be returned to line managers and cascaded through to senior management.

Wearing of Disposable Gloves

Current Government guidelines (20/5/2020) do not attribute the need for all staff to continually wear disposable gloves and that frequent and thorough handwashing offers a high level of protection except in cases where there is a great risk of exposure to the virus. Where the wearing of disposable gloves has been identified as a requirement of the job, an adequate supply of these will be provided. Staff are instructed on how to dispose of them safely.

Safe disposal of gloves in General Waste bags or bins

Staff are reminded that wearing of gloves is not a substitute for good & frequent hand washing.

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Mental Health

Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help via line managers and the HR department.

Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Regular communication of mental health information and open door policy for those who need additional support.

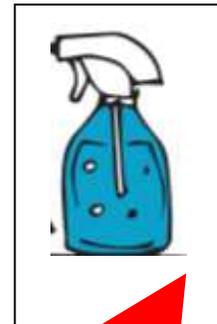
Examples of Lister posters

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ListerSafe 20 – Combatting Covid 19



STAY BACK

CLEAN UP

KEEP SAFE

**REMEMBER THE
TWO METRE RULE**

STAY BACK

CLEAN UP

KEEP SAFE

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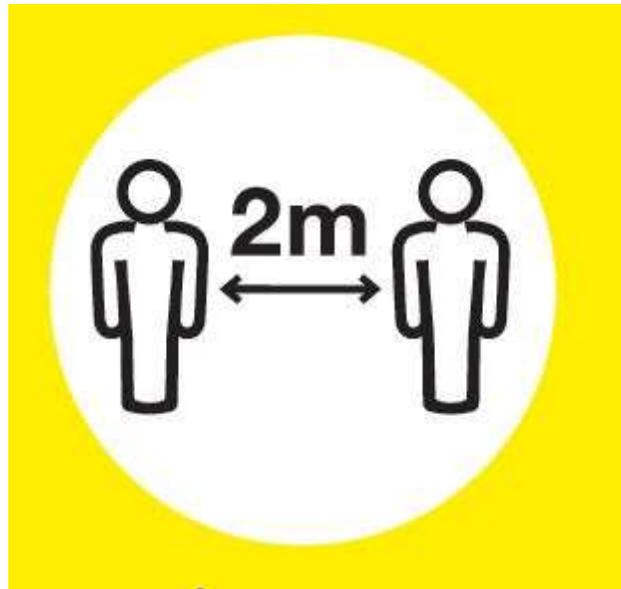
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Covid 19 (Coronavirus) – A Safe System of Work (Revised May 2020)

Social Distancing



This is the most effective way of slowing the spread of this virus and so too forms an important part of the Company's response.

Make sure you keep your distance from your colleagues, customers or visitors



ListerSafe 20 – Combatting Covid 19



BEFORE YOU TOUCH ANY OF THESE:

WASH YOUR HANDS

ListerSafe 20 – Combatting Covid 19



Wash your hands