

Name of Person Carrying out the Assessment: **Simon Sharkey**

Activity being assessed: **Company Wide Covid 19 Protection / Site Safety**


What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<p>Spread / Infection of Covid 19 Coronavirus</p>	<p>Employees</p>	<p>Handwashing instructions / notices situated throughout the business. Additional cleaning procedures within all sectors of the business with completion recording. Extra wall mounted hand sanitiser dispensers and wipes within all offices and manufacturing units. Portable hand sanitisers issued to Drivers. Restrictions on business related physical contact, such as hand shaking. Travel restrictions. Video conferencing to substitute visits. Meeting restrictions. Video conferencing to substitute internal and external meetings. On site employee presence reduction. Communal areas limited to specific numbers. Ongoing channels and vehicles of communication and feedback established.</p>	<ul style="list-style-type: none"> Improved signage as you enter site. Controlled building entrance and exit points preventing cross flow of people. Hand sanitizer points at all entrances. Floor Markings for social distancing guidelines on all work centers, communal walkways and key points such as clocking in area. Face masks made available for those that wish to wear them as long as there are no safety risks due to the processes being undertaken. Record of any employees that are classified as vulnerable, pregnant or have existing underlying health conditions Rigorous an on going checks by Supervisors / Management to ensure all procedures are being followed and documented evidence recorded. Any employee (Or visitor) displaying symptoms such as a new and continuous cough, or a high temperature in the workplace to be sent home immediately and advised to follow the stay at home guidance. Line managers to maintain regular contact with employees during this time. If established that an employee or visitor to site has developed Covid-19 the Site Management team are to contact the Public Health authority to discuss the case, identify people who may have been in contact and take suitable advice. Cleaning register for all / any shared equipment eg workstations / fork trucks 	<p>CC / WC</p>	<p>27/5/2020</p>	<p>Yes</p>

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			to be cleaned and recorded before and after each use by the responsible user.			
Visitors / Contractors	All non-essential visits to our premises suspended. External drivers instructed to remain in their vehicles. Nonemployees on site prohibited to delivery / collection drivers only.	<ul style="list-style-type: none"> Designated welfare facility available to external drivers if required. Strict clean down procedure to be actioned immediately thereafter with a documented record of the user and the employee responsible for the subsequent clean down. Postage delivery point to be implemented outside and cleaned down daily. 	CC/WC	27/5/2020	Yes	

DATE OF ASSESSMENT: **13/05/2020** ASSESSMENT BY: **Simon Sharkey** SIGNED BY:  REVIEW DATE OF ASSESSMENT: **14/06/2020**