

AWP UK COVID-19 Risk Assessment

This document is to cover temporary procedures put in place to prevent the risk of contracting or passing COVID-19 within the business and relates to sites and site visits. For the four countries we work in, guidance is taken from:

www.gov.uk www.gov.scot www.gov.wales www.health-ni.gov.uk

COVID-19 Statement from CEO: <https://www.terex.com/covid-19/statement>

Internal Terex Resources & Requirements for Team Members

- Terex Coronavirus COVID-19 Resources – [Click here](#)
- Terex COVID-19 Guidelines for Start Up and Continuing Operations – [Click here](#)
- Terex Essential Travel Guidance – [Click here](#)

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Reviewed by: Zara Baird, Director of Health, Safety and Environment MP and James Hanley, Director – Health, Safety and Environmental, AWP	
Persons at risk: Team Members, Visitors, Contractors, Other Tenants and General Public	

Workshop and Office, Telford Site (TLD) Platform Service and Repairs Ltd Shropshire House Hortonwood 1 Telford TF1 7GN	PDI, South Witham (SW) Training, South Witham, (TSW) Genie UK Ltd The Mine Site Mill Lane South Witham NG33 5QN	Office, Wharf Road, Grantham (WR) Genie UK Ltd The Maltings Wharf Road Grantham NG31 6BH
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Job/Task/Location	Hazard/Risk	Control Measures	Comments
Before travelling to site	Transmission of COVID-19	Prior to leaving home, team member to verify they have no COVID-19 symptoms; high temperature, new continuous cough, loss or change to sense of smell or taste. (And any symptoms as per Government website.) If the tm has any symptoms, they should contact https://nhs.uk/ inform their supervisor and stay at home until tested COVID-19 free or self-isolate. https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/	
Travel to work	Transmission of COVID-19 between team members	Best option walk, cycle or travel on your own. Team members should avoid car sharing where possible. If using public transport, follow guidance per transport company.	

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Business Travel	Contracting COVID-19 and putting extra strain on NHS	<p>Please refer to Terex travel guidance.</p> <p>All travel is planned in line with the Fatigue Policies. When travelling by vehicle single occupancy is the preferred option. All team members have access to an Essential Business Travel Letter Click here.</p> <p>Cleaning materials are provided for team members to clean contact points in vehicles such as handles, steering wheel, switches etc.</p> <p>Visiting other countries please follow Terex/local requirements.</p>	To be reviewed in line with government and Terex protocol.
Personal Travel	Contracting COVID-19 during holidays and putting extra strain on NHS	<p>If a team member is going to travel abroad for holiday, they should check GOV.UK for travel guidance. If they are visiting a country that requires self-isolation on return to the UK an agreed work isolation plan should be put in place prior to travel. On return the TM must follow the self-isolation guidance and not attend work until they either have a negative COVID-19 test or have self-isolated for the required period. Contact HR for document.</p> <p>https://www.gov.uk/foreign-travel-advice/</p>	
Hotel	Contracting COVID-19 and putting extra strain on NHS	<p>Preferred use is vetted accommodation. Please refer to hotel website or contact hotel to ensure COVID-19 protocols are in place.</p>	
Arrival to and departure from site	Transmission of COVID-19 when people arrive/leave site	<p>All team members are briefed in the Terex rules and regulations surrounding COVID-19 outbreak and have received specific social distancing guidance. Team members should maintain social distancing guidelines.</p> <p>Only pre-arranged visitors/contractors allowed to sites who must follow our COVID-19 checks prior to entry.</p> <p>SW – Visitor/team members planning to visit site should communicate date/time prior to arrival by contacting the site Manager or Supervisor by telephone/email. Prior to the visit individuals are expected to follow task "Before travelling to site" above.</p> <p>Service engineers collecting parts only are to call prior to arrival (no temperature testing required), parts are available in collection box in training centre carpark. Parts are to be collected promptly with no contact with onsite staff. Service engineers dropping off waste are required to have a temperature check and their visit recorded in the visitors' book for traceability and to allow access into the workshop. Hand sanitizer to be used on entry to the buildings.</p> <p>SW/TLD - Temperature screening of HGV drivers is carried out prior to granting entry into the buildings only if to use site toilet facilities</p>	
Screening TM's on entering the facility using infrared thermometer	Transmission of COVID-19 when taking temperature	<p>Terex sites have adopted temperature measurements using a digital non-contact thermometer on arrival at site. Cleaning materials to be kept with thermometer to wipe surfaces between each use of thermometer.</p> <p>Any team member found to have symptoms or a raised temperature over 38°C (Terex standard) will not be permitted on site.</p>	

Job/Task/Location	Hazard/Risk	Control Measures	Comments
		<p>If reading recorded is above 37.3°C team member should wait in their vehicle (or suitable alternative location) and will be re-tested after 10 minutes. If re-test still reads a high temperature, they will be asked to leave site immediately if they are well enough to do so. It is recommended the affected person(s) seeks advice from: https://111.nhs.uk/ and contact their Manager/supervisor.</p> <p>TLD - Team member to self-check their temperature and clean thermometer before and after use or wear disposable gloves.</p> <p>SW – PDI team member stands up to Perspex screen located inside site office and temperature is taken by passing the end of the thermometer through a small hole to maintain non-contact temperature taking.</p> <p>TSW - Trainers must enter site following screening process for SW.</p> <p>WR – Team member to self-check their temperature and clean thermometer before and after use or wear disposable gloves.</p>	
<p>Screening drivers/contractors/visitors before entering the building to use facilities using infrared thermometer</p>	<p>Transmission of COVID-19 when taking temperature</p>	<p>Any contractor/driver/visitor visiting site will be asked about COVID-19 symptoms as per Government guidelines prior to having their temperature taken. If all is in line with company policy, they will be permitted onto site. Hand sanitiser to be used by drivers/contractor/visitor when entering or exiting a building. 07/07/2020 For purposes of the Test and Trace system, contractors/drivers/visitors must be added to the COVID-19 register however brief their visit may be (e.g. using welfare facilities).</p> <p>NHS QR code is available to scan for visitors/contractors.</p> <p>WR – Team member carries out testing and if the temperature reading is within recommended guidelines allows them in and permits them to use toilet facilities if required. Collection drivers allowed into building to collect post/parcels.</p> <p>TLD – Contractor/driver/visitor carries out self-testing following the site guidance and if the temperature reading is within recommended guidelines allowed into the building use visitors (disabled) toilet facilities if required.</p> <p>SW - Team member carries out testing and if the temperature reading is within recommended guidelines allows drivers/contractors/visitor into warehouse building to use toilet facilities. Separate toilet facilities in place for visitors and site team members.</p> <p>TSW - Trainees entering site will be requested to wait in their vehicle and individually called to the training foyer area to enable the trainer to take the trainees temperature. The trainer taking temperatures will be wearing full face visor and gloves. Face visor to be cleaned periodically or if the temperature of a trainee is over the 38°C. Any trainee not passing the temperature check will be asked to leave site and the surrounding area decontaminated. Individuals who pass the temperature test will be instructed to sit at an appropriate desk and the process starts over with the next trainee.</p>	

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Entry to site	Transmission of COVID-19 when people arrive at site and come into contact with door/wall furniture	<p>For the purpose of the Test and Trace system, all team members are to be noted on the COVID-19 site register which at the end of each week is sent/saved by site management. Team members to sign themselves in using the swipe board or visitors' book.</p> <p>All team members are advised to wash/sanitise their hands-on arrival at work and reminded to clean hands regularly throughout the day.</p> <p>Hand sanitiser stations are in situ around site for use by anyone on site.</p> <p>TSW – the training/COVID-19 register will be completed by the trainer and not passed around the group as previously.</p>	
General walkways and stairways which are not wide enough to accommodate 2 M (6ft) social distancing rule	Transmission of COVID-19 when people pass each other or come into contact with doors/walls/ furniture	<p>Use of walkways between departments, tenants and third parties to be minimised and use of alternative communication such as telephone/email. If another person is within the walkway, stand aside and wait for them to pass before continuing.</p> <p>Remind team members that they can use the external walkway.</p> <p>SW – Only PDI team members and authorised contractors to use PDI canteen facilities. Breaks are staggered and give way system in place for entry/exit via stairs</p> <p>SW - Use of site radios to be used for communication to reduce people traffic where possible.</p> <p>TSW - Trainees will be asked to respect the current social distancing rules and will be restricted to the training areas. During training sessions, all training areas are strictly out of bounds to non-essential personnel.</p>	
Kitchens \ welfare facilities	Transmission of COVID-19 whilst using the kitchen and welfare facilities	<p>Daily cleaning to be carried out by external cleaning company.</p> <p>Each team member to wipe down kitchen surface before/after use.</p> <p>SW - Regular clean and check of kitchens/canteen instigated.</p>	
Cleaning of areas to prevent spread of COVID-19 WITHOUT any potential or confirmed case	Cleaning person(s) coming into contact with contaminated surfaces	<p>Contracted cleaning companies attend sites each day to carry out various duties to specifically include all touch points and surfaces within offices, meeting room, canteens, main reception, corridors, workshop sink and toilets.</p> <p>All office-based team members to have cleaning materials available near their workstation for cleaning touch points such as telephone, keyboards, mouse, desks etc.</p> <p>SW - KRH Cleaning company start times have been adjusted to eliminate contact with team members. PDI workshop area (individual bays, toolboxes and work benches) cleaned twice daily (am and pm) cleaning carried out by PDI team members. Team members to disinfect other areas (Site office and transport office, PDI canteen, outdoor handrails onsite, barrier intercoms)</p> <p>TSW- All welfare and communal areas will be cleaned by the trainers during the day at regular intervals and contractors prior to site opening. Used cups and cutlery will be placed in the dishwasher by</p>	

Job/Task/Location	Hazard/Risk	Control Measures	Comments
		<p>the trainer who will then immediately wash their hands. Trainees should sanitise welfare touch points before and after use which will be advised during the induction to site. Machine(s) used for training purposes will have any touch points sanitised during the day as required e.g. joysticks and toggle switches at ground and platform controls. Any PPE; harness & lanyard, hi-vis vest, issued to trainees will need to be bagged, dated and tagged and stored for 72 hours minimum prior to being put back in service.</p>	
<p>Cleaning of areas to prevent spread of COVID-19 WITH a potential or confirmed case (no bodily fluids)</p>	<p>Team member coming into contact with contaminated surfaces</p>	<p>Team member immediately wears face covering and gloves then notifies their direct manager/supervisor. Manager/supervisor confirms the tm is okay to travel and requests them to leave site. If the team member is not well enough to travel, they will be asked to wait in the 'quarantine' area and await further guidance. Each scenario to be assessed and acted on as appropriate. Cordon off area until deep cleaning has taken place. Deep cleaning to be performed by contracted cleaning company.</p> <p>TLD – Quarantine area is training waiting room.</p> <p>SW/TSW – Quarantine area is team members / trainee's own vehicle. Team members to clean work bay, toolboxes and workstations using appropriate PPE.</p> <p>WR – Quarantine area is to be decided per case.</p> <p>Any cleaning material waste generated should be put in a COVID-19 waste bin in the sites designated location which is stored for 72 hours minimum prior to being disposed of.</p> <p>TLD – Boiler room. SW – small skip in lock up. WR – Boiler cupboard within meeting room 1.</p> <p>TLD/SW Workshops - In areas where there has been a potential case, where possible, will be disinfected by the cleaning company. If not possible the area should be isolated and shut down for 72 hours.</p> <p>TLD/WR Offices - The contacted supervisor/manager to give guidance on isolating the area until deep cleaning has taken place. Where this is not possible the area should be cordoned off for 72 hours.</p>	
<p>Cleaning of areas to prevent spread of COVID-19 WITH a potential or confirmed case (with bodily fluids)</p>	<p>Transmission of COVID-19 to other team members and anyone coming into contact with bodily fluids</p>	<p>Team member immediately wears face covering and gloves then notifies their direct manager/supervisor. Manager/supervisor confirms the tm is okay to travel and requests them to leave site. If the team member is not well enough to travel, they will be asked to wait in the 'quarantine' area and await further guidance. Each scenario to be assessed and acted on as appropriate. Cordon off area until deep cleaning has taken place and all contaminated waste disposed of by following the site protocol. Deep cleaning to be performed by contracted cleaning company.</p>	
<p>Transporting & Storage of potential contaminated waste and PPE used to protect TM's against COVID-19</p>	<p>Other people unknowing being exposed to COVID-19</p>	<p>Contaminated materials to be bagged up, labelled and place in the quarantined bin in the specified area which is then kept for a minimum of 72 hrs before being disposed of.</p>	

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Office multi person lifts in the office	Team members involved transmitting COVID-19 between each other and contamination of the item being lifted	<p>Hand washing prior to and after lift.</p> <p>Where possible close face to face positioning is avoided and keep task to 15 minutes or less where possible.</p>	
Offices - Team members in close contact	Team members involved transmitting COVID-19 between each other	<p>Office layout reorganised to allow for social distancing of > than 2 M whilst working.</p> <p>If there is a requirement to work closer than 2 M (need to view same screen) team members should use their personal preference as to wearing of face coverings and respect others wishes.</p> <p>Windows open where possible to facilitate regular air change and maximise ventilation.</p>	
Use of office materials/equipment	Team members involved transmitting COVID-19	<p>Each team member to clean shared stationery if required or feel the need to.</p> <p>Photocopiers/office equipment to be regularly wiped.</p>	
Team Members in close contact in meetings	Team members involved transmitting COVID-19 between each other	<p>Use Microsoft Teams Meetings wherever possible to eliminate having to come into contact with team members.</p> <p>If same room meeting is business critical team members must maintain social distancing, wash hands before and after the meeting and disinfect meeting room before and after use. Where social distancing cannot be maintained team members should use their personal preference as to wearing of face coverings and respect others wishes.</p> <p>Windows open where possible to facilitate regular air change and maximise ventilation.</p> <p>SW - Meeting room has been changed into one desk space with 2 meeting chairs available which are spaced 2 M apart. Maximum people allowed in the room is 3. Workshop stand up meetings to be held in workshop to allow for > 2 M distancing. End of day meeting is held over radios. Temperature check at end of day and confirmation that the team members are well. Windows used for good ventilation.</p> <p>TSW - maximum number of trainees per training course has been reduced to allow for social distancing in the training rooms.</p> <p>TLD/WR – Meeting room seating has been reduced to allow for suitable social distancing.</p>	
Team Members in close proximity during breaks	Team members involved transmitting COVID-19 between each other	<p>Hand sanitiser stations placed throughout building (use on entry/exit to canteen/kitchen).</p> <p>SW – Only 3 TM now permitted in canteen.</p> <p>TSW - On warm dry days the area at the rear of the training facility can be used for lunch on wet days trainees will be asked to maintain a</p>	

Job/Task/Location	Hazard/Risk	Control Measures	Comments
		<p>social distance and eat lunch at their allocated desks or in their own vehicles.</p> <p>WR – kitchen doors may be propped open during working hours to reduce touch points and increase ventilation.</p>	
Workshop - working in close proximity e.g. Manual handling – multiple persons lifts	Team members involved transmitting COVID-19 between each other and contamination of the item being lifted	<p>Each lift to be assessed prior to commencing including the need to hand wash prior to and after lift and any additional PPE.</p> <p>Where possible close face to face positioning is avoided.</p> <p>SW - Team members are instructed to pause the job for any 2 person lifts so that they can document and find a solution as this is not standard work. Use mechanical aid for generators where possible. Where close team member working is unavoidable team member can use personal respirators.</p>	
Working on machines in workshops	Team members involved transmitting COVID-19	Team members can if they feel necessary clean contact points, machine controls, tooling, vehicle steering wheels, door handles, etc	
COVID-19 face covering and gloves	Incorrect usage and cross contamination	<p>Face coverings and gloves are provided for all team members to wear if they choose to or to wear for respect for other team members.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>TSW – PPE; gloves and face coverings to be made available to trainees if they wish to wear it.</p>	
Team Members in close proximity in smoking area	Team members involved transmitting COVID-19 between each other	<p>Team members only permitted to smoke during breaks.</p> <p>SW - No more than 5 people in smoking area at any time to allow adequate 2 M distancing. This number has been increased due to change of layout. Staggered smoking breaks.</p>	
First Aid Arrangements	Team members involved transmitting COVID-19 between each other	<p>There are designated first aiders per sites and numerous other team members are trained in emergency at work first aid and who follow the guidance given by the British Red Cross or local government.</p> <p>First aiders are willing to offer first aid where required and are supplied with relevant PPE to cover COVID-19 situation (gloves, face visors, glasses and mask).</p> <p>SW - One full-time first aider on site, all other team members are emergency first aid and defibrillator trained. All team members on site are willing to offer first aid where required and are supplied with relevant PPE to cover COVID-19 situation (gloves and mask, visors).</p> <p>TSW – Trainers hold three-day first aid qualification.</p> <p>WR – Reduced team members so no full time first aider, however emergency first aiders on site.</p>	
Fire Arrangements	Team members involved transmitting COVID-19 during emergency evacuation	Propping open of non-fire doors to prevent contact where possible to be considered at start of shift and closed at end of shift before securing the buildings. Any fire doors that are approved to be propped open to be closed out of business hours and in the event of an emergency.	

Job/Task/Location	Hazard/Risk	Control Measures	Comments
		<p>Any revised emergency procedures to evacuate the building communicated to team members.</p> <p>The only internal fire doors in PDI are located in the canteen and locker room - These will be propped open at start of shift and closed at end of shift before securing the buildings.</p> <p>TSW – Trainers are fire warden trained.</p>	
COVID-19 Vulnerable people and team members living with vulnerable people	Increased risk to certain people as defined	<p>Added for team members who are or have occupants of their household who are considered at high risk from COVID-19.</p> <p>A personal action plan should be in place for these team members and additional First Aid considerations to be made for these team members. Occupational health advice is available if required.</p> <p>Remind team members that if they or others in their household have a health/ongoing medical condition that could be considered high risk-in line with health advice on COVID-19, they must discuss this with their manager and/or HR at the earliest opportunity. Where a manager is aware of a condition, they will be expected to inform HR of this condition to assess any further guidance necessary.</p>	<p>Link to NHS website, who is considered vulnerable https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/who-at-higher-risk-from-coronavirus/</p>
Mental Health and Wellbeing	Fear of catching COVID-19 at work and/or not coping well-being away from other team members	<p>EAP is available for team members. www.guidanceresources.com</p> <p>Open door policy so any tm can speak to their manager or HR. Regular team meetings.</p>	
Vaccinations reference COVID-19	Team Members catching and transmitting virus reduction	<p>Encourage team members to get vaccinated once entitled and be flexible allowing team members time to get the vaccine if required.</p> <p>Special consideration to be made for high risk tm, those unable to have the vaccine, who are pregnant, trying to conceive or those with an allergic response. Other tm who can't have the vaccine such as those advised not to have the vaccine due to a medical condition, while others may be allergic or have trypanophobia (a fear of needles). These people could be protected by the disability provisions within the Equality Act 2010 if they refuse the vaccine.</p> <p>For team members with a genuine medical reason that prevents vaccination; steps can be taken with regards to health and safety, for example reinforcing their COVID-19 secure working environment, facilitating remote working where possible, or considering a different role. In some cases, medical advice may need to be taken with the tm's consent.</p>	

Field Service Specific

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Scheduling of work	Various degrees of expectations between customers in standards	Pre-visit questions are asked by the service controller prior to scheduling work at third party sites. The site MUST be confirmed clear of any COVID-19 confirmed or potential cases for a minimum period of 7 days, if a site cannot confirm it has been COVID-19 free for the minimum period team members may not be permitted to attend site unless authorised by the Technical Services Manager. Upon receipt of confirmation that deep cleaning has been carried out team members may be permitted to site within the 7 days.	
Moving around customers facilities General walkways and stairways Driving around site Service visit machine repair Thorough examination	Transmission of COVID-19 when people pass each other or come into contact with door/wall furniture Social distancing awareness	Field service team members are briefed in the Terex rules and regulations surrounding COVID-19 outbreak and have received specific social distancing guidance. POWRA – electronic version updated to include COVID-19. Complete 04/06/2020. Hand sanitizer and/or handwash basins are fitted in service vehicles. Team members are required to wipe clean touch points, machine controls, tooling, vehicle steering wheels, door handles, etc. Team members are provided with disposable gloves and/or sanitiser to use if required when working on machines. All team members to notify manager if feeling unwell. Team members to be cautious where social distancing cannot be achieved. Where a co-worker is needed to perform a specific task both team members/site workers need to follow site COVID-19 rules.	
Screening TM's before entering the facility using infrared thermometer	Transmission of COVID-19 when taking temperature	Some sites have adopted temperature measurements using a digital thermometer. We will only allow our team members to have their temperature taken using a non-contact thermometer if the site has a robust process to help prevent the transmission of COVID-19 between the person taking the measurement and the team member.	
Site cleanliness where there have been no confirmed or potential cases of COVID-19	Person(s) coming into contact with contaminated surfaces	So far as reasonably practicable the site must have a recognised cleaning process in place. Where no process is in place our team members are empowered to pause the job and leave site. In the event of a team member pausing the job for the aforementioned issue PSR management will be consulted.	
Team member shows symptoms of COVID-19 during a site visit	Transmission of COVID-19 to site personnel and anyone coming into contact with the contaminated team member/surface	Team member immediately wears face covering and gloves. All tooling and parts placed back into the team members vehicle. Team member to leave site contacting (by telephone if possible, to minimise contact) site security, site management/responsible contact, service controller and PSR management. It is the responsibility of the site to evacuate the immediate vicinity, deep clean and contain the potentially contaminated area.	

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Transporting & Storage of potential contaminated waste used to lower the risk of transmitting COVID-19	Other people unknowingly being exposed to the COVID-19	<p>Team members are asked to dispose of all potentially contaminated waste in a bag supplied.</p> <p>All contaminated or possibly contaminated face coverings and gloves to be placed into a plastic bag, labelled 'COVID-19 Contaminated' and stored and isolated in vehicle for at least 72 hours before being disposed of in domestic refuse.</p>	
Working in close proximity e.g. Manual handling – multiple persons lifts	Persons involved transmitting COVID-19 between each other and contamination of the item being lifted	<p>Each lift to be assessed prior to commencing including the need to hand wash prior to and after lift and any additional PPE.</p> <p>Where possible close face to face positioning is avoided</p>	
First Aid Arrangements	Persons involved transmitting COVID-19 between others in emergency first aid situation	<p>The site is responsible for the first aid procedures on the site. This must be communicated to the visiting team member prior to work commencing.</p> <p>Team Members are trained in emergency at work first aid and should follow the guidance given by the British Red Cross or local government authority.</p> <p>https://blog.redcrossfirstaidtraining.co.uk/what-can-i-do-as-a-first-aider-at-work-or-in-public-during-the-coronavirus-outbreak</p>	
Fire Arrangements	Persons transmitting COVID-19 between others in emergency evacuation situation.	<p>The site is responsible for all the fire / emergency procedures on the site. This must be communicated to the visiting team member prior to work commencing.</p>	
Transport	Contracting COVID-19 and putting extra strain on NHS.	<p>If needed public transport should be used following local guidance. All scheduled work including travel is planned in line with the FSE Fatigue Policy.</p> <p>Cleaning materials are provided for team members to clean contact points in vehicles such as handles, steering wheel, switches etc.</p>	

Sales and Business Travel (3rd Party Sites) Specific (SBT)

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Customer Visits	Transmission of COVID-19 due to varying standards	Pre-visit questions are asked by the team member prior to customer visit. If visit can be deferred it will be, one of the best ways to reduce exposure is to avoid the need to travel. Sales - All visits must be logged in Salesforce.	
Moving around customers facilities General walkways and stairways Driving around site	Transmission of COVID-19 when people pass each other or come into contact with door/wall furniture Social distancing awareness	Team members are briefed in the Terex rules and regulations surrounding COVID-19 outbreak and have received specific social distancing guidance. Hand Sanitisers and face coverings are supplied to team members for their use. Team members are encouraged to wipe clean contact points, machine controls, vehicle steering wheels, door handles, etc. All team members regularly reminded to clean hands and notify manager if feeling unwell. When signing in or out of site, it is preferred where possible security perform this task on behalf of the team member at a safe social distance. Team members are not to enter areas where social distancing cannot be achieved.	Any additional supplies to be requested via management.
Screening TM's before entering the facility using infrared thermometer	Transmission of COVID-19 when taking temperature	Some sites have adopted temperature measurements using a digital thermometer. We will only allow our team members to have a temperature taken using a non-contact thermometer if the site has a robust process to help prevent the transmission of COVID-19 between the person taking the measurement and the team member. 21/06/2021 Some sites may request a negative lateral flow test prior to visit.	
Site cleanliness where there have been no confirmed or potential cases of COVID-19	Person(s) coming into contact with contaminated surfaces	So far as reasonably practicable the site must have a recognised cleaning process in place. Where no process is in place our team members are empowered to pause the job and leave site. In the event of a team member pausing the job for the aforementioned issue management will be informed.	
Team member shows symptoms of COVID-19 during a site visit	Transmission of COVID-19 to site personnel and anyone coming into contact with the contaminated team member/surfaces	Team member immediately wears face covering and gloves. Team member to leave site contacting (by telephone if possible, to minimise contact) site security, site management/responsible contact, and management. It is the responsibility of the site to evacuate the immediate vicinity, deep clean and contain the potentially contaminated area.	

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Transporting & Storage of potential contaminated waste used to lower the risk of transmitting COVID-19	Other people unknowingly being exposed to the COVID-19	<p>Team members are asked to dispose of all potentially contaminated waste in a bag supplied.</p> <p>All contaminated or possibly contaminated face coverings and gloves to be placed into a plastic bag, labelled 'COVID-19 Contaminated' and stored and isolated in vehicle boot for at least 72 hours before being disposed of in domestic refuse.</p>	
First Aid Arrangements	Persons involved transmitting COVID-19 between others in emergency first aid situation	<p>The site is responsible for the first aid procedures on the site. This must be communicated to the visiting team member prior to work commencing.</p> <p>Team members are trained in emergency at work first aid and should follow the guidance given by the British Red Cross or local government authority.</p> <p>https://blog.redcrossfirstaidtraining.co.uk/what-can-i-do-as-a-first-aider-at-work-or-in-public-during-the-coronavirus-outbreak</p>	
Fire Arrangements	Persons transmitting COVID-19 between others in emergency evacuation situation	<p>The site is responsible for the fire / emergency procedures on the site. This must be communicated to the visiting team member prior to work commencing.</p>	

Training Centre, South Witham Site Specific

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Provision of lunch for candidates attending training centre	Transmission of COVID-19 between candidates, trainers, etc.	Provision of lunch for candidates to be provided in individual package boxes rather than a buffet.	