

**BRETT COVID-19 RISK ASSESSMENT**



Site/Dept.: Robert Brett & Sons Ltd  
 Risk Assessment No: COVID19 0620

Assessment Name:	COVID 19 Risk Assessment
Created Date:	May 2020
Last Review Date:	16-Jun-2021
Next Review:	Aug 2021
Who is at Risk?	Employees Visitors Contractors

Task/Activity Description: Operating the business while reducing the risk of spreading the COVID-19 virus,

Reference Documents: HM Government Guidance Documents - Working safely during COVID-19. Updated 18 May 2021

Task /Activity	Main Type of control measure	Control measures to reduce the risk of COVID-19
Employees attending work	Social Distancing	The company will evaluate the best place for employees to work and if a Brett location ensure suitable control measures are in place to reduce the risk of COVID-19 transmission. Anyone attending a Brett site is encouraged to follow the Governments guidelines on travel. Where practicable, office workers who can work from home should do so.
More than one person attending a site at a time	Social Distancing	Every reasonable effort will be made to comply with the Governments guidelines on social distancing (keeping people 2m apart wherever possible), as described below and in site specific risk assessments.
	Good Hygiene	To reduce the risk of surface spread of COVID-19 hand cleaning stations and equipment cleaning materials will be available at appropriate places and cleaning frequencies as described below and in the site specific risk assessments.
Occasions when social distancing cannot be followed due to the task being performed	Hierarchy of control	Consider if the <b>activity</b> needs to take place. If it does, carry out a specific risk assessment of the task insuring the activity time involved is as short as possible; use of fixed teams wherever suitable, use of any additional risk mitigating controls.
People arriving & leaving work	Social Distancing	Reduce the number of people using the entry point at one time by implementing staggered arrival/departure times.
	Good Hygiene	Provide hand cleaning / sanitising facilities at entry and exit points.

People moving around sites	Social Distancing	Discourage non-essential trips, introduce one-way flow through buildings where feasible and passing etiquettes where required. Improved visibility in corridors and rooms via glass panels in doors and mirrors where appropriate.
Workstations and workplaces	Social Distancing	Reduce number of people sharing workstations to a minimum. Distance between workplaces in line with social distancing guidelines wherever possible or other control measures in place such as screens.
	Good Hygiene	Workstations to be cleaned at minimum start and end of shifts
Mobile Plant	Social Distancing	Keep the number of different people using a vehicle to a minimum.
	Good Hygiene	Contact points on a vehicle to be cleaned at minimum start and end of shift or at any hand over.
Meetings	Social Distancing	Reduce number of people attending meetings in person by using remote working tools. Where possible, meetings will be held outside or in large indoor spaces. Meeting rooms to have maximum capacity to allow 2m separation, or the use of screens if 2m not possible across a table. Hand sanitiser available in meeting rooms.
	Good Hygiene	Hand sanitiser available in meeting rooms. To reduce contamination all spaces used for meetings will be well ventilated.
Common areas	Social Distancing	Break times to be staggered to limit numbers to enable social distancing. Seating positioned arranged to follow social distancing guidelines or other control measures in use such as screens
	Face Coverings	Face coverings must be worn, unless exempt for medical reasons, whenever people are inside and away from their working area
	Ventilation	Where possible have natural airflow into the area.
	Good Hygiene	Hand cleaning / sanitising station available at entrance. Area to be left clean and tidy after use.
Accidents, security & other incidents	Good Hygiene	Normal safety rules apply if an evacuation is required. First aiders will use PPE where suitable and sanitise properly immediately afterwards, including washing hands
Visitors & contractors to site / Contact with other people	Social Distancing	Only essential visitors/contractors will be allowed to site and must be pre-booked to allow for suitable preparations to be implemented.
Cleaning the workplace	Good Hygiene	Cleaning frequencies established based on usage, location and contamination potential to reduce the risk of spreading the virus.

Communication	Communication	Signs, posters and training used to ensure everyone entering site is aware of our control measures. Employees encouraged to give feedback on control measures. Company maintaining contact with people working at home.
	Training	All personnel, contractors and visitors attending site will be trained in the appropriate Covid-19 control measures. Employees will receive regular refresher training.
Receiving goods on site /collections at our sites	Social Distancing	Our drivers and customers will follow Brett Covid-19 control measures. Specific loading and delivery protocols / rules for both Brett loading and receipt of goods will be developed at business / site level. Social distancing marking / signage / separation screens will be installed as appropriate.
	Good Hygiene	Sanitising stations installed at appropriate places to maintain good hygiene.
Delivering our products to customers	Social Distancing	Our drivers will follow relevant site rules providing it does not put them at increased risk. Reduction in need for signing tickets with several customer agreements in place, reducing the need for driver to exit cab onsite.
	Good Hygiene	Our drivers are issued with suitable PPE and sanitising materials to enable good hygiene
Brett Sales reps visiting customers / Contact with other people	Social Distancing	Visits should only be carried out where business essential. All visits should be pre booked with the customer to allow for suitable preparations to be implemented. Brett colleagues are encouraged to follow the Government guidelines on travel. All customer and Brett control measures should be followed regarding social distancing and good hygiene standards.