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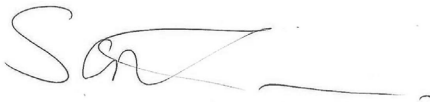
June 2020

### **COVID-19 SECURE POLICY & RISK ASSESSMENT**

In line with advice and guidelines from the UK Government and following a Premises Risk Assessment from our Health & Safety team, I can confirm that the offices, workshop, stores and construction site operations of Fordingbridge plc are COVID-19 secure.

Our COVID-19 Premises Risk Assessment can be viewed on the resources section of our website and have been circulated internally.

We ask all visitors to our premises and stakeholders on our projects to respect our policies with view enhancing the safety of our staff, clients and fellow contractors.



Stephen Toone  
Managing Director




Ray Horan  
Health & Safety Manager

# 1 COVID-19 SOCIAL DISTANCING - ASSESSMENT OF KEY RISK AREAS: RISK RAG

**RED = HIGH RISK** **AMBER = MEDIUM RISK** **GREEN = LOW RISK**

The new coronavirus is a respiratory virus that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. It spreads primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.

**This Risk Assessment takes into consideration the information from Public Health England and CLC Site Operating Procedures Version 3 – 14 APRIL 2020**

|                 |   |                            |  |   |
|-----------------|---|----------------------------|--|---|
| Operation/Task: | Workshop and Office Duties at Fordingbridge Plc | Employees at Risk:         | Fordingbridge personnel.   |  |
| Location/Area:  | Fordingbridge Premises Office – Workshop & Yard | Other Persons at Risk:     | Visitors, Cleaners, Delivery Drivers, Persons with existing underlying health conditions |   |
| Assessor:       | Ray Horan Tech IOSH                             | Key Responsible Personnel: | Site Managers & Supervisors  |   |

| Activity Hazard Risks                                      | Pre-Control Risk Ratings |   |   | Control Measures  | Post Control Risk Ratings |   |   | Additional Controls / Comments / Advice   |
|--|--------------------------|---|---|---|---------------------------|---|---|---|
|  | R                        | A | G |   | R                         | A | R |   |
| Staff travel to Fordingbridge for work or delivery drivers |                          | X |   | Avoid shared transport, avoid public transport.<br>Wash hands on arrival to work or use sanitiser at the entrances<br><br>Ensure delivery drivers and visitors maintain safe distances and are aware of Fordingbridge policy. |                           | X |   | Do not come to work if you have <ul style="list-style-type: none"> <li>a high temperature</li> <li>a new, continuous cough</li> <li>a loss or change to your sense of smell or taste.</li> <li>you live with someone who has symptoms, is waiting for a test result or has tested positive</li> </ul> |
| Start / Finish Times / Lunch breaks                        | X                        |   |   | Office & Workshop managers to Pre-arrange specific start & finish times as well as staggering tea and lunchbreaks to minimise any queuing or collective gathering.<br>Ensure 2mtrs distancing.                                |                           | X |   | Warning signs have been placed at the entrances, on the floors and around the office & workshop as reminders  |
| Use of Office work equipment                               | X                        |   |   | Avoid use of main printer. If not possible then clean after each use.   |                           | X |   | Email information if possible, or display on a large monitor while maintaining social distancing  |

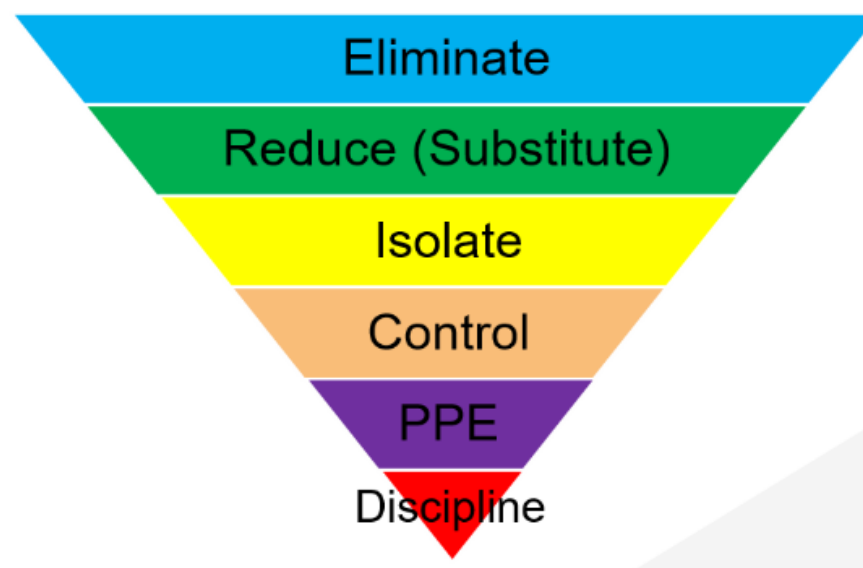
| Activity<br>Hazard<br>Risks  | Pre-Control<br>Risk<br>Ratings |   |   | Control Measures  | Post<br>Control<br>Risk<br>Ratings |   |   | Additional Controls / Comments / Advice  |
|--|--------------------------------|---|---|---|------------------------------------|---|---|--|
|  | R                              | A | G |   | R                                  | A | R |  |
| Use of Office work equipment<br>(cont.)                            |                                |   |   | Frequently clean and sanitise objects and surfaces that are touched regularly, particularly in areas of high use such as desks, computer equipment (keyboard, touch pad tablets etc.), door handles, light switches & reception area using appropriate cleaning products and methods. |                                    |   |   | Office Managers to monitor cleanliness regime, ensure social distancing and remind staff to comply with company policy. Wash / sanitise hands after touching equipment etc. that could have been used by others. |
| Use of workshop machinery and tools.                               | X                              |   |   | Designate staff to use certain machinery and ensure any touch controls are cleaned and sanitised after use. Avoid sharing tools, frequently clean / sanitize. Maintain workshop cleanliness and good housekeeping   |                                    | X |   | Ensure staff are allocated enough time to carry out these tasks within their work period.  |
| Working practices – manual handling, buddy working where necessary | X                              |   |   | Avoid if possible. Minimise frequency and duration of a “buddy task” e.g. manual handling, if 2mtrs rule cannot be applied. No skin to skin contact<br>Limit “face to face” work to less than 15 mins if possible. Use RPE  | X                                  |   |   | Keep together in teams – do not mix. Monitor: Issue Permit to Work if necessary.<br><br>Ensure RPE is compliant, safely disposed of or cleaned as necessary  |
| Welfare Facilities. 1. Canteen                                     | X                              |   |   | Stagger break times. Ensure 2mtrs distancing. Clean all equipment, tables, worktops, fridge, microwave, eating utensils etc. after use. Wash hands frequently and dry thoroughly.   |                                    | X |   | Make sure hands are dry after washing. Wet hands can transfer germs more easily than dry ones, (it's reported up to 1000 times more easily).   |
| 2.Toilets  | X                              |   |   | Wash hands thoroughly. Maintain Personal hygiene at all times   |                                    | X |   | Frequent inspection of the toilets to ensure cleanliness. Maintain stock of disinfectant, sanitiser toilet rolls, towels etc.  |

## OTHER CONSIDERATIONS

### KEY QUESTIONS FOR DEPARTMENT MANAGERS:

- Can work continue whilst maintaining 2mtrs Social Distancing Guidelines?
- Is the Office / Workshop / Yard set up to allow this?
- Are there any further mitigation measures that can be applied?
- Are there sufficient resource levels already available to maintain the measures?

## HIERARCHY OF CONTROLS / MITIGATIONS



**The Department Manager checking this assessment must ensure the information above is relevant to operations in their departments.  
Any additional control measures deemed necessary must be included and the RA updated.**

Assessment Date: 01/06/2020      Review if circumstances change

Copies Issued To: Fordingbridge Management Team for dissemination to all staff in their departments

Approved for Issue: Ray Horan Tech IOSH

Signature)

Date: 01/06/2020

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## • FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

**FORDINGBRIDGE**

inspiring design + build

Employer \_\_\_\_\_

Date 04/08/2020

Who to contact: RAY HORAN - Health & Safety Manager - 01243 554455

(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)