

COVID-19 Company Risk Assessments and Method Statements Issue List

<u>Document Reference</u>	<u>Nature of Risk</u>	<u>Issued to:</u>
20/03	Risk to Health & Safety from COVID-19 at Rumbow Works (Issue 2)	Rumbow Works Company website COVID-19 log
20/04	Risk to Health & Safety from COVID-19 at Newtown Street (Issue 2)	Newtown Street Company website COVID-19 log
20/05	Risk to Health & Safety from COVID-19 at Lodgefield Road (Issue 2)	Lodgefield Road Company website COVID-19 log
20/06	Risk to Health & Safety from COVID-19 at Harris (Steels) Ltd (Issue 2)	Harris (Steels) Ltd Company website COVID-19 log
20/07	Risk to Health & Safety form COVID-19 at Unit 1 City Industrial Estate (Issue 2)	Unit 1 Company website COVID-19 log
20/08	Risk to Health & Safety from COVID-19 at Profab Limited (Issue 2)	Profab Limited Company website COVID-19 log
20/09	Risk to Health & Safety from COVID-19 in galvanizing plant (Issue 1)	Newtown Street Company website COVID-19 log
20/10	Risk to Health & Safety from COVID-19 to member of maintenance team (Issue 1)	Maintenance Team Company website COVID-9 log
20/11	Risk to Health & Safety from COVID-19 to company vehicle (HGV & transit) drivers (Issue 1)	All drivers All managers with responsibility for transport. Company website COVID-19 log

All above issues noted were updated and approved 27.05.20

Title page issued to all sites and company webpage.

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Section A Preliminary		
1. Nature of risk	Infected person(s) either employees or visitors to site – enters site causing: (1) Exposure of workforce and staff to Covid-19 virus in workplace. (2) Risk to health and life to workforce staff and other persons coming onto site. (3) Other health and safety risks to workforce, staff, and other persons on site by other failings resulting from change in workplace due to pandemic. (Breakdown of health and safety enforcement) (4) Risk to business continuity.	
2. Location	Rumbow Works Halesowen B63 3HX	
3. Description of normal activities	Control of persons entering site. Office with administrative activities. Goods in / out, assembly, packaging, storage, and despatch of steel. Consumables and waste throughout site. Contractors / service providers for logistics of deliveries and collections, maintenance of plant, equipment, and premises. Reporting of injuries, diseases, and dangerous occurrences (RIDDOR) near misses, accident, and incidents. Note: Where a worker has been diagnosed as having Covid-19 and there is reasonable evidence that this was caused by exposure at work, this must be reported as a case of disease and when a worker dies as a result of exposure to the virus.	
4. Specific hazards caused by risk	(A) Entry into office <ul style="list-style-type: none">• Virus infection/contamination brought into office by company employees, top management, contractors / service providers, visitors, cleaners, and delivery drivers. All the above groups may bring Covid-19 to workplace.• Illness / infection of employees, visitors, and service providers.• Death of above persons.• Stress to employees.• Higher risk to certain groups of people i.e. Older persons Immune compromised persons Persons with pre-existing medical condition• Legal action and prosecution for negligence or failure to protect all persons. Areas that can be affected Reception / hallway General office Managers office Toilets / washrooms Small kitchen and store cupboard Note: During most situations social distancing can be maintained.	
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Specific hazards of risk described	<p>Other effects:</p> <p>Illness / death amongst top management Illness / death amongst visitors i.e. Cleaners Delivery drivers Employees Contractors & service providers Damage to business continuity Damage to reputation / business confidence Litigation for failure to control virus exposure resulting in RIDDOR event</p> <p>Level of risk :</p> <p>Medium / High Risk To persons in at risk categories listed on page one to effects of illness</p> <p>Medium Risk To persons in other categories who are present daily i.e. managers, employees, and less frequent regular visitors (i.e. cleaners, lorry drivers and maintenance engineers)</p> <p>Low Risk To persons making occasional deliveries or performing occasional tasks (i.e. meter reading or inspections)</p>		
Specific hazards of risk described	<p>General Risk Office: Low</p> <p>(B) Works entrance and yard</p> <ul style="list-style-type: none">• Virus infection / contamination brought onto premises by company employees, top management, visitors, delivery drivers and contractors / service providers.• Illness / infection of employees, visitors, service providers etc. (persons described above)• Death of persons described above• Stress to employees• Persons at higher risk / older persons, immune compromised persons, and persons with pre-existing medical conditions.• Risk to business continuity loss of business confidence, loss of orders.• Legal action and prosecution for negligence or failure to protect all persons. <p>Areas that can be affected</p> <p>The yard is big enough to allow social distancing, however office and assembly bay entrances may be a hazard as people may try to pass through entrance door without knowing who is on the other side.</p>		
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Specific hazards of risk described	<p>Level of Risk:</p> <p>Medium / High Risk: To persons in the “at risk categories” listed on page to effects of illness.</p> <p>Medium Risk To persons in other categories who are present daily i.e. managers, employees, and less frequent regular visitors (i.e. cleaners, lorry rivers and maintenance engineers.</p> <p>Low Risk To persons making occasional visits i.e. delivery drivers or those performing meter readings / inspections.</p> <p>General Risk: Low</p> <p>(C) Canteen, washrooms and locker areas</p> <ul style="list-style-type: none">• Virus infection / contamination brought onto premises by company employees, top management, visitors, contractors / service providers and drivers.• Illness / infection of employees, visitors, service providers• Death of persons at higher risk• Stress of workforce• Risk of business continuity, loss of business confidence, loss of orders.• Legal action and prosecution for negligence or failure to protect all persons on site. <p>Areas that can be affected: All the areas described above are at risk because break times and daily routines / working hours bring people together at the same time.</p> <p>Other effects: Sickness / temporary loss of cleaning staff with heightened risk to all persons. Quicker spread of virus / contamination.</p> <p>Level of Risk:</p> <p>Medium / High Risk: To persons in the “at risk categories” as previously described.</p> <p>Medium Risk: To persons at risk in other categories who are present daily i.e. managers, employees, and less frequent regular visitors i.e. cleaners, drivers, and maintenance engineers.</p> <p>Low Risk: To persons making occasional visits i.e. delivery drivers or those performing meter readings / inspections.</p> <p>General Risk in Area: Low to Medium</p>	
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Specific hazards of risk described	<p><u>(D) Workshop, Storage Area and Toolroom</u></p> <ul style="list-style-type: none"> Virus infection / contamination brought in onto premises by company employees, top management, visitors, contractors / service providers, drivers. Illness / infection of employees, visitors, service providers. Death of persons above Stress amongst workforce Higher risk to certain groups of people as previously described. Legal actions and prosecution for negligence or failure to protect all persons. <p><u>Low Risk:</u></p> <p><u>Areas that can be affected</u></p> <p>Social distancing can be practised because all areas can allow at least a 2-metre area because of safe siting of machines.</p> <p>The storage area is generally only used to walk to or from the tool room or to withdraw stocks or tools so social distancing is not anticipated as being an issue.</p> <p>The tool room allows for significant distances to be maintained as machinery and benches are so places to facilitate this.</p> <p>The wearing of PPE (boots, overalls, gloves and safety glasses is mandatory in this area, but this offers no protection against COVID-19, social distancing and good hygiene including the cleaning of machine surfaces before a new operative uses the equipment is undertaken. A safe system of work for workstations has been issued to the workforce.</p> <p><u>Low Risk:</u></p> <p>Machines are cleaned down daily although not specifically on control surfaces.</p> <p><u>Other effects:</u></p> <p>Risk of transmission if employees finish work together at break times and use the same walkways an outbreak of Covid-19 that becomes transmitted through the workplace would potentially close departments (i.e. forging and machinery) or the factory. Social distancing currently working well but managers shall observe in case of complacency Staggered start/finish times are available if agreed and desirable.</p> <p><u>Level of Risk:</u></p> <p><u>Medium / High Risk:</u> To persons in the “at risk categories”</p> <p><u>Low Risk:</u> To persons in other categories who are present daily including regular visitors / engineers / drivers.</p> <p><u>Low Risk:</u> To persons making occasional visits i.e. to read meters or perform inspections.</p> <p><u>General Risk in Area: Low</u></p>		
Specific hazards from risk described			

Document created 16.03.20. Document updated 24.03.20. Revision No. 1 updated 22.05.20 Revision 2

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5. Control of access to site	<p>All employees and managers use a fob to register their entry and exit from site. There is no unauthorised access for employees to the offices whilst authorised operatives may access the photocopier, fax machine, toilets, and kitchen as required. Risk Low.</p> <p>Visitors (for instance directors showing customers our site or sales representatives) use reception where their presence may be logged. Risk Low.</p> <p>Directors normally move between sites as required. Risk Medium. An activity to be limited or stopped for all essential journeys and access limited to outdoors wherever possible.</p> <p>Contractors report to the works office and are signed in and out after induction and / or briefing on what is required of them and specific hazards that may be encountered on the day. Risk low with controls in place.</p> <p>Delivery drivers may use the works door if the roller shutter door is down to ask to be unloaded. Risk Low if driver is isolated to cab / immediate vicinity. Risk: Medium if driver must enter premises.</p> <p>Persons requiring taking meter readings are received at reception and escorted to the location of the meter or if familiar with the location to be accessed briefed and instructed on any relevant safety issue(s) relevant at that time. Low Risk:</p>	
6.What areas of contact exist?	<p>If uncontrolled access to site were to occur someone who may be feeling ill may gain entry thus running the risk of harmful contamination or infection on this site.</p> <p>Level of Risk: Low</p> <p><u>Areas of specific concern are:</u></p> <ul style="list-style-type: none"> • Staircases / narrow hallway or reception in office. (Low risk) • Front door to office and assembly bay where entry is “blind” through a solid door. (Low risk) • Works office where employees may walk in to speak to the managers or request assistance or tools (Low risk) • Communal areas: Washrooms, canteen, locker room where people congregate at break times and start and end of day (Medium risk) • Kitchens in office where no drinks are made throughout day or the microwave is used to heat food. (Medium risk) • Gangways / walkways buildings and yards (Low risk) • Yard where employees join at break times (Low risk) <p>Level of Risk: Low to Medium Risk as itemised above</p>	
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7. What are people doing in specific areas?		<u>Office</u> Use of equipment: Photocopier / printer / fax telephones PC’s Working at workstations Use of toilets / wash facilities Use of kitchen: Making drinks, heating food, washing up Cleaning office (contract cleaners) Low Risk			
		<u>Works office</u> Working at one workstation Recording information, time keeping system errors Work progress Control of documented information Low Risk			
		<u>Canteen, washrooms, locker room, tool store</u> Use of toilets and washing facilities Reading meters (water / gas) Break time routines beverages / warming food Purchase / consumption of snacks having a break Putting on / removing overalls, use of lockers Accessing tools, lubricants / substances, PPE, consumables Medium Risk			
		<u>Workshop, storage area tool room</u> Hot forging of steel goods Turning/screwing/machining /bending/forming of steel goods Storage of tools, stocks, chemicals/oils Tool making Welding / fabrication / repairs Use of forklift truck Storage / removal of wastes Low Risk:			
8. Who can be harmed?		<u>Yard</u> Storage of finished and part finished goods Loading / unloading receipt of part finished goods, despatch of finished goods, wastes and scrap metal. Receipt of consumables, and other supplies Low Risk			
		High Risk Categories of people who are given as: <ul style="list-style-type: none">• Older persons• Persons who are immunocompromised• Persons with existing medical conditions <p>Added to this other persons may wish to remove themselves from work because they live with a person falling into the above categories and their continued presence at work would pose a risk to a partner / relative if they themselves became infected.</p> <p>At medium risk there can be counted employees, members of staff, visitors, service providers, delivery / collection drivers, maintenance, and service engineers.</p> <p>At low risk occasional admittance for very short periods of time i.e. persons reading meters or performing brief inspections.</p>			
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9. How can people be harmed?	<p>A person who is infected coming on to site who spreads the virus to others by:</p> <ul style="list-style-type: none">• Transmitting coronavirus person to person through small droplets from nose or mouth when an infected person coughs or exhales.• Droplets landing on objects, surfaces being touched by other people, then touching their eyes, nose, or mouth.• Breathing droplets from a person with coronavirus who coughs out or exhales droplets. <p>Risk Level: Medium</p> <p>Stress may have harmful effects on all persons because of the pandemic. This may result from:</p> <ul style="list-style-type: none">• Fear anxiety for oneself or a loved one• Fear of infection and risk to health• Infection of a relative / friend / partner• Death of a relative / partner / friend• Loss of earnings• Underlying conditions or past illness <p>Its affects may promote in persons: Ill Health Absence from work Inability to concentrate or live a normal life</p>	
Risk from stress	<p>Risk level: Low</p> <p>Lack of stress management training in workplace amongst directors and top management but company has used HR consultant independent stress counselling for its employees.</p> <p>Risk of harm to management and all employees because of: Anxiety over pandemic, workplace or loved ones Stress from loss or earnings Stress from illness Stress from bereavement Also, loss of staff during pandemic resulting in more pressure on remaining employees</p> <p>Risk Level: Low</p>	
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<p>Risk to business continuity</p>	<p>The pandemic may place critical stress on all aspects of the business including:</p> <ul style="list-style-type: none"> • Loss of staff to illness resulting in departments working at reduced capacity or forced to close. • Loss of critical knowledge due to key staff being absent through illness, self-isolation, or the need to protect a family member at home. • Loss within supply chain resulting in difficulties fulfilling orders. • Loss of orders if customers are affected by virus / situation • Financial difficulties because of loss of orders or inability to fulfil orders • Problems to infrastructure of company if many people supporting it are ill • Loss of business confidence if unable to fulfil customer requirements. <p><u>Risk Level : Medium</u></p>	
<p>Risk to maintaining data protection requirements or breach</p>	<p>Risk of security breach if illness results in data not being handled competently and with due diligence. Failure of data controllers to oversee and protect data and sensitive personal data as required.</p>	
<p>Risk of claim, litigation, or prosecution</p>	<p>Risks of claim / legal action / prosecution if:</p> <ul style="list-style-type: none"> • Health and safety in workplace are compromised by key staff being absent due to pandemic. • Agency / temporary workers unfamiliar with site and its risks have accident / injury. • Management of workplace is insufficient to prevent extensive illness in workplace or illness resulting on death. <p><u>Level of Risk: Low</u></p> <p><u>Note:</u> Supporting information refer to 5 x 5 risk assessments (probability / severity) in health and safety managers files</p> <p>Risk Assessment created and revised by: CD Price This issue created: 22/5/2020</p>	
<p>Document created 16.03.20. Document updated 24.03.20. Revision No. 1 updated 22.05.20 Revision 2 Document prepared by Christopher Price. Document approved by Paul Floud. Position H & S Manager</p> <p style="text-align: right;">Page 8 of 15</p>		

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Section B - Method Statement for Coronavirus Control		
Education and awareness of top management	<p>The company shall seek and refer to guidance issued by relevant authorities in respect of COVID-19 to ensure current and correct information is received, understood and appropriate actions planned and implemented. These authorities / sources of information shall include:</p> <p>H.M. Government Guidance (COVID-19) - GOV.UK Coronavirus (COVID-19) – NHS ACAS.Org.UK Public Health England World Health Organisation</p> <p>Information shall be obtained so that top management can specifically understand: The nature of the virus Prevention / control methods for the virus How the virus spreads</p> <p>Unfolding information updates including: The spread of the virus Government / NHS / Public Health England revision of instructions or information updates. Government requirements and compliance obligations</p> <p>Top management shall implement Government / NHS / Public Health England guidance and compliance obligations into its strategic planning and the actions it formulates and implements.</p>	
Consultation with department managers	<p>The directors shall liaise and communicate with the company's department heads and workplace representatives to:</p> <p>(1) Ensure consultation is achieved with sufficient input to ensure decisions reached are as effective as possible.</p> <p>(2) Ensure control measures are understood and implemented as effectively as possible to achieve the company's intended outcomes.</p>	
Decision making by top management	<p>Top management shall decide and implement on necessary controls with reference to best advice and guidance from relevant authorities with input from department managers and works representatives to create initiatives and control measures in the workplace. They shall also refer to business continuity and pandemic plan strategies to:</p> <p>(1) Gain a head start in the understanding of the nature of controls required to benefit the company, its employees, and stakeholders and (2) Protect the company's wider interests as far as finance, customer satisfaction / confidence and stakeholder relationships are concerned.</p>	

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<p>Communicating the company's requirements and compliance obligations to all its stakeholders</p>	<p>The company shall decide with whom, how and what it communicates with its stakeholders in respect of the issues it has identified as relevant.</p> <p><u>The company shall communicate with:</u> Company employees Company staff and management Company's customers Company's supplier base Service providers (contractors, service engineers, inspection / testing authorities) Delivery / collection drivers Utility service meter readers</p> <p><u>The methods for communication may include:</u> Personal letter Poster campaign / notices / signs & information issued to site E-mail / telephone call Conversation / provision of information on arrival for unexpected visitors on site.</p> <p><u>What the company shall communicate may include:</u> Public Health England guidance to promote pandemic awareness Other guidance promoting awareness (Gov.UK, NHS, or WHO) New company requirements based on government or other guidance Best practice for cleaners Company's pandemic / business continuity planning Government schemes announced (i.e. furloughing of employees) Company communications on COVID-19 including: Unpredictability of situation Lockdown Need to continue to supply transmission industry Covering letter in case workers are stopped on their way to work What to do if you feel unwell Circumstances under which you should self isolate What you need to do if you are self isolating Social distancing in the workplace Specific relating to annual pay, holidays, the job retention scheme, SSP. Overtime Good hygiene Reporting shortcomings or failures in company's control measures or its protection of people in the workplace Who is at higher risk and what the company will do if you are</p> <p><u>Page left open in case method statement is updated</u></p>	

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Specific risk presence of infected person(s) in workplace	<ol style="list-style-type: none"> 1. Communicate nature of virus and symptoms to workforce with poster campaign 2. Department managers to communicate the need to NOT come into work if you feel unwell, believe yourself to have any of the symptoms of coronavirus, have a person in your household or believe yourself to have been in contact with anybody who is ill with coronavirus or has its symptoms. Persons who become ill on site should report this to their department head and go home. 3. Company management to communicate with key service providers and supplier likely to come on site to ensure that: <ul style="list-style-type: none"> • All non-essential or non-emergency work by contractors is put on hold (purchasing director and department managers) • Delivery / collection drivers maintain social distancing. (department managers & purchasing director) and are not allowed inside company premises. • Non-urgent deliveries to be suspended as far as is possible (purchasing director) 4. Visits unsolicited shall not be allowed unless they serve a critical aspect or function of the business as decided by top management (departmental managers / top management) 5. Any person representing an external party that is permitted to be on site will be permitted to do so only if: <ul style="list-style-type: none"> • They believe themselves free of the virus, or, • Have recovered from it after a period of 7 days • Abide by any special requirements which are decided by the company that reduce the risk of spreading the virus on site including those relating to hygiene, hand washing, and social distancing • Have not been in contact within 14 days of someone they know to have or believe to have symptoms of coronavirus (Departmental managers / anybody controlling site access) 6. Anybody believed / identified as being an unauthorised presence on site shall be immediate removed. 	
Risk of harm to persons falling into the at greater risk categories	<p>The company shall immediately send home and furlough any employee who falls into any of the high risk categories these include:</p> <p><u>Level 1: People at very high risk</u></p> <p>Persons who:</p> <ul style="list-style-type: none"> • Have had an organ transplant • Are having chemotherapy, anti body treatment or immunotherapy • Are having intense radiotherapy • Are having targeted cancer treatments • Have blood / bone marrow cancer • Are having a blood / bone marrow / stem cell transplant or have had such treatment within 6 months. • Have a severe lung condition including severe asthma • Have a condition that puts you at high risk (i.e. sickle cell) • Are taking medicines that make you more susceptible to infections (i.e. high dose of steroids) <p>Such persons will have received a letter from the NHS confirming this status or should telephone their doctor if they have not received a letter.</p>	

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	<p><u>Level 2: People at high risk</u> Persons who:</p> <ul style="list-style-type: none"> • Are aged 70 or over • Are pregnant • Have a learning disability • Have a lung condition that is not severe (asthma, bronchitis etc.) • Have heart disease • Have high blood pressure • Have diabetes • Have chronic kidney disease • Have liver disease • Have a brain or nerve condition • Have a spleen removed or a spleen condition • Have a condition that makes you susceptible to infection • Are taking medicine (including steroids) that effect your immune system • Are obese (a BMI of 40 or above) <p><u>Note:</u> Any person who is not at high risk but living with a person who is may wish to self-isolate to protect such persons. Likewise other persons may develop anxiety over the situation and may wish to stay at home as a result. In all these instances the company shall agree to such persons to self-isolate immediately and place these persons who have requested to absent themselves from the workplace on Statutory Sick Pay (SSP)</p>	
Risk of contaminated surfaces or coming into contact with them	<ol style="list-style-type: none"> 1. The company shall initiate and maintain extra cleaning regimes for the duration of the pandemic on all of its premises. It shall achieve this by: <ul style="list-style-type: none"> • Appointing employees to form a cleaning team • Train such persons in what to clean and the best practice for doing this • How best to maintain their own personal protection and safety while doing these duties. • Properties and uses of cleaning materials provided including what, where, how and how often to clean areas and surfaces. • Issue, use and safe disposal of PPE • What to do if becoming aware of any threat or a breach in the company's cleaning regime that needs to be corrected or controlled. 2. Appropriate and effective issue of hand sanitiser and soap in strategic locations in the work place 3. Issue of notices to washrooms and canteens about the importance of maintaining a good level of cleanliness and personal hygiene in the workplace. 4. Enforcing a good level of cleanliness and personal hygiene in the workplace by department managers. 5. Communicating the need for all persons to report any failures or breakdown in site cleaning regimes or hygiene arrangements within the company to an appropriate manager. 6. The company shall provide suitable cleaning materials: including anti-bacterial spray and wipes and bleach to newly appointed cleaning teams and also continue to supply them to the regular cleaners. 7. Absences in the cleansing teams must be reported to department managers so that manpower gaps are filled as a matter of utmost urgency so cleaning regimes and their effectiveness are not compromised. 	

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Further reducing the risk of the spread of infection in the workplace	<p>4. <u>Social distancing shall be affected in the workplace by:</u></p> <ul style="list-style-type: none"> Communicating the 2 metre government requirement for social distancing in the workplace by the issue of notices in prominent / key locations and enforcing this knowledge by verbal communication to the workforce by department managers Department managers enforcing social distancing requirements whenever the notice failure of employees or other persons in the workplace to comply. Arranging for break times to be staggered to allow for social distancing in the washrooms, canteen and walkways in the premises, Clocking in or out of the factory shall be accomplished by maintaining social distancing and remaining vigilant. <p><u>2. Provision and use of PPE</u> Government guidance on the issue of PPE in the workplace does not at the time that this revision (No. 1) of the method statements created include specific / regulated requirements for PPE. Given the analysis of the individual areas of the workplace in the preceding risk assessment and the lack of further stated requirement by government <u>it is believed that the workplace provides adequate space to maintain social distancing.</u> Without the issue of PPE yet. Social distancing arrangements in (1) above including the staggering of break times is so far judged to be effective in reducing space or bring people together at the same time.</p> <p><u>3. Beverages and other shared activities</u> Activities such as making beverages for other employees and fetching or sharing newspapers or magazines at break times is prohibited and enforces by department managers.</p>	
Reducing the workforce on site to protect and safe guard it.	<p>Where possible the company shall ask employees to work from home where existing links for this facility have already been created or it is desirable to establish new connections. The criteria for this is that the role can be performed at home with effectiveness at all levels.</p> <p>Key workers may be required to be furloughed to protect the financial stability of the company or to ensure that if a key worker on site is taken ill or is absent from work a “protected” replacement can be asked to come into work for business continuity. Home working will be covered by a separate risk assessment.</p>	
Promoting good hygiene at all levels of the business at home as at work	<p>Enforce knowledge and practice of the following actions:</p> <p>(1) Clean hands frequently with soap and water for 20 seconds or by using hand sanitiser.</p> <p>(2) Cover your coughs and sneezes by covering your nose and mouth with a tissue. If you do not have one to hand sneeze into the crook of your elbow, not into your hand.</p> <p>(3) Use disposable tissues and throw these into a disposable rubbish bag then immediately wash your hands with soap and water or hand sanitiser.</p> <p>(4) Wash your hands when you get to work or arrive at home. Be mindful of touching any surface where the virus may be lying and may survive for some time. If in doubt wash or sanitise your hands.</p>	

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Risk from stress	<p>People respond to stress in different ways and at different levels from mild to debilitating stress.</p> <p>Managers are mindful of the conditions and circumstances that may promote stress in employees and are asked to speak to people if they become aware or concerned that stress is affecting co-worker.</p> <p>The company has not undertaken third party training for identifying and managing stress of its workforce and currently the affects of the virus is preventing it from doing so.</p> <p>Benefit may be gained by signing up relevant persons to a certified course when time and circumstances allow.</p> <p>The company currently addresses the issue of stress and trauma by seeking initial advice from its appointed HR consultant and actin upon referrals to qualified counselling services for affected employees at a cost to the company</p>			
Risk to business continuity	<p>The company has existing business continuity and pandemic response planning established and reviewed annually or as change occurs.</p> <p>Top management and department managers are trained in respect of the company's planning and its implementation.</p> <p>To mitigate the effects of critical situations the company has planned actions that may be summarised as follows:</p> <table><tr><td><p><u>Risk to business</u></p><p>Loss of key skills to illness</p><p>Significant temporary loss of workforce in key departments</p> <p>Supply chain failure</p> <p>Reduced order book</p></td><td><p><u>Actions to mitigate risk</u></p><p>Multi skilled workforce with shared skills</p><ul style="list-style-type: none">- multi skilled workforce/group resources- mentoring programmes to develop staff- shared skills/additional personnel working on different company premises.- Monitoring of departmental losses to re-allocate human resources.- Use of agency staff- High stock levels to manage production breaks.- Purchase of goods from competitors/ other suppliers to manage customer expectations.- Pandemic response plan<p>Large stocks held. Ability to manufacture in-house or find alternatively sourced supplies.</p><p>Business continuity plan</p><p>Government furloughing scheme.</p></td></tr></table>		<p><u>Risk to business</u></p> <p>Loss of key skills to illness</p> <p>Significant temporary loss of workforce in key departments</p> <p>Supply chain failure</p> <p>Reduced order book</p>	<p><u>Actions to mitigate risk</u></p> <p>Multi skilled workforce with shared skills</p> <ul style="list-style-type: none">- multi skilled workforce/group resources- mentoring programmes to develop staff- shared skills/additional personnel working on different company premises.- Monitoring of departmental losses to re-allocate human resources.- Use of agency staff- High stock levels to manage production breaks.- Purchase of goods from competitors/ other suppliers to manage customer expectations.- Pandemic response plan <p>Large stocks held. Ability to manufacture in-house or find alternatively sourced supplies.</p> <p>Business continuity plan</p> <p>Government furloughing scheme.</p>
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Data protection and GDPR	<p>Company listings of employees and company data held shall be extended to monitor during the pandemic:</p> <p>Absence / sickness amongst workforce</p> <p>Reports from employees absent / sick / self isolating</p> <p>Employee returns to work</p> <p>Departmental losses</p> <p>Departmental reports</p> <p>Furlough arrangements</p> <p>SSP arrangements</p> <p>Covid-19 RIDDOR reporting (if necessary)</p>			

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	Data protection requirements shall be applied in all instances mindful of due diligence, sensitive personal information, competence of administrators and data retention periods. The data control manager (and deputy if absent) shall oversee and review data protection at every level.	
Risk of claim, litigation or prosecution	<p>A threat to the business by way of claim, litigation or prosecution may be anticipated if:</p> <ul style="list-style-type: none"> - Due to absence / sickness / reduced staffing levels health and safety in the workplace is compromised - Agency / temporary workers are employed who are not fully trained or are unfamiliar with site and associated risks resulting in health and safety near miss, incident or accident. - The company fails to manage the workplace in such a way as to reduce the risk of infection within the workforce whilst at work claim from employee or HSE for illness or death occurring. - Claim for mismanagement (breach) of data protection handling personal / sensitive personal data. <p>The company shall work to mitigate the above risks by maintaining health and safety in the workplace with the support of:</p> <ul style="list-style-type: none"> - The health and safety manager Floud - Deputy to HSM C. Price - Works manager - Departmental managers - Company's health and safety representatives - The induction and training of agency or temporary workers and their allocation to low risk activities wherever possible - Communicating risks and actions to mitigate them to the workforce - Cleaning regimes - Promoting good levels of hygiene - Enforcing social distancing - The provision of PPE as required and if government advice on its issue changes. <p style="text-align: right;">Page 15 of 15</p>	

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1. Nature of risk	Infected person(s) either employees or visitors to site – enters site causing: (1) Exposure of workforce and staff to Covid-19 virus in workplace. (2) Risk to health and life to workforce staff and other persons coming onto site. (3) Other health and safety risks to workforce, staff, and other persons on site by other failings resulting from change in workplace due to pandemic. (Breakdown of health and safety enforcement) (4) Risk to business continuity.	
2. Location	Newtown Street Cradley Heath B64 5LB	
3. Description of normal activities	Control of persons entering site. Office with administrative activities. Forging, forming, and machining non-ferrous metals. Goods in and goods out. Movement of raw materials finished goods. Consumables and waste throughout factory. Contractors / service providers for logistics of deliveries and collections, maintenance of plant, equipment, and premises. Reporting of injuries, diseases, and dangerous occurrences (RIDDOR) near misses, accident, and incidents. Note: Where a worker has been diagnosed as having Covid-19 and there is reasonable evidence that this was caused by exposure at work, this must be reported as a case of disease and when a worker dies as a result of exposure to the virus.	
4. Specific hazards caused by risk	(A) Entry into office <ul style="list-style-type: none">• Virus infection/contamination brought into office by company employees, top management, contractors / service providers, visitors, cleaners, and delivery drivers. All the above groups may bring Covid-19 to workplace.• Illness / infection of employees, visitors, and service providers.• Death of above persons.• Stress amongst workforce.• Higher risk to certain groups of people i.e. Older persons Immune compromised persons Persons with pre-existing medical condition• Legal action and prosecution for negligence or failure to protect all persons. Areas that can be affected Reception General offices / director’s office / boardroom Kitchens and washrooms Reception, waiting room and stairs and hallway Note: During most situations social distancing in these areas is easily maintained.	
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Specific hazards of risk described		<p>Other effects:</p> <p>Illness / death amongst top management Illness / death amongst visitors i.e. Cleaners Delivery drivers Employees Contractors & service providers Damage to business continuity Damage to reputation / business confidence Litigation for failure to control virus exposure resulting in RIDDOR event</p> <p>Level of risk :</p> <p>Medium / High Risk To persons in at risk categories listed on page one to effects of illness</p> <p>Medium Risk To persons in other categories who are present daily i.e. managers, employees, and less frequent regular visitors (i.e. cleaners, lorry drivers and maintenance engineers)</p> <p>Low Risk To persons making occasional deliveries or performing occasional tasks (i.e. meter reading or inspections)</p>			
Specific hazards of risk described		<p>General Risk Office: Low</p> <p>(B) Works entrance and yard</p> <ul style="list-style-type: none">• Virus infection / contamination brought onto premises by company employees, top management, visitors, delivery drivers and contractors / service providers.• Illness / infection of employees, visitors, service providers etc. (persons described above)• Death of persons described above• Stress to work force• Persons at higher risk / older persons, immune compromised persons, and persons with pre-existing medical conditions.• Legal action and prosecution for negligence or failure to protect all persons. <p>Areas that can be affected</p> <p>The yard is big enough to allow social distancing, however the factory entrance may be a hazard as people may try to pass through entrance door without knowing who is on the other side.</p>			
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Specific hazards of risk described	<p>Level of Risk:</p> <p>Medium / High Risk: To persons in the “at risk categories” listed on page to effects of illness.</p> <p>Medium Risk To persons in other categories who are present daily i.e. managers, employees, and less frequent regular visitors (i.e. cleaners, lorry rivers and maintenance engineers.</p> <p>Low Risk To persons making occasional visits i.e. delivery drivers or those performing meter readings / inspections.</p> <p>General Risk: Low</p> <p>(C) Canteen, washrooms and locker room in press shop</p> <ul style="list-style-type: none">• Virus infection / contamination brough onto premises by company employees, top management, visitors, contractors / service providers and drivers.• Illness / infection of employees, visitors, service providers• Death of persons at higher risk• Stress to employees• Legal action and prosecution for negligence or failure to protect all persons on site. <p>Currently low risk with reduced staffing levels and social distancing measures</p> <p>Areas that can be affected: All the areas described above are at risk because break times and daily routines / working hours bring people together at the same time. Social distancing measures and awareness campaign actioned and monitored by management.</p> <p>Other effects: Sickness / temporary loss of cleaning staff with heightened risk to all persons. Quicker spread of virus / contamination.</p> <p>Level of Risk:</p> <p>Medium / High Risk: To persons at risk in the “at risk categories” as previously described.</p> <p>Medium Risk: To persons in other categories who are present daily i.e. managers, employees, and less frequent regular visitors i.e. cleaners, drivers, and maintenance engineers.</p> <p>Low Risk: To persons making occasional visits i.e. delivery drivers or those performing meter readings / inspections.</p> <p>General Risk in Area: Low to Medium</p>	
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Specific hazards of risk described		<p>(D) Galvanizing plant, new warehouse, press shop fabrication shop, long shop, new units, and tool room</p> <ul style="list-style-type: none"> Virus infection / contamination brought in onto premises by company employees, top management, visitors, contractors / service providers, drivers. Illness / infection of employees, visitors, service providers. Death of persons above Stress amongst workforce Higher risk to certain groups of people as previously described. Legal actions and prosecution for negligence or failure to protect all persons. <p>Risk: Low</p> <p>Areas that can be affected</p> <p>Social distancing can be practised because all workstations other than the galvanizing plant allow at least a 2-metre area because of safe siting of machines. Risk: Low</p> <p>The galvanizing process includes activities such as hooking and removing material from the zinc bath where social distancing is reduced by handling items of 2.5 to 2.1 metre lengths. In which case social distancing may be reduced to 1.5 metres. A safe system of work has been issued to the workforce in galvanizing plant to reduce the risk as far as possible.</p> <p>Risk: Medium</p> <p>The wearing of PPE (boots, overalls, safety glasses and ear protection is mandatory in this area, operatives have been issued a safe system of work for workstations Social distancing and personal hygiene and machine surfaces are cleaned when different operatives use equipment. Risk: Low</p> <p>Machines are cleaned down daily although not specifically on control surfaces.</p> <p>Other effects:</p>			
Specific hazards from risk described		<p>Risk of transmission if employees finish work together at break times and use the same walkways an outbreak of Covid-19 that becomes transmitted through the workplace would potentially close departments (i.e. forging and machinery) or the factory. Staggered start / finish times and break times are employed with workers approval to maintain social distancing. Common areas such as the area to clock in / out has been marked with 2 metre spacings.</p> <p>Level of Risk: Low with controls</p> <p>Medium / High Risk: To persons in the “at risk categories 2 and 1 “</p> <p>Low Risk: To persons in other categories who are present daily including regular visitors / engineers / drivers.</p> <p>Low Risk: To persons making occasional visits i.e. to read meters or perform inspections.</p> <p>General Risk in Area: Low</p>			
<p>Document created 16.03.20. Document updated 24.03.20. Revision No. 1. Updated 22.05.20 Revision 2. Document prepared by Christopher Price. Document approved by Paul Floud. Position H & S Manager</p> <p style="text-align: right;">Page 4 of 15</p>					

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5. Control of access to site	<p>All employees and managers use a fob to register their entry and exit from site. There is no unauthorised access for employees to the reception or offices whilst managers may access the photocopier, fax machine, toilets, and kitchen as required. Risk: Low</p> <p>Visitors (for instance directors showing customers our site or sales representatives) use reception where their presence may be logged or are signed in by Jane Rudd in the press shop. Risk: Low</p> <p>Directors normally move between sites as required. Risk: Medium Activity to be limited or stopped for all but essential journeys and access limited to out door wherever possible.</p> <p>Contractors report to the works office and are signed in and out after induction and / or briefing on what is required of them and specific hazards that may be encountered on the day. Risk: Low with controls in place.</p> <p>Delivery drivers may use the works door if the roller shutter door is down to ask to be unloaded. Risk: Low if driver isolated to cab or immediate vicinity Risk: Medium if driver must enter premises.</p> <p>Persons requiring taking meter readings are received at reception and escorted to the location of the meter or if familiar with the location to be accessed briefed and instructed on any relevant safety issue(s) relevant at that time. Risk: Low</p>	
6.What areas of contact exist?	<p>If uncontrolled access to site were to occur someone who may be feeling ill may gain entry thus running the risk of harmful contamination or infection on this site.</p> <p>Level of Risk: Low</p> <p>Areas of specific concern are:</p> <ul style="list-style-type: none">• Staircases / narrow hallway or reception in office. (Low risk)• Front door to warehouse where entry is “blind” through a solid door. (Low risk)• Works office where employees may walk in to speak to the managers or request assistance or tools (Low risk)• Communal areas: Washrooms, canteen, locker room where people congregate at break times and start and end of day (Medium risk)• Kitchens in office where ho drinks are made throughout day or the microwave is used to heat food (Medium risk)• Gangways / walkways in factory / warehouse (Low risk)• Yard where employees join at break times (Low risk) <p>Level of Risk: Low to Medium Risk as itemised above</p>	
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7. What are people doing in specific areas?	<p>Office Use of equipment: Photocopier / printer / fax telephones PC's Working at workstations Use of toilets / wash facilities Use of kitchen: Making drinks, heating food, washing up Cleaning office (contract cleaners) Low Risk</p> <p>Works office Working at one workstation Recording information, time keeping system errors Work progress Control of documented information Low Risk</p> <p>Canteen, washrooms, locker room Use of toilets and washing facilities Reading meters (water / gas) Break time routines beverages / warming food Purchase / consumption of snacks having a break Putting on / removing overalls, use of lockers Accessing tools, lubricants / substances, PPE, consumables Medium Risk</p> <p>Workshop, warehouses, tool-room, galvanizing plant Fabrication, forming and galvanizing of steel goods by welding, punching, sawing, machining, profile burning . Storage of raw materials, stocks, oils chemicals and waste. Tool making Welding / fabrication / profiling of steel Use of forklift truck Storage / removal of wastes Low Risk</p> <p>Yard Storage of oil and waste oil Loading / unloading raw materials, part finished goods, wastes and scrap metal, receipt of tools, consumables, and other supplies Low Risk</p>	
8. Who can be harmed?	<p>High Risk Categories of people who are given as:</p> <ul style="list-style-type: none"> • Older persons • Persons who are immunocompromised • Persons with existing medical conditions <p>Added to this other persons may wish to remove themselves from work because they live with a person falling into the above categories and their continued presence at work would pose a risk to a partner / relative if they themselves became infected.</p> <p>At medium risk there can be counted employees, members of staff, visitors, service providers, delivery / collection drivers, maintenance, and service engineers.</p> <p>At low risk occasional admittance for very short periods of time i.e. persons reading meters or performing brief inspections.</p>	
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Risk to business continuity	<p>The pandemic may place critical stress on all aspects of the business including:</p> <ul style="list-style-type: none"> • Loss of staff to illness resulting in departments working at reduced capacity or forced to close. • Loss of critical knowledge due to key staff being absent through illness, self-isolation, or the need to protect a family member at home. • Loss within supply chain resulting in difficulties fulfilling orders. • Loss of orders if customers are affected by virus / situation • Financial difficulties because of loss of orders or inability to fulfil orders • Problems to infrastructure of company if many people supporting it are ill • Loss of business confidence if unable to fulfil customer requirements. <p>Risk Level : Medium</p>		
	<p>Risk of security breach if illness results in data not being handled competently and with due diligence. Failure of data controllers to oversee and protect data and sensitive personal data as required.</p>		
	<p>Risks of claim / legal action / prosecution if:</p> <ul style="list-style-type: none"> • Health and safety in workplace are compromised by key staff being absent due to pandemic. • Agency / temporary workers unfamiliar with site and its risks have accident / injury. • Management of workplace is insufficient to prevent extensive illness in workplace or illness resulting on death. <p>Level of Risk: Low</p> <p>Note for supporting information refer to 5 x 5 risk assessments (probability / severity) on file in Health & Safety managers files.</p> <p>Risk Assessment created by: CD Price This issue created : 22/05/2020</p>		
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Education and awareness of top management	<p>The company shall seek and refer to guidance issued by relevant authorities in respect of COVID-19 to ensure current and correct information is received, understood and appropriate actions planned and implemented. These authorities / sources of information shall include:</p> <p>H.M. Government Guidance (COVID-19) - GOV.UK Coronavirus (COVID-19) – NHS ACAS.Org.UK Public Health England World Health Organisation</p> <p>Information shall be obtained so that top management can specifically understand: The nature of the virus Prevention / control methods for the virus How the virus spreads</p> <p>Unfolding information updates including: The spread of the virus Government / NHS / Public Health England revision of instructions or information updates. Government requirements and compliance obligations</p> <p>Top management shall implement Government / NHS / Public Health England guidance and compliance obligations into its strategic planning and the actions it formulates and implements.</p>
Consultation with department managers and works safety representatives	<p>The directors shall liaise and communicate with the company's department heads and workplace representatives to:</p> <p>(1) Ensure consultation is achieved with sufficient input to ensure decisions reached are as effective as possible.</p> <p>(2) Ensure control measures are understood and implemented as effectively as possible to achieve the company's intended outcomes.</p>
Decision making by top management	<p>Top management shall decide and implement on necessary controls with reference to best advice and guidance from relevant authorities with input from department managers and works representatives to create initiatives and control measures in the workplace. They shall also refer to business continuity and pandemic plan strategies to:</p> <p>(1) Gain a head start in the understanding of the nature of controls required to benefit the company, its employees, and stakeholders and (2) Protect the company's wider interests as far as finance, customer satisfaction / confidence and stakeholder relationships are concerned.</p>

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<p>Communicating the company's requirements and compliance obligations to all its stakeholders</p>	<p>The company shall decide with whom, how and what it communicates with its stakeholders in respect of the issues it has identified as relevant.</p> <p><u>The company shall communicate with:</u> Company employees Company staff and management Company's customers Company's supplier base Service providers (contractors, service engineers, inspection / testing authorities) Delivery / collection drivers Utility service meter readers</p> <p><u>The methods for communication may include:</u> Personal letter Poster campaign / notices / signs & information issued to site E-mail / telephone call Conversation / provision of information on arrival for unexpected visitors on site.</p> <p><u>What the company shall communicate may include:</u> Public Health England guidance to promote pandemic awareness Other guidance promoting awareness (Gov.UK, NHS, or WHO) New company requirements based on government or other guidance Best practice for cleaners Company's pandemic / business continuity planning Government schemes announced (i.e. furloughing of employees) Company communications on COVID-19 including: Unpredictability of situation Lockdown Need to continue to supply transmission industry Covering letter in case workers are stopped on their way to work What to do if you feel unwell Circumstances under which you should self-isolate What you need to do if you are self-isolating Social distancing in the workplace Specific relating to annual pay, holidays, the job retention scheme, SSP. Overtime Good hygiene Reporting shortcomings or failures in company's control measures or its protection of people in the workplace Who is at higher risk and what the company will do if you are? Government COVID 19 updates Safe systems of work issued to work force for social distancing, personal hygiene, workstations / social distancing, galvanizing, maintenance, wearing of PPE. Conditions of entry to site for external service providers including social distancing, personal hygiene and permitted activities in given locations. Company's pandemic procedures which includes cleaning / handwashing /hygiene and social distancing and personal hygiene</p> <p style="text-align: right;">Page 10 of 15</p>	

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Specific risk presence of infected person(s) in workplace	<ol style="list-style-type: none"> 1. Communicate nature of virus and symptoms to workforce with poster campaign 2. Department managers to communicate the need to NOT come into work if you feel unwell, believe yourself to have any of the symptoms of coronavirus, have a person in your household or believe yourself to have been in contact with anybody who is ill with coronavirus or has its symptoms. Persons who become ill on site should report this to their department head and go home. 3. Company management to communicate with key service providers and supplier likely to come on site to ensure that: <ul style="list-style-type: none"> • All non-essential or non-emergency work by contractors is put on hold (purchasing director and department managers) • Delivery / collection drivers maintain social distancing. (department managers & purchasing director) and are not allowed inside company premises. • Non-urgent deliveries to be suspended as far as is possible (purchasing director) 4. Visits unsolicited shall not be allowed unless they serve a critical aspect or function of the business as decided by top management (departmental managers / top management) 5. Any person representing an external party that is permitted to be on site will be permitted to do so only if: <ul style="list-style-type: none"> • They believe themselves free of the virus, or, • Have recovered from it after a period of 7 days • Abide by any special requirements which are decided by the company that reduce the risk of spreading the virus on site including those relating to hygiene, hand washing, and social distancing • Have not been in contact within 14 days of someone they know to have or believe to have symptoms of coronavirus (Departmental managers / anybody controlling site access) 6. Anybody believed / identified as being an unauthorised presence on site shall be immediate removed. 	
Risk of harm to persons falling into the at greater risk categories	<p>The company shall immediately send home and furlough any employee who falls into any of the high-risk categories these include:</p> <p><u>Level 1: People at very high risk</u></p> <p>Persons who:</p> <ul style="list-style-type: none"> • Have had an organ transplant • Are having chemotherapy, anti-body treatment or immunotherapy • Are having intense radiotherapy • Are having targeted cancer treatments • Have blood / bone marrow cancer • Are having a blood / bone marrow / stem cell transplant or have had such treatment within 6 months. • Have a severe lung condition including severe asthma • Have a condition that puts you at high risk (i.e. sickle cell) • Are taking medicines that make you more susceptible to infections (i.e. high dose of steroids) <p>Such persons will have received a letter from the NHS confirming this status or should telephone their doctor if they have not received a letter.</p>	

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	<p><u>Level 2: People at high risk</u></p> <p>Persons who:</p> <ul style="list-style-type: none"> • Are aged 70 or over • Are pregnant • Have a learning disability • Have a lung condition that is not severe (asthma, bronchitis etc.) • Have heart disease • Have high blood pressure • Have diabetes • Have chronic kidney disease • Have liver disease • Have a brain or nerve condition • Have a spleen removed or a spleen condition • Have a condition that makes you susceptible to infection • Are taking medicine (including steroids) that effect your immune system • Are obese (a BMI of 40 or above) <p><u>Note:</u> Any person who is not at high risk but living with a person who is may wish to self-isolate to protect such persons. Likewise, other persons may develop anxiety over the situation and may wish to stay at home as a result. In all these instances the company shall agree to such persons to self-isolate immediately and place these persons who have requested to absent themselves from the workplace on Statutory Sick Pay (SSP)</p>
Risk of contaminated surfaces or coming into contact with them	<ol style="list-style-type: none"> 1. The company shall initiate and maintain extra cleaning regimes for the duration of the pandemic on all its premises. It shall achieve this by: <ul style="list-style-type: none"> • Appointing employees to form a cleaning team • Train such persons in what to clean and the best practice for doing this • How best to maintain their own personal protection and safety while doing these duties. • Properties and uses of cleaning materials provided including what, where, how and how often to clean areas and surfaces. • Issue, use and safe disposal of PPE • What to do if becoming aware of any threat or a breach in the company's cleaning regime that needs to be corrected or controlled. 2. Appropriate and effective issue of hand sanitiser and soap in strategic locations in the workplace 3. Issue of notices to washrooms and canteens about the importance of maintaining a good level of cleanliness and personal hygiene in the workplace. 4. Enforcing a good level of cleanliness and personal hygiene in the workplace by department managers and creation and issue of cleaning procedures. 5. Communicating the need for all persons to report any failures or breakdown in site cleaning regimes or hygiene arrangements within the company to an appropriate manager. 6. The company shall provide suitable cleaning materials: including anti-bacterial spray and wipes and bleach to newly appointed cleaning teams and continue to supply them to the regular cleaners. 7. Absences in the cleansing teams must be reported to department managers so that manpower gaps are filled as a matter of utmost urgency so cleaning regimes and their effectiveness are not compromised.

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Further reducing the risk of the spread of infection in the workplace	<p>4. <u>Social distancing shall be affected in the workplace by:</u></p> <ul style="list-style-type: none"> Communicating the 2-metre government requirement for social distancing in the workplace by the issue of notices in prominent / key locations and enforcing this knowledge by verbal communication to the workforce by department managers Marking of 2 metre distancing in common areas including those for clocking in/out. Department managers enforcing social distancing requirements whenever the notice failure of employees or other persons in the workplace to comply. Arranging for break times to be staggered to allow for social distancing in the washrooms, canteen and walkways in the premises, Clocking in or out of the factory shall be accomplished by maintaining social distancing and remaining vigilant. Staggered working hours with agreement and consultation with workforce to improve social distancing. <p><u>2. Provision and use of PPE</u></p> <p>Government guidance on the issue of PPE in the workplace at current time of this revision states wearing of PPE is only effective where there is a very high chance of infection. The company has issued a safe system of work for persons who decide they wish to wear face coverings in the workplace, <u>it is believed that the workplace provides adequate space to maintain social distancing.</u></p> <p>Without the issue of PPE yet. Social distancing arrangements in (1) above including the staggering of break times is so far judged to be effective in reducing space or bring people together at the same time.</p> <p>In the galvanizing plant manual handling operations may reduce social distancing to between 1.5 metres and 2 metres. Face visors are to be provided to reduce the risk of infection person to person in this instance.</p> <p><u>3. Beverages and other shared activities</u></p> <p>Activities such as making beverages for other employees and fetching or sharing newspapers or magazines at break times is prohibited and enforces by department managers.</p>	
Reducing the workforce on site to protect and safeguard it.	<p>Where possible the company shall ask employees to work from home where existing links for this facility have already been created or it is desirable to establish new connections. The criteria for this are that the role can be performed at home with effectiveness at all levels.</p> <p>Key workers may be required to be furloughed to protect the financial stability of the company or to ensure that if a key worker on site is taken ill or is absent from work a “protected” replacement can be asked to come into work for business continuity. Home working will be covered by a separate risk assessment.</p>	
Promoting good hygiene at all levels of the business at home as at work	<p>Enforce knowledge and practice of the following actions:</p> <p>(1) Clean hands frequently with soap and water for 20 seconds or by using hand sanitiser.</p> <p>(2) Cover your coughs and sneezes by covering your nose and mouth with a tissue. If you do not have one to hand sneeze into the crook of your elbow, not into your hand.</p> <p>(3) Use disposable tissues and throw these into a disposable rubbish bag then immediately wash your hands with soap and water or hand sanitiser.</p> <p>(4) Wash your hands when you get to work or arrive at home. Be mindful of touching any surface where the virus may be lying and may survive for some time. If in doubt wash or sanitise your hands.</p>	

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Risk from stress	People respond to stress in different ways and at different levels from mild to debilitating stress. Managers are mindful of the conditions and circumstances that may promote stress in employees and are asked to speak to people if they become aware or concerned that stress is affecting co-worker. Where employees remain in at home the company keeps in regular contact enquiring as to the individuals physical and mental wellbeing. Where concerns are raised the individual is directed to national help lines and sources of help available during the pandemic. Care on return to work will be assessed for further actions if required. The company has not undertaken third party training for identifying and managing stress of its workforce and currently the effects of the virus is preventing it from doing so. Benefit may be gained by signing up relevant persons to a certified course when time and circumstances allow. The company currently addresses the issue of stress and trauma by seeking initial advice from its appointed HR consultant and actin upon referrals to qualified counselling services for affected employees at a cost to the company	
Risk to business continuity	<div><div>The company has existing business continuity and pandemic response planning established and reviewed annually or as change occurs. Top management and department managers are trained in respect of the company's planning and its implementation. To mitigate the effects of critical situations the company has planned actions that may be summarised as follows: Risk to business Loss of key skills to illness Significant temporary loss of workforce in key departments Supply chain failure Reduced order book</div><div>Actions to mitigate risk Multi skilled workforce with shared skills - multi skilled workforce/group resources - mentoring programmes to develop staff - shared skills/additional personnel working on different company premises. - Monitoring of departmental losses to re-allocate human resources. - Use of agency staff - High stock levels to manage production breaks. - Purchase of goods from competitors/ other suppliers to manage customer expectations. - Pandemic response plan Large stocks held. Ability to manufacture in-house or find alternatively sourced supplies. Business continuity plan Government furloughing scheme.</div></div>	
Data protection and GDPR	Company listings of employees and company data held shall be extended to monitor during the pandemic: Absence / sickness amongst workforce Reports from employees absent / sick / self-isolating Employee returns to work Departmental losses Departmental reports Furlough arrangements SSP arrangements Covid-19 RIDDOR reporting (if necessary)	

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	Data protection requirements shall be applied in all instances mindful of due diligence, sensitive personal information, competence of administrators and data retention periods. The data control manager (and deputy if absent) shall oversee and review data protection at every level.	
Risk of claim, litigation, or prosecution	<p>A threat to the business by way of claim, litigation or prosecution may be anticipated if:</p> <ul style="list-style-type: none"> - Due to absence / sickness / reduced staffing levels health and safety in the workplace is compromised - Agency / temporary workers are employed who are not fully trained or are unfamiliar with site and associated risks resulting in health and safety near miss, incident, or accident. - The company fails to manage the workplace in such a way as to reduce the risk of infection within the workforce whilst at work claim from employee or HSE for illness or death occurring. - Claim for mismanagement (breach) of data protection handling personal / sensitive personal data. <p>The company shall work to mitigate the above risks by maintaining health and safety in the workplace with the support of:</p> <ul style="list-style-type: none"> - The health and safety manager P Floud - Deputy to HSM C. Price - Works manager - Departmental managers - Company's health and safety representatives - The induction and training of agency or temporary workers and their allocation to low risk activities wherever possible - Communicating risks and actions to mitigate them to the workforce - Cleaning regimes - Promoting good levels of hygiene - Enforcing social distancing - The provision of PPE as required and if government advice on its issue changes. - Continue with essential planned maintenance and inspections with external service providers controlling visitors to site as described previously <p>Method statement signed by: CD Price Date: 22.05.20</p>	

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1. Nature of risk	Infected person(s) either employees or visitors to site – enters site causing: (1) Exposure of workforce and staff to Covid-19 virus in workplace. (2) Risk to health and life to workforce staff and other persons coming onto site. (3) Other health and safety risks to workforce, staff, and other persons on site by other failings resulting from change in workplace due to pandemic. (Breakdown of health and safety enforcement) (4) Risk to business continuity.	
2. Location	Lodgefield Road Halesowen B62 8AX	
3. Description of normal activities	Control of persons entering site. Office with administrative activities. Goods in / out, assembly, packaging, storage, and despatch of steel. Consumables and waste throughout site. Contractors / service providers for logistics of deliveries and collections, maintenance of plant, equipment, and premises. Reporting of injuries, diseases, and dangerous occurrences (RIDDOR) near misses, accident, and incidents. Note: Where a worker has been diagnosed as having Covid-19 and there is reasonable evidence that this was caused by exposure at work, this must be reported as a case of disease and when a worker dies as a result of exposure to the virus.	
4. Specific hazards caused by risk	(A) Entry into office <ul style="list-style-type: none">• Virus infection/contamination brought into office by company employees, top management, contractors / service providers, visitors, cleaners, and delivery drivers. All the above groups may bring Covid-19 to workplace.• Illness / infection of employees, visitors, and service providers.• Death of above persons.• Stress amongst employees.• Higher risk to certain groups of people i.e. Older persons Immune compromised persons Persons with pre-existing medical condition• Legal action and prosecution for negligence or failure to protect all persons from infection. Areas that can be affected Reception / hallway General office Managers office Toilets / washrooms Small kitchen and store cupboard Note: During most situations social distancing is easily maintained.	
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Specific hazards of risk described	<p>Other effects: Illness / death amongst top management Illness / death amongst visitors i.e. Cleaners Delivery drivers Employees Contractors & service providers Damage to business continuity Damage to reputation / business confidence Litigation for failure to control virus exposure resulting in RIDDOR event</p> <p>Level of risk :</p> <p>Medium / High Risk To persons in at risk categories listed on page one to effects of illness</p> <p>Medium Risk To persons in other categories who are present daily i.e. managers, employees, and less frequent regular visitors (i.e. cleaners, lorry drivers and maintenance engineers)</p> <p>Low Risk To persons making occasional deliveries or performing occasional tasks (i.e. meter reading or inspections)</p> <p>General Risk Office: Low</p> <p>(B) Works entrance and yard</p> <ul style="list-style-type: none"> • Virus infection / contamination brought onto premises by company employees, top management, visitors, delivery drivers and contractors / service providers. • Illness / infection of employees, visitors, service providers etc. (persons described above) • Death of persons described above • Stress amongst employees • Persons at higher risk / older persons, immune compromised persons, and persons with pre-existing medical conditions. • Legal action and prosecution for negligence or failure to protect all persons. <p>Areas that can be affected The yard is big enough to allow social distancing, however office and assembly bay entrances may be a hazard as people may try to pass through entrance door without knowing who is on the other side.</p>	
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Specific hazards of risk described	Level of Risk:	
	Medium / High Risk: To persons in the “at risk categories” listed on page to effects of illness.	
	Medium Risk To persons in other categories who are present daily i.e. managers, employees, and less frequent regular visitors (i.e. cleaners, lorry rivers and maintenance engineers.	
	Low Risk To persons making occasional visits i.e. delivery drivers or those performing meter readings / inspections.	
	General Risk: Low	
	(C) Canteen, washrooms and locker areas	
	<ul style="list-style-type: none">• Virus infection / contamination brough onto premises by company employees, top management, visitors, contractors / service providers and drivers• Illness / infection of employees, visitors, service providers• Death of persons at higher risk• Stress amongst workforce• Legal action and prosecution for negligence or failure to protect all persons on site	
	Areas that can be affected: All the areas described above are at risk because break times and daily routines / working hours bring people together at the same time. Enforcing social distancing of 2 metres is practised and monitored by management.	
	Other effects: Sickness / temporary loss of cleaning staff with heightened risk to all persons. Quicker spread of virus / contamination.	
	Level of Risk:	
Medium / High Risk: To persons in the “at risk categories” as previously described.		
Medium Risk: To persons at risk in other categories who are present daily i.e. managers, employees, and less frequent regular visitors i.e. cleaners, drivers, and maintenance engineers.		
Low Risk: To persons making occasional visits i.e. delivery drivers or those performing meter readings / inspections.		
General Risk in Area: Low to Medium		

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Specific hazards of risk described		<div>(D) Warehouse and assembly bay</div> <ul style="list-style-type: none">Virus infection / contamination brought in onto premises by company employees, top management, visitors, contractors / service providers, drivers.Illness / infection of employees, visitors, service providers.Death of persons aboveStress amongst workforceHigher risk to certain groups of people as previously describesLegal actions and prosecution for negligence or failure to protect all persons <div>Low Risk:</div> <div>Areas that can be affected</div> <p>Social distancing can be practised because all areas can allow at least 2-metre area because of safe siting of working areas.</p> <p>The storage area is generally only used by two people at any time apart from others accessing, using sand exiting the canteen.</p> <p>The assembly bay allows for social distancing to be maintained, however as workers normally used none fixed seating they must be reminded to maintain 2 metres apart.</p> <p>The wearing of PPE (boots, overalls, gloves) is mandatory in this area but offers no protection against COVID-19. Social distancing and good hygiene including the cleaning of surfaces before a new operative uses equipment is the best control employed. A safe system of work for work stations has been issued to the workforce.</p> <p>Machines are cleaned down daily although not specifically on control surfaces.</p> <div>Low Risk:</div> <div>Other effects:</div>			
Specific hazards from risk described		<p>Risk of transmission if employees finish work together at break times and use the same walkways an out break of Covid-19 that becomes remitted through the workplace would potentially close departments (i.e. forging and machinery) or the factory as a whole. Currently under review social distancing is working well but staggered break times are in operation and site manager shall recommend staggered start / finish times if concerns are raised / lapses occur.</p> <div>Level of Risk: Low</div> <div>Medium / High Risk:</div> To persons in the “at risk categories” <div>Medium Risk:</div> To persons in other categories who are present daily including regular visitors / engineers / drivers. <div>Low Risk:</div> To persons making occasional visits i.e. to read meters or perform inspections. <div>General Risk in Area: Low</div>			
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5. Control of access to site	<p>All employees and managers use a fob to register their entry and exit from site. There is no unauthorised access for employees to the offices whilst authorised operatives may access the photocopier, fax machine, toilets, and kitchen as required.</p> <p>Risk: Low</p> <p>Visitors (for instance directors showing customers our site or sales representatives) use reception where their presence may be logged.</p> <p>Risk: Low</p> <p>Directors normally move between sites as required, Risk: Medium</p> <p>Activity to be limited or stopped for all but essential journeys and access limited to outdoors wherever possible</p> <p>Contractors report to the works office, or wait on the roadside frontage and are signed in and out after inductions and / or briefing on what is required of them and specific hazards that may be encountered on the day.</p> <p>Low Risk: with controls in place</p> <p>Delivery drivers may use the works door if nobody is available in the yard to unload them and ask for assistance. Risk: Low if driver is isolated to cab / immediate vicinity. Risk: Medium if driver has to enter premises.</p> <p>Persons requiring taking meter readings are received at reception and escorted to the location of the meter or if familiar with the location to be accessed briefed and instructed on any relevant safety issue(s) relevant at that time.. Risk: Low</p>	
6.What areas of contact exist?	<p>If uncontrolled access to site were to occur someone who may be feeling ill may gain entry thus running the risk of harmful contamination or infection on this site.</p> <p>Level of Risk: Low</p> <p>Areas of specific concern are:</p> <ul style="list-style-type: none"> Staircases / narrow passageways and reception in office. (Low risk) Doors to warehouse where entry is “blind” through a solid door. (Low risk) Communal areas: Washrooms, canteen, locker room where people congregate at break times and start and end of day (Medium risk) Kitchenette in office where hot drinks are made throughout day or the microwave is used to heat food (Medium risk) Gangways / walkways buildings and yards (Low risk) Yard where employees join at break times (Low risk) <p>Level of Risk: Low to Medium Risk as itemised above</p>	
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7. What are people doing in specific areas?		<u>Office</u> Use of equipment: Photocopier / printer / fax telephones PC’s Working at workstations Use of toilets / wash facilities Use of kitchen: Making drinks, heating food, washing up Cleaning office (contract cleaners) Low Risk			
		<u>Works office</u> Working at one workstation Recording information, time keeping system errors Work progress Control of documented information Low Risk:			
		<u>Canteen, washrooms, locker room, tool store</u> Use of toilets and washing facilities Reading meters (water / gas) Break time routines beverages / warming food Purchase / consumption of snacks having a break Putting on / removing overalls, use of lockers Accessing tools, lubricants / substances, PPE, consumables Medium Risk			
		<u>Yard</u> Storage of finished and part finished goods Loading / unloading receipt of part finished goods, despatch of finished goods, wastes and scrap metal. Receipt of consumables, and other supplies. Low Risk:			
8. Who can be harmed?		High Risk Categories of people who are given as: <ul style="list-style-type: none">• Older persons• Persons who are immunocompromised• Persons with existing medical conditions <p>Added to this other persons may wish to remove themselves from work because they live with a person falling into the above categories and their continued presence at work would pose a risk to a partner / relative if they themselves became infected.</p> <p>At medium risk there can be counted employees, members of staff, visitors, service providers, delivery / collection drivers, maintenance, and service engineers.</p> <p>At low risk occasional admittance for very short periods of time i.e. persons reading meters or performing brief inspections.</p>			
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9. How can people be harmed?	<p>A person who is infected coming on to site who spreads the virus to others by:</p> <ul style="list-style-type: none"> • Transmitting coronavirus person to person through small droplets from nose or mouth when an infected person coughs or exhales. • Droplets landing on objects, surfaces being touched by other people, then touching their eyes, nose, or mouth. • Breathing droplets from a person with coronavirus who coughs out or exhales droplets. <p>Risk Level: Medium</p> <p>Stress may have harmful effects on all persons because of the pandemic. This may result from:</p> <ul style="list-style-type: none"> • Fear anxiety for oneself or a loved one • Fear of infection and risk to health • Infection of a relative / friend / partner • Death of a relative / partner / friend • Loss of earnings • Underlying conditions or past illness <p>Its affects may promote in persons: Ill Health Absence from work Inability to concentrate or live a normal life</p> <p>Risk level: Low</p>	
Risk from stress	<p>Lack of stress management training in workplace amongst directors and top management but company has used HR consultant independent stress counselling for its employees.</p> <p>Risk of harm to management and all employees because of: Anxiety over pandemic, workplace or loved ones Stress from loss or earnings Stress from illness Stress from bereavement Also, loss of staff during pandemic resulting in more pressure on remaining employees</p> <p>Risk Level: Low</p>	
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Risk to business continuity	<p>The pandemic may place critical stress on all aspects of the business including:</p> <ul style="list-style-type: none"> • Loss of staff to illness resulting in departments working at reduced capacity or forced to close. • Loss of critical knowledge due to key staff being absent through illness, self-isolation, or the need to protect a family member at home. • Loss within supply chain resulting in difficulties fulfilling orders. • Loss of orders if customers are affected by virus / situation • Financial difficulties because of loss of orders or inability to fulfil orders • Problems to infrastructure of company if many people supporting it are ill • Loss of business confidence if unable to fulfil customer requirements. <p>Risk Level : Medium</p>	
Risk to maintaining data protection requirements or breach	<p>Risk of security breach if illness results in data not being handled competently and with due diligence. Failure of data controllers to oversee and protect data and sensitive personal data as required.</p>	
Risk of claim, litigation, or prosecution	<p>Risks of claim / legal action / prosecution if:</p> <ul style="list-style-type: none"> • Health and safety in workplace are compromised by key staff being absent due to pandemic. • Agency / temporary workers unfamiliar with site and its risks have accident / injury. • Management of workplace is insufficient to prevent extensive illness in workplace or illness resulting on death. <p>Level of Risk: Low</p> <p>Note: For supporting information refer to 5 x 5 risk assessments (probability / severity) on file in Health and Safety managers' files.</p> <p>Risk Assessment created by: CD Price This version created: 22/5/2020</p>	
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Education and awareness of top management	<p>The company shall seek and refer to guidance issued by relevant authorities in respect of COVID-19 to ensure current and correct information is received, understood and appropriate actions planned and implemented. These authorities / sources of information shall include:</p> <p>H.M. Government Guidance (COVID-19) - GOV.UK Coronavirus (COVID-19) – NHS ACAS.Org.UK Public Health England World Health Organisation</p> <p>Information shall be obtained so that top management can specifically understand: The nature of the virus Prevention / control methods for the virus How the virus spreads</p> <p>Unfolding information updates including: The spread of the virus Government / NHS / Public Health England revision of instructions or information updates. Government requirements and compliance obligations</p> <p>Top management shall implement Government / NHS / Public Health England guidance and compliance obligations into its strategic planning and the actions it formulates and implements.</p>
Consultation with department managers and works safety representatives	<p>The directors shall liaise and communicate with the company's department heads and workplace representatives to:</p> <p>(1) Ensure consultation is achieved with sufficient input to ensure decisions reached are as effective as possible.</p> <p>(2) Ensure control measures are understood and implemented as effectively as possible to achieve the company's intended outcomes.</p>
Decision making by top management	<p>Top management shall decide and implement on necessary controls with reference to best advice and guidance from relevant authorities with input from department managers and works representatives to create initiatives and control measures in the workplace. They shall also refer to business continuity and pandemic plan strategies to:</p> <p>(1) Gain a head start in the understanding of the nature of controls required to benefit the company, its employees, and stakeholders and (2) Protect the company's wider interests as far as finance, customer satisfaction / confidence and stakeholder relationships are concerned.</p>

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<p>Communicating the company's requirements and compliance obligations to all its stakeholders</p>	<p>The company shall decide with whom, how and what it communicates with its stakeholders in respect of the issues it has identified as relevant.</p> <p><u>The company shall communicate with:</u> Company employees Company staff and management Company's customers Company's supplier base Service providers (contractors, service engineers, inspection / testing authorities) Delivery / collection drivers Utility service meter readers</p> <p><u>The methods for communication may include:</u> Personal letter Poster campaign / notices / signs & information issued to site E-mail / telephone call Conversation / provision of information on arrival for unexpected visitors on site.</p> <p><u>What the company shall communicate may include:</u> Public Health England guidance to promote pandemic awareness Other guidance promoting awareness (Gov.UK, NHS, or WHO) New company requirements based on government or other guidance Best practice for cleaners Company's pandemic / business continuity planning Government schemes announced (i.e. furloughing of employees) Company communications on COVID-19 including: Unpredictability of situation Lockdown Need to continue to supply transmission industry Covering letter in case workers are stopped on their way to work What to do if you feel unwell Circumstances under which you should self-isolate What you need to do if you are self-isolating Social distancing in the workplace Specific relating to annual pay, holidays, the job retention scheme, SSP. Overtime Good hygiene Reporting shortcomings or failures in company's control measures or its protection of people in the workplace Who is at higher risk and what the company will do if you are? The company's pandemic procedures which include cleaning / hand washing / hygiene and social distancing and personal hygiene. Government COVID-19 updates Safe systems of work for social distancing, personal hygiene, workstations and wearing of face protection. Conditions of entry to site to external providers' including social distancing, personal hygiene and permitted activities at given location</p> <p style="text-align: right;">Page 10 of 15</p>	

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Specific risk presence of infected person(s) in workplace	<ol style="list-style-type: none"> 1. Communicate nature of virus and symptoms to workforce with poster campaign 2. Department managers to communicate the need to NOT come into work if you feel unwell, believe yourself to have any of the symptoms of coronavirus, have a person in your household or believe yourself to have been in contact with anybody who is ill with coronavirus or has its symptoms. Persons who become ill on site should report this to their department head and go home. 3. Company management to communicate with key service providers and supplier likely to come on site to ensure that: <ul style="list-style-type: none"> • All non-essential or non-emergency work by contractors is put on hold (purchasing director and department managers) • Delivery / collection drivers maintain social distancing. (department managers & purchasing director) and are not allowed inside company premises. • Non-urgent deliveries to be suspended as far as is possible (purchasing director) 4. Visits unsolicited shall not be allowed unless they serve a critical aspect or function of the business as decided by top management (departmental managers / top management) 5. Any person representing an external party that is permitted to be on site will be permitted to do so only if: <ul style="list-style-type: none"> • They believe themselves free of the virus, or, • Have recovered from it after a period of 7 days • Abide by any special requirements which are decided by the company that reduce the risk of spreading the virus on site including those relating to hygiene, hand washing, and social distancing • Have not been in contact within 14 days of someone they know to have or believe to have symptoms of coronavirus (Departmental managers / anybody controlling site access) 6. Anybody believed / identified as being an unauthorised presence on site shall be immediate removed. 	
Risk of harm to persons falling into the at greater risk categories	<p>The company shall immediately send home and furlough any employee who falls into any of the high-risk categories these include:</p> <p><u>Level 1: People at very high risk</u></p> <p>Persons who:</p> <ul style="list-style-type: none"> • Have had an organ transplant • Are having chemotherapy, anti-body treatment or immunotherapy • Are having intense radiotherapy • Are having targeted cancer treatments • Have blood / bone marrow cancer • Are having a blood / bone marrow / stem cell transplant or have had such treatment within 6 months. • Have a severe lung condition including severe asthma • Have a condition that puts you at high risk (i.e. sickle cell) • Are taking medicines that make you more susceptible to infections (i.e. high dose of steroids) <p>Such persons will have received a letter from the NHS confirming this status or should telephone their doctor if they have not received a letter.</p>	

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	<p><u>Level 2: People at high risk</u> Persons who:</p> <ul style="list-style-type: none"> • Are aged 70 or over • Are pregnant • Have a learning disability • Have a lung condition that is not severe (asthma, bronchitis etc.) • Have heart disease • Have high blood pressure • Have diabetes • Have chronic kidney disease • Have liver disease • Have a brain or nerve condition • Have a spleen removed or a spleen condition • Have a condition that makes you susceptible to infection • Are taking medicine (including steroids) that effect your immune system • Are obese (a BMI of 40 or above) <p><u>Note:</u> Any person who is not at high risk but living with a person who is may wish to self-isolate to protect such persons. Likewise, other persons may develop anxiety over the situation and may wish to stay at home as a result. In all these instances the company shall agree to such persons to self-isolate immediately and place these persons who have requested to absent themselves from the workplace on Statutory Sick Pay (SSP)</p>	
Risk of contaminated surfaces or coming into contact with them	<ol style="list-style-type: none"> 1. The company shall initiate and maintain extra cleaning regimes for the duration of the pandemic on all its premises. It shall achieve this by: <ul style="list-style-type: none"> • Appointing employees to form a cleaning team • Train such persons in what to clean and the best practice for doing this • How best to maintain their own personal protection and safety while doing these duties. • Properties and uses of cleaning materials provided including what, where, how and how often to clean areas and surfaces. • Issue, use and safe disposal of PPE • What to do if becoming aware of any threat or a breach in the company's cleaning regime that needs to be corrected or controlled. 2. Appropriate and effective issue of hand sanitiser and soap in strategic locations in the workplace 3. Issue of notices to washrooms and canteens about the importance of maintaining a good level of cleanliness and personal hygiene in the workplace. 4. Enforcing a good level of cleanliness and personal hygiene in the workplace by department managers and creation and issue of cleaning / hygiene procedures. 5. Communicating the need for all persons to report any failures or breakdown in site cleaning regimes or hygiene arrangements within the company to an appropriate manager. 6. The company shall provide suitable cleaning materials: including anti-bacterial spray and wipes and bleach to newly appointed cleaning teams and continue to supply them to the regular cleaners. 7. Absences in the cleansing teams must be reported to department managers so that manpower gaps are filled as a matter of utmost urgency so cleaning regimes and their effectiveness are not compromised. 	

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Further reducing the risk of the spread of infection in the workplace	<p><u>1. Social distancing shall be affected in the workplace by:</u></p> <ul style="list-style-type: none"> Communicating the 2-metre government requirement for social distancing in the workplace by the issue of notices in prominent / key locations and enforcing this knowledge by verbal communication to the workforce by department managers. Marking of 2 metre social distancing in common with areas including those for clocking in / out. Department managers enforcing social distancing requirements whenever the notice failure of employees or other persons in the workplace to comply. Arranging for break times to be staggered to allow for social distancing in the washrooms, canteen and walkways in the premises. If desirable staggered start and finish times after consultation / agreement with workforce to improve social distancing. <p><u>2. Provision and use of PPE</u></p> <p>Government guidance on the issue of PPE in the workplace at the current time of this revision states wearing of PPE is only effective where there is a very high chance of infection. The company has issued a safe system of work for persons who decide they wish to wear face coverings in the workplace <u>it is believed that the workplace provides adequate space to maintain social distancing on this site.</u></p> <p><u>3. Beverages and other shared activities</u></p> <p>Activities such as making beverages for other employees and fetching or sharing newspapers or magazines at break times is prohibited and enforces by department managers.</p>	
Reducing the workforce on site to protect and safeguard it.	<p>Where possible the company shall ask employees to work from home where existing links for this facility have already been created or it is desirable to establish new connections. The criteria for this are that the role can be performed at home with effectiveness at all levels.</p> <p>Key workers may be required to be furloughed to protect the financial stability of the company or to ensure that if a key worker on site is taken ill or is absent from work a “protected” replacement can be asked to come into work for business continuity. Home working will be covered by a separate risk assessment.</p>	
Promoting good hygiene at all levels of the business at home as at work	<p>Enforce knowledge and practice of the following actions:</p> <p>(1) Clean hands frequently with soap and water for 20 seconds or by using hand sanitiser.</p> <p>(2) Cover your coughs and sneezes by covering your nose and mouth with a tissue. If you do not have one to hand sneeze into the crook of your elbow, not into your hand.</p> <p>(3) Use disposable tissues and throw these into a disposable rubbish bag then immediately wash your hands with soap and water or hand sanitiser.</p> <p>(4) Wash your hands when you get to work or arrive at home. Be mindful of touching any surface where the virus may be lying and may survive for some time. If in doubt wash or sanitise your hands.</p>	

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Risk from stress		People respond to stress in different ways and at different levels from mild to debilitating stress. Managers are mindful of the conditions and circumstances that may promote stress in employees and are asked to speak to people if they become aware or concerned that stress is affecting co-worker. Where employees remain at home the company keeps in regular contact and enquires as to the individuals physical and mental well being. Where concerns are identified the company shall direct the individual to national helplines and sources of help available during the pandemic. Return to work shall be carefully assessed with considerations for further actions. The company has not undertaken third party training for identifying and managing stress of its workforce and currently the effects of the virus is preventing it from doing so. Benefit may be gained by signing up relevant persons to a certified course when time and circumstances allow. The company currently addresses the issue of stress and trauma by seeking initial advice from its appointed HR consultant and actin upon referrals to qualified counselling services for affected employees at a cost to the company			
Risk to business continuity		<div><div>The company has existing business continuity and pandemic response planning established and reviewed annually or as change occurs. Top management and department managers are trained in respect of the company’s planning and its implementation. To mitigate the effects of critical situations the company has planned actions that may be summarised as follows: Risk to business Loss of key skills to illness Significant temporary loss of workforce in key departments Supply chain failure Reduced order book</div><div>Actions to mitigate risk Multi skilled workforce with shared skills - multi skilled workforce/group resources - mentoring programmes to develop staff - shared skills/additional personnel working on different company premises. - Monitoring of departmental losses to re-allocate human resources. - Use of agency staff - High stock levels to manage production breaks. - Purchase of goods from competitors/ other suppliers to manage customer expectations. - Pandemic response plan Large stocks held. Ability to manufacture in-house or find alternatively sourced supplies. Business continuity plan Government furloughing scheme.</div></div>			
Data protection and GDPR (conducted at head office Newtown Street)		Company listings of employees and company data held shall be extended to monitor during the pandemic: Absence / sickness amongst workforce Reports from employees absent / sick / self-isolating Employee returns to work Departmental losses Departmental reports Furlough arrangements SSP arrangements Covid-19 RIDDOR reporting (if necessary)			

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	Data protection requirements shall be applied in all instances mindful of due diligence, sensitive personal information, competence of administrators and data retention periods. The data control manager (and deputy if absent) shall oversee and review data protection at every level.	
Risk of claim, litigation, or prosecution	<p>A threat to the business by way of claim, litigation or prosecution may be anticipated if:</p> <ul style="list-style-type: none"> - Due to absence / sickness / reduced staffing levels health and safety in the workplace is compromised - Agency / temporary workers are employed who are not fully trained or are unfamiliar with site and associated risks resulting in health and safety near miss, incident, or accident. - The company fails to manage the workplace in such a way as to reduce the risk of infection within the workforce whilst at work claim from employee or HSE for illness or death occurring. - Claim for mismanagement (breach) of data protection handling personal / sensitive personal data. <p>The company shall work to mitigate the above risks by maintaining health and safety in the workplace with the support of:</p> <ul style="list-style-type: none"> - The health and safety manager P. Floud - Deputy to HSM C. Price - Works manager - Departmental managers - Company's health and safety representatives - The induction and training of agency or temporary workers and their allocation to low risk activities wherever possible - Communicating risks and actions to mitigate them to the workforce - Cleaning regimes - Promoting good levels of hygiene - Enforcing social distancing - The provision of PPE as required and if government advice on its issue changes. - Continue with essential planned maintenance and inspections controlling third parties providing such services. <p>Method statement signed by: CD Price Date: 22/05/20</p>	

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1. Nature of risk	Infected person(s) either employees or visitors to site – enters site causing: (1) Exposure of workforce and staff to Covid-19 virus in workplace. (2) Risk to health and life to workforce staff and other persons coming onto site. (3) Other health and safety risks to workforce, staff, and other persons on site by other failings resulting from change in workplace due to pandemic. (Breakdown of health and safety enforcement) (4) Risk to business continuity.	
2. Location	Harris (Steels) Ltd Coombs Road, Halesowen B62 8AU	
3. Description of normal activities	Control of persons entering site. Office with administrative activities. Goods in / out, assembly, packaging, storage, and despatch of steel. Consumables and waste throughout site. Contractors / service providers for logistics of deliveries and collections, maintenance of plant, equipment, and premises. Reporting of injuries, diseases, and dangerous occurrences (RIDDOR) near misses, accident, and incidents. Note: Where a worker has been diagnosed as having Covid-19 and there is reasonable evidence that this was caused by exposure at work, this must be reported as a case of disease and when a worker dies as a result of exposure to the virus.	
4. Specific hazards caused by risk	(A) Entry into office <ul style="list-style-type: none">• Virus infection/contamination brought into office by company employees, top management, contractors / service providers, visitors, cleaners, and delivery drivers. All the above groups may bring Covid-19 to workplace.• Illness / infection of employees, visitors, and service providers.• Death of above persons.• Stress in workforce• Higher risk to certain groups of people i.e. Older persons Immune compromised persons Persons with pre-existing medical condition• Legal action and prosecution for negligence or failure to protect all persons. Areas that can be affected Reception / hallway General office / directors offices / boardroom / archive Hallway and stairs Sales office / accounts office / director’s offices / storeroom Small kitchen and store cupboard Note: During most situations social distancing is easily maintained.	
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Specific hazards of risk described		<p>Other effects:</p> <p>Illness / death amongst top management Illness / death amongst visitors i.e. Cleaners Delivery drivers Employees Contractors & service providers Damage to business continuity Damage to reputation / business confidence Litigation for failure to control virus exposure resulting in RIDDOR event</p> <p>Level of risk :</p> <p>Medium / High Risk To persons in at risk categories listed on page one to effects of illness</p> <p>Medium Risk To persons in other categories who are present daily i.e. managers, employees, and less frequent regular visitors (i.e. cleaners, lorry drivers and maintenance engineers)</p> <p>Low Risk To persons making occasional deliveries or performing occasional tasks (i.e. meter reading or inspections)</p> <p>General Risk Office: Low</p> <p>(B) Warehouses entrances and yard</p> <ul style="list-style-type: none">• Virus infection / contamination brought onto premises by company employees, top management, visitors, delivery drivers and contractors / service providers.• Illness / infection of employees, visitors, service providers etc. (persons described above)• Death of persons described above• Stress to employees• Persons at higher risk / older persons, immune compromised persons, and persons with pre-existing medical conditions.• Risk to business continuity loss of business confidence, loss of orders.• Legal action and prosecution for negligence or failure to protect all persons. <p>Areas that can be affected</p> <p>The yard is big enough to allow social distancing, however the warehouse entrances may be a hazard as people may try to pass through entrance door without knowing who is on the other side, if roller shutters are down.</p>			
Specific hazards of risk described					
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Specific hazards of risk described	<p>Level of Risk:</p> <p>Medium / High Risk: To persons in the “at risk categories” listed on page to effects of illness.</p> <p>Medium Risk To persons in other categories who are present daily i.e. managers, employees, and less frequent regular visitors (i.e. cleaners, lorry rivers and maintenance engineers.</p> <p>Low Risk To persons making occasional visits i.e. delivery drivers or those performing meter readings / inspections.</p> <p>General Risk: Low</p> <p>(C) Canteen, washrooms and locker areas</p> <ul style="list-style-type: none">• Virus infection / contamination brough onto premises by company employees, top management, visitors, contractors / service providers and drivers.• Illness / infection of employees, visitors, service providers• Death of persons at higher risk• Stress amongst workforce• Risk of business continuity, loss of business confidence, loss of orders.• Legal action and prosecution for negligence or failure to protect all persons on site. <p>Currently low risk with reduced staffing levels and social distancing measures</p> <p>Areas that can be affected: All the areas described above are at risk because break times and daily routines / working hours bring people together at the same time. Enforcing social distancing (2 metre) requirements is being practised and monitored by management.</p> <p>Other effects: Sickness / temporary loss of cleaning staff with heightened risk to all persons. Quicker spread of virus / contamination.</p> <p>Level of Risk:</p> <p>Medium / High Risk: To persons in the “at risk categories” as previously described.</p> <p>Medium Risk: To persons at risk in other categories who are present daily i.e. managers, employees, and less frequent regular visitors i.e. cleaners, drivers, and maintenance engineers.</p> <p>Low Risk: To persons making occasional visits i.e. delivery drivers or those performing meter readings / inspections.</p> <p>General Risk in Area: Low to Medium</p>	
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Specific hazards of risk described	<p><u>(D) Main warehouse and fabrication area</u></p> <ul style="list-style-type: none">• Virus infection / contamination brought in onto premises by company employees, top management, visitors, contractors / service providers, drivers.• Illness / infection of employees, visitors, service providers.• Death of persons above• Stress amongst workforce• Higher risk to certain groups of people as previously described.• Legal actions and prosecution for negligence or failure to protect all persons. <p><u>Low Risk</u></p> <p><u>Areas that can be affected</u></p> <p>Social distancing can be practised because all areas allow at least a 2-metre distancing because of safe siting of machines, stocks, and walkways. <u>Low Risk</u></p> <p>The storage areas are in full use all day however there are not many people working here and since the pandemic numbers have been much further reduced using the government retention schemes furloughing arrangements. Areas where machines are sighted allow for significant distances to be maintained as machines are so placed to facilitate it.</p> <p>The fabrication area has much tighter packed workstations and equipment but only two persons work in this area so social distancing can be maintained.</p> <p>The wearing of PPE (boots, overalls, gloves, and safety glasses is mandatory in this area, operatives have been issued with a safe system of work for workstations are cleaned when different operatives use equipment . <u>Low Risk</u></p> <p>Machines are cleaned down daily although not specifically on control surfaces.</p> <p><u>Other effects:</u></p> <p>Risk of transmission if employees finish work together at break times and use the same walkways an outbreak of Covid-19 that becomes transmitted through the workplace would potentially close departments (i.e. office, warehouse) or the workplace as a whole, because so many employees have been furloughed social distancing is being maintained even at busy times (breaks: Clocking in / out)</p> <p><u>Level of Risk: Low</u></p> <p><u>Medium / High Risk:</u> To persons in the “at risk categories” Levels 2 and !.</p> <p><u>Low Risk:</u> To persons in other categories who are present daily including regular visitors / engineers / drivers.</p> <p><u>Low Risk:</u> To persons making occasional visits i.e. to read meters or perform inspections.</p> <p><u>General Risk in Area: Low</u></p>	
Specific hazards from risk described		
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<p>5. Control of access to site</p>	<p>All employees and managers use a fob to register their entry and exit from site. There is no unauthorised access for employees to the offices whilst authorised operatives may access the photocopier, fax machine, toilets, and kitchen as required. Low Risk:</p> <p>Visitors (for instance directors showing customers our site or sales representatives) use reception where their presence may be logged. Low Risk:</p> <p>Directors normally move between sites as required. Risk: Medium If uncontrolled activity is there generally limited to one director and limited to essential journeys. Other directors may move to sites but do not enter them, holding social distancing meetings outside.</p> <p>Contractors report to the works office or wait on the roadside frontage and are signed in and out after induction and / or briefing on what is required of them and specific hazards that may be encountered on the day. Low Risk:</p> <p>Delivery drivers may go to the office via a window / hatch where goods are in is controlled and drivers ask to be unloaded. Deliveries / collections of materials shall be controlled in accordance to company's COVID measures procedure to limit contact with drivers, who shall always be asked to remain in cab where safe to do or social distancing Low Risk:</p> <p>Persons requiring taking meter readings are received at reception and escorted to the location of the meter or if familiar with the location to be accessed briefed and instructed on any relevant safety issue(s) relevant at that time. This can be done maintaining social distancing especially if the meter reader is already familiar with site. Low Risk:</p> <p>If uncontrolled access to site were to occur someone who may be feeling ill may gain entry thus running the risk of harmful contamination or infection on this site.</p> <p>Level of Risk: Low</p> <p>Areas of specific concern are:</p> <ul style="list-style-type: none"> Office staircase and ground floor and 1st floor passageways . (Low risk) Entrance to general office and door to canteen which is solid and prevents anybody using to see if anyone is on other side. (Low risk) Works office where employees may walk in to speak to the works manager. (Low risk) Communal areas: Washrooms, canteen, locker room where people congregate at break times and start and end of day (Medium risk) Office kitchen in office where hot drinks are made throughout day or the microwave is used to heat food (Medium risk) Gangways / walkways buildings and yards (Low risk) Yard where employees may join at break times (Low risk) Company's delivery drivers going to other companies or premises Medium Risk: (Refer to separate risk assessment for delivery drivers and goods in / out) <p>Level of Risk: Low to Medium Risk as itemised above</p>	
<p>6.What areas of contact exist?</p>		
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7. What are people doing in specific areas?	<p>Office Use of equipment: Photocopier / printer / fax telephones PC's Working at workstations Use of toilets / wash facilities Use of kitchen: Making drinks, heating food, washing up Cleaning office (contract cleaners) Low Risk</p> <p>General office Working at one workstation Recording information, time keeping system errors Work progress Control of documented information Low Risk</p> <p>Works office Working at one workstation Low Risk</p> <p>Canteen, washrooms, locker room Use of toilets and washing facilities Break time routines beverages / warming food Purchase / consumption of snacks having a break Putting on / removing overalls, use of lockers Accessing tools, lubricants / substances, PPE, consumables Medium Risk</p> <p>Warehouse and fabrication area Receiving steel raw material Storing steel raw material Despatching steel raw material Sawing steel Guillotine of steel Welding / fabrication of steel Use of forklift trucks and cranes Storage / removal of wastes Low Risk</p> <p>Yard Fuelling lorries from own diesel tank / pump Loading / unloading raw materials, part finished goods, wastes and scrap metal, receipt of tools, consumables, and other supplies. Low Risk</p> <p>Delivery drivers leaving site Taking lorries out to other companies delivering or receiving steel and paperwork and driving. Medium Risk:</p>	
8. Who can be harmed?	<p>High Risk Categories of people who are given as:</p> <ul style="list-style-type: none">• Older persons• Persons who are immunocompromised• Persons with existing medical conditions <p>Added to this other persons may wish to remove themselves from work because they live with a person falling into the above categories and their continued presence at work would pose a risk to a partner / relative if they themselves became infected.</p> <p>At medium risk there can be counted employees, members of staff, visitors, service providers, delivery / collection drivers, maintenance, and service engineers.</p> <p>At low risk occasional admittance for very short periods of time i.e. persons reading meters or performing brief inspections.</p>	
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<p>9. How can people be harmed?</p>	<p>A person who is infected coming on to site who spreads the virus to others by:</p> <ul style="list-style-type: none"> • Transmitting coronavirus person to person through small droplets from nose or mouth when an infected person coughs or exhales. • Droplets landing on objects, surfaces being touched by other people, then touching their eyes, nose, or mouth. • Breathing droplets from a person with coronavirus who coughs out or exhales droplets. <p>Risk Level: Medium</p> <p>Stress may have harmful effects on all persons because of the pandemic. This may result from:</p> <ul style="list-style-type: none"> • Fear anxiety for oneself or a loved one • Fear of infection and risk to health • Infection of a relative / friend / partner • Death of a relative / partner / friend • Loss of earnings • Underlying conditions or past illness <p>Its affects may promote in persons: Ill Health Absence from work Inability to concentrate or live a normal life</p> <p>Risk level: Low</p> <p>Lack of stress management training in workplace amongst directors and top management but company has used HR consultant independent stress counselling for its employees.</p> <p>Risk of harm to management and all employees because of: Anxiety over pandemic, workplace or loved ones Stress from loss or earnings Stress from illness Stress from bereavement Also, loss of staff during pandemic resulting in more pressure on remaining employees</p> <p>Risk Level: Low</p>	
Risk from stress		

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Risk to business continuity	<p>The pandemic may place critical stress on all aspects of the business including:</p> <ul style="list-style-type: none"> • Loss of staff to illness resulting in departments working at reduced capacity or forced to close. • Loss of critical knowledge due to key staff being absent through illness, self-isolation, or the need to protect a family member at home. • Loss within supply chain resulting in difficulties fulfilling orders. • Loss of orders if customers are affected by virus / situation • Financial difficulties because of loss of orders or inability to fulfil orders • Problems to infrastructure of company if many people supporting it are ill • Loss of business confidence if unable to fulfil customer requirements. <p>Risk Level : Medium</p>	
Risk to maintaining data protection requirements or breach	<p>Risk of security breach if illness results in data not being handled competently and with due diligence. Failure of data controllers to oversee and protect data and sensitive personal data as required.</p>	
Risk of claim, litigation, or prosecution	<p>Risks of claim / legal action / prosecution if:</p> <ul style="list-style-type: none"> • Health and safety in workplace are compromised by key staff being absent due to pandemic. • Agency / temporary workers unfamiliar with site and its risks have accident / injury. • Management of workplace is insufficient to prevent extensive illness in workplace or illness resulting on death. <p>Level of Risk: Low</p> <p>Note: For supporting information refer to 5 x 5 risk assessments(probability / severity) on file in health and safety managers office files.</p> <p>Risk Assessment created by: CD Price This issue created: 22/05/20</p>	
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Education and awareness of top management	<p>The company shall seek and refer to guidance issued by relevant authorities in respect of COVID-19 to ensure current and correct information is received, understood and appropriate actions planned and implemented. These authorities / sources of information shall include:</p> <p>H.M. Government Guidance (COVID-19) - GOV.UK Coronavirus (COVID-19) – NHS ACAS.Org.UK Public Health England World Health Organisation</p> <p>Information shall be obtained so that top management can specifically understand: The nature of the virus Prevention / control methods for the virus How the virus spreads</p> <p>Unfolding information updates including: The spread of the virus Government / NHS / Public Health England revision of instructions or information updates. Government requirements and compliance obligations</p> <p>Top management shall implement Government / NHS / Public Health England guidance and compliance obligations into its strategic planning and the actions it formulates and implements.</p>	
Consultation with department managers and works safety representatives	<p>The directors shall liaise and communicate with the company's department heads and workplace representatives to:</p> <p>(1) Ensure consultation is achieved with sufficient input to ensure decisions reached are as effective as possible.</p> <p>(2) Ensure control measures are understood and implemented as effectively as possible to achieve the company's intended outcomes.</p>	
Decision making by top management	<p>Top management shall decide and implement on necessary controls with reference to best advice and guidance from relevant authorities with input from department managers and works representatives to create initiatives and control measures in the workplace. They shall also refer to business continuity and pandemic plan strategies to:</p> <p>(1) Gain a head start in the understanding of the nature of controls required to benefit the company, its employees, and stakeholders and</p> <p>(2) Protect the company's wider interests as far as finance, customer satisfaction / confidence and stakeholder relationships are concerned.</p>	

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<p>Communicating the company's requirements and compliance obligations to all its stakeholders</p>	<p>The company shall decide with whom, how and what it communicates with its stakeholders in respect of the issues it has identified as relevant.</p> <p><u>The company shall communicate with:</u> Company employees Company staff and management Company's customers Company's supplier base Service providers (contractors, service engineers, inspection / testing authorities) Delivery / collection drivers Utility service meter readers</p> <p><u>The methods for communication may include:</u> Personal letter Poster campaign / notices / signs & information issued to site E-mail / telephone call Conversation / provision of information on arrival for unexpected visitors on site.</p> <p><u>What the company shall communicate may include:</u> Public Health England guidance to promote pandemic awareness Other guidance promoting awareness (Gov.UK, NHS, or WHO) New company requirements based on government or other guidance Best practice for cleaners Company's pandemic / business continuity planning Government schemes announced (i.e. furloughing of employees) Company communications on COVID-19 including: Unpredictability of situation Lockdown Need to continue to supply transmission industry Covering letter in case workers are stopped on their way to work What to do if you feel unwell Circumstances under which you should self-isolate What you need to do if you are self-isolating Social distancing in the workplace Specific relating to annual pay, holidays, the job retention scheme, SSP. Overtime Good hygiene Reporting shortcomings or failures in company's control measures or its protection of people in the workplace Who is at higher risk and what the company will do if you are? The company's pandemic procedures which include cleaning/handwashing/hygiene and social distancing Government COVID-19 updates Safe systems of work issued to workforce for social distancing, personal hygiene workstation / social distancing / maintenance and wearing PPE Conditions of entry onto site for external service providers including social distancing, personal hygiene and permitted activities give locations.</p> <p style="text-align: right;">Page 10 of 15</p>	

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Specific risk presence of infected person(s) in workplace	<ol style="list-style-type: none"> 1. Communicate nature of virus and symptoms to workforce with poster campaign 2. Department managers to communicate the need to NOT come into work if you feel unwell, believe yourself to have any of the symptoms of coronavirus, have a person in your household or believe yourself to have been in contact with anybody who is ill with coronavirus or has its symptoms. Persons who become ill on site should report this to their department head and go home. 3. Company management to communicate with key service providers and supplier likely to come on site to ensure that: <ul style="list-style-type: none"> • All non-essential or non-emergency work by contractors is put on hold (purchasing director and department managers) • Delivery / collection drivers maintain social distancing. (department managers & purchasing director) and are not allowed inside company premises. • Non-urgent deliveries to be suspended as far as is possible (purchasing director) 4. Visits unsolicited shall not be allowed unless they serve a critical aspect or function of the business as decided by top management (departmental managers / top management) 5. Any person representing an external party that is permitted to be on site will be permitted to do so only if: <ul style="list-style-type: none"> • They believe themselves free of the virus, or, • Have recovered from it after a period of 7 days • Abide by any special requirements which are decided by the company that reduce the risk of spreading the virus on site including those relating to hygiene, hand washing, and social distancing • Have not been in contact within 14 days of someone they know to have or believe to have symptoms of coronavirus (Departmental managers / anybody controlling site access) 6. Anybody believed / identified as being an unauthorised presence on site shall be immediate removed. 	
Risk of harm to persons falling into the at greater risk categories	<p>The company shall immediately send home and furlough any employee who falls into any of the high-risk categories these include:</p> <p><u>Level 1: People at very high risk</u></p> <p>Persons who:</p> <ul style="list-style-type: none"> • Have had an organ transplant • Are having chemotherapy, anti-body treatment or immunotherapy • Are having intense radiotherapy • Are having targeted cancer treatments • Have blood / bone marrow cancer • Are having a blood / bone marrow / stem cell transplant or have had such treatment within 6 months. • Have a severe lung condition including severe asthma • Have a condition that puts you at high risk (i.e. sickle cell) • Are taking medicines that make you more susceptible to infections (i.e. high dose of steroids) <p>Such persons will have received a letter from the NHS confirming this status or should telephone their doctor if they have not received a letter.</p>	

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	<p><u>Level 2: People at high risk</u> Persons who:</p> <ul style="list-style-type: none"> • Are aged 70 or over • Are pregnant • Have a learning disability • Have a lung condition that is not severe (asthma, bronchitis etc.) • Have heart disease • Have high blood pressure • Have diabetes • Have chronic kidney disease • Have liver disease • Have a brain or nerve condition • Have a spleen removed or a spleen condition • Have a condition that makes you susceptible to infection • Are taking medicine (including steroids) that effect your immune system • Are obese (a BMI of 40 or above) <p><u>Note:</u> Any person who is not at high risk but living with a person who is may wish to self-isolate to protect such persons. Likewise, other persons may develop anxiety over the situation and may wish to stay at home as a result. In all these instances the company shall agree to such persons to self-isolate immediately and place these persons who have requested to absent themselves from the workplace on Statutory Sick Pay (SSP)</p>	
<p>Risk of contaminated surfaces or coming into contact with them</p>	<ol style="list-style-type: none"> 1. The company shall initiate and maintain extra cleaning regimes for the duration of the pandemic on all its premises. It shall achieve this by: <ul style="list-style-type: none"> • Appointing employees to form a cleaning team • Train such persons in what to clean and the best practice for doing this • How best to maintain their own personal protection and safety while doing these duties. • Properties and uses of cleaning materials provided including what, where, how and how often to clean areas and surfaces. • Issue, use and safe disposal of PPE • What to do if becoming aware of any threat or a breach in the company's cleaning regime that needs to be corrected or controlled. 2. Appropriate and effective issue of hand sanitiser and soap in strategic locations in the workplace 3. Issue of notices to washrooms and canteens about the importance of maintaining a good level of cleanliness and personal hygiene in the workplace. 4. Enforcing a good level of cleanliness and personal hygiene in the workplace by department managers and creation and issue of cleaning procedures 5. Communicating the need for all persons to report any failures or breakdown in site cleaning regimes or hygiene arrangements within the company to an appropriate manager. 6. The company shall provide suitable cleaning materials: including anti-bacterial spray and wipes and bleach to newly appointed cleaning teams and continue to supply them to the regular cleaners. 7. Absences in the cleansing teams must be reported to department managers so that manpower gaps are filled as a matter of utmost urgency so cleaning regimes and their effectiveness are not compromised. 	

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Further reducing the risk of the spread of infection in the workplace	<p>4. <u>Social distancing shall be affected in the workplace by:</u></p> <ul style="list-style-type: none"> Communicating the 2-metre government requirement for social distancing in the workplace by the issue of notices in prominent / key locations and enforcing this knowledge by verbal communication to the workforce by department managers Marking of 2-metre distancing in common areas including those for clocking in / out. Department managers enforcing social distancing requirements whenever the notice failure of employees or other persons in the workplace to comply. Arranging for break times to be staggered to allow for social distancing in the washrooms, canteen and walkways in the premises, Clocking in or out of the factory shall be accomplished by maintaining social distancing and remaining vigilant. <p><u>2. Provision and use of PPE</u></p> <p>Government guidance on the issue of PPE in the workplace at current time of this revision states wearing of PPE is only effective where the risk of infection is very high. The company has issued a safe system of work for persons who decide they wish to wear face coverings in the workplace, <u>it is believed that the workplace provides adequate space to maintain social distancing.</u></p> <p>Without the issue of PPE yet. Social distancing arrangements in (1) above including the staggering of break times is so far judged to be effective in reducing space or bring people together at the same time.</p> <p>In the galvanizing plant manual handling operations may reduce social distancing to between 1.5 metres and 2 metres. Face visors are to be provided to reduce the risk of infection person to person in this instance.</p> <p><u>3. Beverages and other shared activities</u></p> <p>Activities such as making beverages for other employees and fetching or sharing newspapers or magazines at break times is prohibited and enforces by department managers.</p>	
Reducing the workforce on site to protect and safeguard it.	<p>Where possible the company shall ask employees to work from home where existing links for this facility have already been created or it is desirable to establish new connections. The criteria for this are that the role can be performed at home with effectiveness at all levels.</p> <p>Key workers may be required to be furloughed to protect the financial stability of the company or to ensure that if a key worker on site is taken ill or is absent from work a "protected" replacement can be asked to come into work for business continuity. Home working will be covered by a separate risk assessment.</p>	
Promoting good hygiene at all levels of the business at home as at work	<p>Enforce knowledge and practice of the following actions:</p> <p>(1) Clean hands frequently with soap and water for 20 seconds or by using hand sanitiser.</p> <p>(2) Cover your coughs and sneezes by covering your nose and mouth with a tissue. If you do not have one to hand sneeze into the crook of your elbow, not into your hand.</p> <p>(3) Use disposable tissues and throw these into a disposable rubbish bag then immediately wash your hands with soap and water or hand sanitiser.</p> <p>(4) Wash your hands when you get to work or arrive at home. Be mindful of touching any surface where the virus may be lying and may survive for some time. If in doubt wash or sanitise your hands.</p>	

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Risk from stress	<p>People respond to stress in different ways and at different levels from mild to debilitating stress.</p> <p>Managers are mindful of the conditions and circumstances that may promote stress in employees and are asked to speak to people if they become aware or concerned that stress is affecting co-worker.</p> <p>Where employees remain at home the company keeps in regular contact enquiring as to the persons physical and mental wellbeing. When concerns are raised the individual is directed to national helplines and services of help available during the pandemic. Care on return to work shall be assessed for further actions if required.</p> <p>The company has not undertaken third party training for identifying and managing stress of its workforce and currently the effects of the virus is preventing it from doing so.</p> <p>Benefit may be gained by signing up relevant persons to a certified course when time and circumstances allow.</p> <p>The company currently addresses the issue of stress and trauma by seeking initial advice from its appointed HR consultant and actin upon referrals to qualified counselling services for affected employees at a cost to the company</p>																												
Risk to business continuity	<p>The company has existing business continuity and pandemic response planning established and reviewed annually or as change occurs.</p> <p>Top management and department managers are trained in respect of the company's planning and its implementation.</p> <p>To mitigate the effects of critical situations the company has planned actions that may be summarised as follows:</p> <table><tr><td><u>Risk to business</u></td><td><u>Actions to mitigate risk</u></td></tr><tr><td>Loss of key skills to illness</td><td>Multi skilled workforce with shared skills</td></tr><tr><td>Significant temporary loss of workforce in key departments</td><td>- multi skilled workforce/group resources</td></tr><tr><td></td><td>- mentoring programmes to develop staff</td></tr><tr><td></td><td>- shared skills/additional personnel working on different company premises.</td></tr><tr><td></td><td>- Monitoring of departmental losses to re-allocate human resources.</td></tr><tr><td></td><td>- Use of agency staff</td></tr><tr><td></td><td>- High stock levels to manage production breaks.</td></tr><tr><td></td><td>- Purchase of goods from competitors/ other suppliers to manage customer expectations.</td></tr><tr><td></td><td>- Pandemic response plan</td></tr><tr><td>Supply chain failure</td><td>Large stocks held. Ability to manufacture in-house or find alternatively sourced supplies.</td></tr><tr><td>Reduced order book</td><td>Business continuity plan</td></tr><tr><td></td><td>Government furloughing scheme.</td></tr></table>			<u>Risk to business</u>	<u>Actions to mitigate risk</u>	Loss of key skills to illness	Multi skilled workforce with shared skills	Significant temporary loss of workforce in key departments	- multi skilled workforce/group resources		- mentoring programmes to develop staff		- shared skills/additional personnel working on different company premises.		- Monitoring of departmental losses to re-allocate human resources.		- Use of agency staff		- High stock levels to manage production breaks.		- Purchase of goods from competitors/ other suppliers to manage customer expectations.		- Pandemic response plan	Supply chain failure	Large stocks held. Ability to manufacture in-house or find alternatively sourced supplies.	Reduced order book	Business continuity plan		Government furloughing scheme.
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Data protection and GDPR (conducted at head office Newtown Street)	<p>Company listings of employees and company data held shall be extended to monitor during the pandemic:</p> <p>Absence / sickness amongst workforce</p> <p>Reports from employees absent / sick / self-isolating</p> <p>Employee returns to work</p> <p>Departmental losses</p> <p>Departmental reports</p> <p>Furlough arrangements</p> <p>SSP arrangements</p> <p>Covid-19 RIDDOR reporting (if necessary)</p>																												

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	Data protection requirements shall be applied in all instances mindful of due diligence, sensitive personal information, competence of administrators and data retention periods. The data control manager (and deputy if absent) shall oversee and review data protection at every level.	
Risk of claim, litigation, or prosecution	<p>A threat to the business by way of claim, litigation or prosecution may be anticipated if:</p> <ul style="list-style-type: none"> - Due to absence / sickness / reduced staffing levels health and safety in the workplace is compromised - Agency / temporary workers are employed who are not fully trained or are unfamiliar with site and associated risks resulting in health and safety near miss, incident, or accident. - The company fails to manage the workplace in such a way as to reduce the risk of infection within the workforce whilst at work claim from employee or HSE for illness or death occurring. - Claim for mismanagement (breach) of data protection handling personal / sensitive personal data. <p>The company shall work to mitigate the above risks by maintaining health and safety in the workplace with the support of:</p> <ul style="list-style-type: none"> - The health and safety manager P. Floud - Deputy to HSM C. Price - Works manager - Departmental managers - Company's health and safety representatives - The induction and training of agency or temporary workers and their allocation to low risk activities wherever possible - Communicating risks and actions to mitigate them to the workforce - Cleaning regimes - Promoting good levels of hygiene - Enforcing social distancing - The provision of PPE as required and if government advice on its issue changes. - Continue with essential planned maintenance and inspections with external service providers controlling visitors to site. <p>Method statement signed by: CD Price Date: 22/05/2020</p>	

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1. Nature of risk	Infected person(s) either employees or visitors to site – enters site causing: (1) Exposure of workforce and staff to Covid-19 virus in workplace. (2) Risk to health and life to workforce staff and other persons coming onto site. (3) Other health and safety risks to workforce, staff, and other persons on site by other failings resulting from change in workplace due to pandemic. (Breakdown of health and safety enforcement) (4) Risk to business continuity.	
2. Location	Unit 1 City Industrial Estate Cradley Heath B64 7EP	
3. Description of normal activities	Control of persons entering site. Office with administrative activities. Goods in / out, assembly, packaging, storage and despatch of steel. Consumables and waste throughout site. Contractors / service providers for logistics of deliveries and collections, maintenance of plant, equipment, and premises. Reporting of injuries, diseases, and dangerous occurrences (RIDDOR) near misses, accident, and incidents. Note: Where a worker has been diagnosed as having Covid-19 and there is reasonable evidence that this was caused by exposure at work, this must be reported as a case of disease and when a worker dies as a result of exposure to the virus.	
4. Specific hazards caused by risk	(A) Entry into office <ul style="list-style-type: none">• Virus infection/contamination brought into office by company employees, top management, contractors / service providers, visitors, cleaners, and delivery drivers. All the above groups may bring Covid-19 to workplace.• Illness / infection of employees, visitors, and service providers.• Death of above persons.• Stress amongst employees.• Higher risk to certain groups of people i.e. Older persons Immune compromised persons Persons with pre-existing medical condition• Legal action and prosecution for negligence or failure to protect all persons from infection. Areas that can be affected Reception, staircase to first floor Passageway, washrooms, ground floor office / reception area General offices, sales office, fire escape staircase Kitchen, server room passageways Note: Social distancing is easily achieved except in passageways and staircases.	
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Specific hazards of risk described	<p>Other effects:</p> <p>Illness / death amongst top management Illness / death amongst visitors i.e. Cleaners Delivery drivers Employees Contractors & service providers Damage to business continuity Damage to reputation / business confidence Litigation for failure to control virus exposure resulting in RIDDOR event</p> <p>Level of risk :</p> <p>Medium / High Risk To persons in at risk categories listed on page one to effects of illness</p> <p>Medium Risk To persons in other categories who are present daily i.e. managers, employees, and less frequent regular visitors (i.e. cleaners, lorry drivers and maintenance engineers)</p> <p>Low Risk To persons making occasional deliveries or performing occasional tasks (i.e. meter reading or inspections)</p> <p>General Risk Office: Low</p> <p>(B) Works entrances, yard and forecourt / frontage</p> <ul style="list-style-type: none"> • Virus infection / contamination brought onto premises by company employees, top management, visitors, delivery drivers and contractors / service providers. • Illness / infection of employees, visitors, service providers etc. (persons described above) • Death of persons described above • Stress amongst employees • Persons at higher risk / older persons, immune compromised persons, and persons with pre-existing medical conditions. • Legal action and prosecution for negligence or failure to protect all persons. <p>Areas that can be affected</p> <p>The yard is big enough to allow social distancing, however office and assembly bay entrances may be a hazard as people may try to pass through entrance door without knowing who is on the other side.</p>		
Specific hazards of risk described			
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Specific hazards of risk described	<p>Level of Risk:</p> <p>Medium / High Risk: To persons in the “at risk categories” listed on page to effects of illness.</p> <p>Medium Risk To persons in other categories who are present daily i.e. managers, employees, and less frequent regular visitors (i.e. cleaners, lorry rivers and maintenance engineers.</p> <p>Low Risk To persons making occasional visits i.e. delivery drivers or those performing meter readings / inspections.</p> <p>General Risk: Low</p> <p>(C) Canteen, washrooms, locker room in warehouse & kitchen in office</p> <ul style="list-style-type: none">• Virus infection / contamination brough onto premises by company employees, top management, visitors, contractors / service providers and drivers.• Illness / infection of employees, visitors, service providers• Death of persons at higher risk• Stress amongst workforce• Claim, litigation or prosecution for failing to take steps to prevent spread of infection. <p>Currently low risk with social distancing and reduced staff levels</p> <p>Areas that can be affected: All the areas described above are at risk because break times and daily routines / working hours bring people together at the same time. Enforcing social distancing of 2-metres is practised and monitored by management.</p> <p>Other effects: Sickness / temporary loss of cleaning staff with heightened risk to all persons. Quicker spread of virus / contamination.</p> <p>Level of Risk:</p> <p>Medium / High Risk: To persons in the “at risk categories” as previously described.</p> <p>Medium Risk: To persons at risk in other categories who are present daily i.e. managers, employees, and less frequent regular visitors i.e. cleaners, drivers, and maintenance engineers.</p> <p>Low Risk: To persons making occasional visits i.e. delivery drivers or those performing meter readings / inspections.</p> <p>General Risk in Area: Low to Medium</p>	
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Specific hazards of risk described	<p><u>(D) Warehouse</u></p> <ul style="list-style-type: none">• Virus infection / contamination brought in onto premises by company employees, top management, visitors, contractors / service providers, drivers.• Illness / infection of employees, visitors, service providers.• Death of persons above• Higher risk to certain groups of people as previously described.• Legal actions and prosecution for negligence or failure to protect all persons. <p><u>Risk: Low</u></p> <p><u>Areas that can be affected</u></p> <p>Social distancing can be practised because all work stations allow at least a 2-metre area because of safe siting of machines. <u>Risk: Low</u></p> <p>The wearing of PPE (boots, overalls, gloves and safety glasses and ear protection is mandatory in this area. Operatives have been issued with a safe system of work (SSW). If requiring to wear face coverings whilst explaining their limited potential to offer protection and the safe methods to wear and use it. SSW have also been issued for social distancing and good hygiene. Work surfaces may be cleaned if different operatives use them.</p> <p><u>Risk: Low</u></p> <p>Machines are cleaned down daily although not specifically on control surfaces.</p> <p><u>Other effects:</u></p> <p>Risk of transmission if employees finish work together at break times and use the same walkways an outbreak of Covid-19 that becomes transmitted through the workplace would potentially close departments (i.e. forging and machinery) or the factory as a whole.</p>	
Specific hazards from risk described	<p><u>Level of Risk:</u></p> <p><u>Medium / High Risk:</u> To persons in the “at risk categories” levels 2 and 1</p> <p><u>Low Risk:</u> To persons in other categories who are present daily including regular visitors / engineers / drivers.</p> <p><u>Low Risk:</u> To persons making occasional visits i.e. to read meters or perform inspections.</p> <p><u>General Risk in Area: Low</u></p>	
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5. Control of access to site	All employees and managers use a fob to register their entry and exit from site. There is no unauthorised access for employees to the offices whilst authorised operatives may access the photocopier, fax machine, toilets, and kitchen as required. Risk: Low	
	Visitors (for instance directors showing customers our site or sales representatives) use reception where their presence may be logged. Risk: Low	
6.What areas of contact exist?	Directors normally move between sites as required. Risk: Medium without controls. Risk: Low with controls, visits limited to one director remaining outside or social distancing in large open areas.	
	Contractors report to the works office, or wait on the roadside frontage and are signed in and out after induction and / or briefing on what is required of them and specific hazards that may be encountered on the day.	
	Delivery drivers may use the works door if nobody is available in the yard to unload them and ask for assistance. Deliveries / collections shall be maintained to company's COVID procedures to limit contact. Risk: Low	
	Persons requiring taking meter readings are received at reception and escorted to the location of the meter or if familiar with the location to be accessed briefed and instructed on any relevant safety issue(s) relevant at that time. This shall be done maintaining social distancing at all times. Risk: Low	
If uncontrolled access to site were to occur someone who may be feeling ill may gain entry thus running the risk of harmful contamination or infection on this site.		
Level of Risk: Low		
Areas of specific concern are:		
<ul style="list-style-type: none">Staircases / narrow passageways and reception in office. (Low risk)All doors to office and assembly bay where entry is "blind" through a solid door. (Low risk)Works office where employees may walk in to speak to the managers or request assistance. (Low risk)Communal areas: Washrooms, canteen, locker room where people congregate at break times and start and end of day (Medium risk)Kitchen in office where hot drinks are made throughout day or the microwave is used to heat food (Medium risk)Gangways / walkways buildings and yards (Low risk)Yard where employees join at break times (Low risk)Company's delivery driver who travels between sites Risk: Medium.		
Refer to separate risk assessment.		
Level of Risk: Low to Medium Risk as itemised above		
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7. What are people doing in specific areas?	<p>Office</p> <p>Currently unoccupied but if move is facilitated during pandemic consideration shall be given to:</p> <p>Use of equipment: Photocopier / printer / fax telephones PC’s</p> <p>Working at workstations</p> <p>Use of toilets / wash facilities</p> <p>Use of kitchen: Making drinks, heating food, washing up</p> <p>Cleaning office (contract cleaners) Low Risk</p> <p>Works office</p> <p>Currently no equipped or in use</p> <p>Recording information, time keeping system errors</p> <p>Work progress</p> <p>Control of documented information Low Risk</p> <p>Canteen, washrooms, locker room</p> <p>Use of toilets and washing facilities</p> <p>Reading meters (water / gas)</p> <p>Break time routines beverages / warming food</p> <p>Purchase / consumption of snacks having a break</p> <p>Putting on / removing overalls, use of lockers</p> <p>Accessing tools, lubricants / substances, PPE, consumables Medium Risk</p> <p>Warehouse</p> <p>Laser cutting operation</p> <p>Drilling machine operation</p> <p>Automated work station, manufacturing operation</p> <p>Storage of steel</p> <p>Goods in / goods out operations</p> <p>Use of forklift truck and cranes</p> <p>Storage / removal of wastes Low Risk</p> <p>Yard</p> <p>Parking of vehicles</p> <p>Storage of gas cylinders Low Risk</p> <p>Delivery driver coming to yard / into building to be off-loaded Risk: Medium Control with social distancing</p>	
	8. Who can be harmed?	
	<p>High Risk Categories of people who are given as:</p> <ul style="list-style-type: none">• Older persons• Persons who are immunocompromised• Persons with existing medical conditions <p>Added to this other persons may wish to remove themselves from work because they live with a person falling into the above categories and their continued presence at work would pose a risk to a partner / relative if they themselves became infected.</p> <p>At medium risk there can be counted employees, members of staff, visitors, service providers, delivery / collection drivers, maintenance, and service engineers.</p> <p>At low risk occasional admittance for very short periods of time i.e. persons reading meters or performing brief inspections.</p>	
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<p>9. How can people be harmed?</p>	<p>A person who is infected coming on to site who spreads the virus to others by:</p> <ul style="list-style-type: none"> • Transmitting coronavirus person to person through small droplets from nose or mouth when an infected person coughs or exhales. • Droplets landing on objects, surfaces being touched by other people, then touching their eyes, nose, or mouth. • Breathing droplets from a person with coronavirus who coughs out or exhales droplets. <p>Risk Level: Medium</p> <p>Stress may have harmful affects on all persons because of the pandemic. This may result from:</p> <ul style="list-style-type: none"> • Fear anxiety for oneself or a loved one • Fear of infection and risk to health • Infection of a relative / friend / partner • Death of a relative / partner / friend • Loss of earnings • Underlying conditions or past illness <p>Its affects may promote in persons: Ill Health Absence from work Inability to concentrate or live a normal life</p> <p>Risk from stress</p> <p>Risk level: Low</p> <p>Lack of stress management training in workplace amongst directors and top management but company has used HR consultant independent stress counselling for its employees.</p> <p>Risk of harm to management and all employees because of: Anxiety over pandemic, workplace or loved ones Stress from loss or earnings Stress from illness Stress from bereavement Also, loss of staff during pandemic resulting in more pressure on remaining employees</p> <p>Risk Level: Low</p>	
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Risk to business continuity	<p>The pandemic may place critical stress on all aspects of the business including:</p> <ul style="list-style-type: none"> • Loss of staff to illness resulting in departments working at reduced capacity or forced to close. • Loss of critical knowledge due to key staff being absent through illness, self-isolation, or the need to protect a family member at home. • Loss within supply chain resulting in difficulties fulfilling orders. • Loss of orders if customers are affected by virus / situation • Financial difficulties because of loss of orders or inability to fulfil orders • Problems to infrastructure of company if many people supporting it are ill • Loss of business confidence if unable to fulfil customer requirements. <p>Risk Level : Medium</p>		
Risk to maintaining data protection requirements or breach	<p>Risk of security breach if illness results in data not being handled competently and with due diligence. Failure of data controllers to oversee and protect data and sensitive personal data as required.</p>		
Risk of claim, litigation, or prosecution	<p>Risks of claim / legal action / prosecution if:</p> <ul style="list-style-type: none"> • Health and safety in workplace are compromised by key staff being absent due to pandemic. • Agency / temporary workers unfamiliar with site and its risks have accident / injury. • Management of workplace is insufficient to prevent extensive illness in workplace or illness resulting on death. <p>Level of Risk: Low</p> <p>Note: For supporting information refer to 5 x 5 risk assessments (probability / severity) on file in Health & Safety managers' file</p> <p>Risk Assessment created by: CD Price This version: created: 22/5/2020</p>		
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Education and awareness of top management	<p>The company shall seek and refer to guidance issued by relevant authorities in respect of COVID-19 to ensure current and correct information is received, understood and appropriate actions planned and implemented. These authorities / sources of information shall include:</p> <p>H.M. Government Guidance (COVID-19) - GOV.UK Coronavirus (COVID-19) – NHS ACAS.Org.UK Public Health England World Health Organisation</p> <p>Information shall be obtained so that top management can specifically understand: The nature of the virus Prevention / control methods for the virus How the virus spreads</p> <p>Unfolding information updates including: The spread of the virus Government / NHS / Public Health England revision of instructions or information updates. Government requirements and compliance obligations</p> <p>Top management shall implement Government / NHS / Public Health England guidance and compliance obligations into its strategic planning and the actions it formulates and implements.</p>	
Consultation with department managers and works safety representatives	<p>The directors shall liaise and communicate with the company's department heads and workplace representatives to:</p> <p>(1) Ensure consultation is achieved with sufficient input to ensure decisions reached are as effective as possible.</p> <p>(2) Ensure control measures are understood and implemented as effectively as possible to achieve the company's intended outcomes.</p>	
Decision making by top management	<p>Top management shall decide and implement on necessary controls with reference to best advice and guidance from relevant authorities with input from department managers and works representatives to create initiatives and control measures in the workplace. They shall also refer to business continuity and pandemic plan strategies to:</p> <p>(1) Gain a head start in the understanding of the nature of controls required to benefit the company, its employees, and stakeholders and</p> <p>(2) Protect the company's wider interests as far as finance, customer satisfaction / confidence and stakeholder relationships are concerned.</p> <p style="text-align: right;">Page 9 of 15</p>	

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<p>Communicating the company's requirements and compliance obligations to all its stakeholders</p>	<p>The company shall decide with whom, how and what it communicates with its stakeholders in respect of the issues it has identified as relevant.</p> <p><u>The company shall communicate with:</u> Company employees Company staff and management Company's customers Company's supplier base Service providers (contractors, service engineers, inspection / testing authorities) Delivery / collection drivers Utility service meter readers</p> <p><u>The methods for communication may include:</u> Personal letter Poster campaign / notices / signs & information issued to site E-mail / telephone call Conversation / provision of information on arrival for unexpected visitors on site.</p> <p><u>What the company shall communicate may include:</u> Public Health England guidance to promote pandemic awareness Other guidance promoting awareness (Gov.UK, NHS, or WHO) New company requirements based on government or other guidance Best practice for cleaners Company's pandemic / business continuity planning Government schemes announced (i.e. furloughing of employees) Company communications on COVID-19 including: Unpredictability of situation Lockdown Need to continue to supply transmission industry Covering letter in case workers are stopped on their way to work What to do if you feel unwell Circumstances under which you should self isolate What you need to do if you are self isolating Social distancing in the workplace Specific relating to annual pay, holidays, the job retention scheme, SSP. Overtime Good hygiene Reporting shortcomings or failures in company's control measures or its protection of people in the workplace Who is at higher risk and what the company will do if you are The company's pandemic procedures which shall include cleaning / hand washing / hygiene and social distancing and personal hygiene Government COVID-19 updates Safe systems of work, social distancing, personal hygiene workstations/PPE conditions of entry to site for external providers Personal hygiene and permitted activities at given locations.</p> <p style="text-align: right;">Page 10 of 15</p>	

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Specific risk presence of infected person(s) in workplace	<ol style="list-style-type: none"> 1. Communicate nature of virus and symptoms to workforce with poster campaign 2. Department managers to communicate the need to NOT come into work if you feel unwell, believe yourself to have any of the symptoms of coronavirus, have a person in your household or believe yourself to have been in contact with anybody who is ill with coronavirus or has its symptoms. Persons who become ill on site should report this to their department head and go home. 3. Company management to communicate with key service providers and supplier likely to come on site to ensure that: <ul style="list-style-type: none"> • All non-essential or non-emergency work by contractors is put on hold (purchasing director and department managers) • Delivery / collection drivers maintain social distancing. (department managers & purchasing director) and are not allowed inside company premises. • Non-urgent deliveries to be suspended as far as is possible (purchasing director) 4. Visits unsolicited shall not be allowed unless they serve a critical aspect or function of the business as decided by top management (departmental managers / top management) 5. Any person representing an external party that is permitted to be on site will be permitted to do so only if: <ul style="list-style-type: none"> • They believe themselves free of the virus, or, • Have recovered from it after a period of 7 days • Abide by any special requirements which are decided by the company that reduce the risk of spreading the virus on site including those relating to hygiene, hand washing, and social distancing • Have not been in contact within 14 days of someone they know to have or believe to have symptoms of coronavirus (Departmental managers / anybody controlling site access) 6. Anybody believed / identified as being an unauthorised presence on site shall be immediate removed. 	
Risk of harm to persons falling into the at greater risk categories	<p>The company shall immediately send home and furlough any employee who falls into any of the high risk categories these include:</p> <p><u>Level 1: People at very high risk</u></p> <p>Persons who:</p> <ul style="list-style-type: none"> • Have had an organ transplant • Are having chemotherapy, anti body treatment or immunotherapy • Are having intense radiotherapy • Are having targeted cancer treatments • Have blood / bone marrow cancer • Are having a blood / bone marrow / stem cell transplant or have had such treatment within 6 months. • Have a severe lung condition including severe asthma • Have a condition that puts you at high risk (i.e. sickle cell) • Are taking medicines that make you more susceptible to infections (i.e. high dose of steroids) <p>Such persons will have received a letter from the NHS confirming this status or should telephone their doctor if they have not received a letter.</p>	

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	<p><u>Level 2: People at high risk</u> Persons who:</p> <ul style="list-style-type: none"> • Are aged 70 or over • Are pregnant • Have a learning disability • Have a lung condition that is not severe (asthma, bronchitis etc.) • Have heart disease • Have high blood pressure • Have diabetes • Have chronic kidney disease • Have liver disease • Have a brain or nerve condition • Have a spleen removed or a spleen condition • Have a condition that makes you susceptible to infection • Are taking medicine (including steroids) that effect your immune system • Are obese (a BMI of 40 or above) <p><u>Note:</u> Any person who is not at high risk but living with a person who is may wish to self-isolate to protect such persons. Likewise other persons may develop anxiety over the situation and may wish to stay at home as a result. In all these instances the company shall agree to such persons to self-isolate immediately and place these persons who have requested to absent themselves from the workplace on Statutory Sick Pay (SSP)</p>	
Risk of contaminated surfaces or coming into contact with them	<ol style="list-style-type: none"> 1. The company shall initiate and maintain extra cleaning regimes for the duration of the pandemic on all of its premises. It shall achieve this by: <ul style="list-style-type: none"> • Appointing employees to form a cleaning team • Train such persons in what to clean and the best practice for doing this • How best to maintain their own personal protection and safety while doing these duties. • Properties and uses of cleaning materials provided including what, where, how and how often to clean areas and surfaces. • Issue, use and safe disposal of PPE • What to do if becoming aware of any threat or a breach in the company's cleaning regime that needs to be corrected or controlled. 2. Appropriate and effective issue of hand sanitiser and soap in strategic locations in the work place 3. Issue of notices to washrooms and canteens about the importance of maintaining a good level of cleanliness and personal hygiene in the workplace. 4. Enforcing a good level of cleanliness and personal hygiene in the workplace by department managers. 5. Communicating the need for all persons to report any failures or breakdown in site cleaning regimes or hygiene arrangements within the company to an appropriate manager. 6. The company shall provide suitable cleaning materials: including anti-bacterial spray and wipes and bleach to newly appointed cleaning teams and also continue to supply them to the regular cleaners. 7. Absences in the cleansing teams must be reported to department managers so that manpower gaps are filled as a matter of utmost urgency so cleaning regimes and their effectiveness are not compromised. 	

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Further reducing the risk of the spread of infection in the workplace	<p><u>1.Social distancing shall be affected in the workplace by:</u></p> <ul style="list-style-type: none"> Communicating the 2 metre government requirement for social distancing in the workplace by the issue of notices in prominent / key locations and enforcing this knowledge by verbal communication to the workforce by department managers Marking a 2-metre social distancing in common areas including those for clocking in / out. Department managers enforcing social distancing requirements whenever the notice failure of employees or other persons in the workplace to comply. Arranging for break times to be staggered to allow for social distancing in the washrooms, canteen passageways and walkways in the premises, Clocking in or out of the factory shall be accomplished by maintaining social distancing and remaining vigilant. <p><u>2. Provision and use of PPE</u></p> <p>Government guidance on the issue of PPE in the workplace currently states PPE offers very little protection except where the risk of infection is very high. The company has issued a safe system of work for persons wishing to wear face coverings in the workplace, <u>it is believed that the workplace provides adequate space to maintain social distancing.</u> Without the issue of PPE yet. Social distancing arrangements in (1) above including the staggering of break times is so far judged to be effective in reducing space or bring people together at the same time.</p> <p>In the galvanizing plant manual handling operations may reduce social distancing to between 1.5 metres and 2 metres. Face visors are to be provided to reduce the risk of infection person to person in this instance.</p> <p><u>3. Beverages and other shared activities</u></p> <p>Activities such as making beverages for other employees and fetching or sharing newspapers or magazines at break times is prohibited and enforces by department managers.</p>	
Reducing the workforce on site to protect and safe guard it.	<p>Where possible the company shall ask employees to work from home where existing links for this facility have already been created or it is desirable to establish new connections. The criteria for this is that the role can be performed at home with effectiveness at all levels.</p> <p>Key workers may be required to be furloughed to protect the financial stability of the company or to ensure that if a key worker on site is taken ill or is absent from work a “protected” replacement can be asked to come into work for business continuity. Home working will be covered by a separate risk assessment.</p>	
Promoting good hygiene at all levels of the business at home as at work	<p>Enforce knowledge and practice of the following actions:</p> <ol style="list-style-type: none"> (1) Clean hands frequently with soap and water for 20 seconds or by using hand sanitiser. (2) Cover your coughs and sneezes by covering your nose and mouth with a tissue. If you do not have one to hand sneeze into the crook of your elbow, not into your hand. (3) Use disposable tissues and throw these into a disposable rubbish bag then immediately wash your hands with soap and water or hand sanitiser. (4) Wash your hands when you get to work or arrive at home. Be mindful of touching any surface where the virus may be lying and may survive for some time. If in doubt wash or sanitise your hands. 	

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Risk from stress	<p>People respond to stress in different ways and at different levels from mild to debilitating stress.</p> <p>Managers are mindful of the conditions and circumstances that may promote stress in employees and are asked to speak to people if they become aware or concerned that stress is affecting co-worker.</p> <p>Where employees remain at home the company shall periodically enquire as to the physical and mental well being. Where concerns are identified the company shall refer individual to government services of help / national helplines and on their return to work they shall be assessed for further actions if required.</p> <p>The company has not undertaken third party training for identifying and managing stress of its workforce and currently the affects of the virus is preventing it from doing so. Benefit may be gained by signing up relevant persons to a certified course when time and circumstances allow.</p> <p>The company currently addresses the issue of stress and trauma by seeking initial advice from its appointed HR consultant and actin upon referrals to qualified counselling services for affected employees at a cost to the company</p>				
Risk to business continuity	<p>The company has existing business continuity and pandemic response planning established and reviewed annually or as change occurs.</p> <p>Top management and department managers are trained in respect of the company's planning and its implementation.</p> <p>To mitigate the effects of critical situations the company has planned actions that may be summarised as follows:</p> <table><tr><td><p><u>Risk to business</u></p><p>Loss of key skills to illness</p><p>Significant temporary loss of workforce in key departments</p> <p>Supply chain failure</p> <p>Reduced order book</p></td><td><p><u>Actions to mitigate risk</u></p><p>Multi skilled workforce with shared skills</p><ul style="list-style-type: none">- multi skilled workforce/group resources- mentoring programmes to develop staff- shared skills/additional personnel working on different company premises.- Monitoring of departmental losses to re-allocate human resources.- Use of agency staff- High stock levels to manage production breaks.- Purchase of goods from competitors/ other suppliers to manage customer expectations.- Pandemic response plan<p>Large stocks held. Ability to manufacture in-house or find alternatively sourced supplies.</p><p>Business continuity plan</p><p>Government furloughing scheme.</p></td></tr></table>			<p><u>Risk to business</u></p> <p>Loss of key skills to illness</p> <p>Significant temporary loss of workforce in key departments</p> <p>Supply chain failure</p> <p>Reduced order book</p>	<p><u>Actions to mitigate risk</u></p> <p>Multi skilled workforce with shared skills</p> <ul style="list-style-type: none">- multi skilled workforce/group resources- mentoring programmes to develop staff- shared skills/additional personnel working on different company premises.- Monitoring of departmental losses to re-allocate human resources.- Use of agency staff- High stock levels to manage production breaks.- Purchase of goods from competitors/ other suppliers to manage customer expectations.- Pandemic response plan <p>Large stocks held. Ability to manufacture in-house or find alternatively sourced supplies.</p> <p>Business continuity plan</p> <p>Government furloughing scheme.</p>
<p><u>Risk to business</u></p> <p>Loss of key skills to illness</p> <p>Significant temporary loss of workforce in key departments</p> <p>Supply chain failure</p> <p>Reduced order book</p>	<p><u>Actions to mitigate risk</u></p> <p>Multi skilled workforce with shared skills</p> <ul style="list-style-type: none">- multi skilled workforce/group resources- mentoring programmes to develop staff- shared skills/additional personnel working on different company premises.- Monitoring of departmental losses to re-allocate human resources.- Use of agency staff- High stock levels to manage production breaks.- Purchase of goods from competitors/ other suppliers to manage customer expectations.- Pandemic response plan <p>Large stocks held. Ability to manufacture in-house or find alternatively sourced supplies.</p> <p>Business continuity plan</p> <p>Government furloughing scheme.</p>				
Data protection and GDPR (conducted at head office Newtown Street)	<p>Company listings of employees and company data held shall be extended to monitor during the pandemic:</p> <p>Absence / sickness amongst workforce</p> <p>Reports from employees absent / sick / self isolating</p> <p>Employee returns to work</p> <p>Departmental losses</p> <p>Departmental reports</p> <p>Furlough arrangements</p> <p>SSP arrangements</p> <p>Covid-19 RIDDOR reporting (if necessary)</p>				

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	Data protection requirements shall be applied in all instances mindful of due diligence, sensitive personal information, competence of administrators and data retention periods. The data control manager (and deputy if absent) shall oversee and review data protection at every level.	
Risk of claim, litigation or prosecution	<p>A threat to the business by way of claim, litigation or prosecution may be anticipated if:</p> <ul style="list-style-type: none"> - Due to absence / sickness / reduced staffing levels health and safety in the workplace is compromised - Agency / temporary workers are employed who are not fully trained or are unfamiliar with site and associated risks resulting in health and safety near miss, incident or accident. - The company fails to manage the workplace in such a way as to reduce the risk of infection within the workforce whilst at work claim from employee or HSE for illness or death occurring. - Claim for mismanagement (breach) of data protection handling personal / sensitive personal data. <p>The company shall work to mitigate the above risks by maintaining health and safety in the workplace with the support of:</p> <ul style="list-style-type: none"> - The health and safety manager Floud - Deputy to HSM C. Price - Works manager - Departmental managers - Company's health and safety representatives - The induction and training of agency or temporary workers and their allocation to low risk activities wherever possible - Communicating risks and actions to mitigate them to the workforce - Cleaning regimes - Promoting good levels of hygiene - Enforcing social distancing - The provision of PPE as required and if government advice on its issue changes. - Continue with essential planned maintenance and inspections with external providers, controlling visitors. <p>Method statement signed by: CD Price Date: 24/3/2020</p>	

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1. Nature of risk	Infected person(s) either employees or visitors to site – enters site causing: (1) Exposure of workforce and staff to Covid-19 virus in workplace. (2) Risk to health and life to workforce staff and other persons coming onto site. (3) Other health and safety risks to workforce, staff, and other persons on site by other failings resulting from change in workplace due to pandemic. (Breakdown of health and safety enforcement) (4) Risk to business continuity.	
2. Location	Profab Limited Unit 1 Westminster Trading Estate Cradley Heath	
3. Description of normal activities	Control of persons entering site. Office with administrative activities. Goods in / out, assembly, packaging, storage, and despatch of steel. Consumables and waste throughout site. Contractors / service providers for logistics of deliveries and collections, maintenance of plant, equipment, and premises. Reporting of injuries, diseases, and dangerous occurrences (RIDDOR) near misses, accident, and incidents. Note: Where a worker has been diagnosed as having Covid-19 and there is reasonable evidence that this was caused by exposure at work, this must be reported as a case of disease and when a worker dies as a result of exposure to the virus.	
4. Specific hazards caused by risk	<u>(A) Entry into office</u> <ul style="list-style-type: none">• Virus infection/contamination brought into office by company employees, top management, contractors / service providers, visitors, cleaners, and delivery drivers. All the above groups may bring Covid-19 to workplace.• Illness / infection of employees, visitors, and service providers.• Death of above persons.• Stress amongst employees.• Higher risk to certain groups of people i.e.<ul style="list-style-type: none">Older personsImmune compromised personsPersons with pre-existing medical condition• Legal action and prosecution for negligence or failure to protect all persons from infection. <u>Areas that can be affected</u> Reception, passageway, and stairs Sales and general offices, director’s office Kitchenette First floor passageways and toilets Stores / cleaners cupboard Note: During most situations social distancing is easily maintained.	
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Specific hazards of risk described	<p>Other effects:</p> <p>Illness / death amongst top management Illness / death amongst visitors i.e. Cleaners Delivery drivers Employees Contractors & service providers Damage to business continuity Damage to reputation / business confidence Litigation for failure to control virus exposure resulting in RIDDOR event</p> <p>Level of risk :</p> <p>Medium / High Risk To persons in at risk categories listed on page one to effects of illness</p> <p>Medium Risk To persons in other categories who are present daily i.e. managers, employees, and less frequent regular visitors (i.e. cleaners, lorry drivers and maintenance engineers)</p> <p>Low Risk To persons making occasional deliveries or performing occasional tasks (i.e. meter reading or inspections)</p> <p>General Risk Office: Low</p> <p>(B) Works entrance and yard</p> <ul style="list-style-type: none"> • Virus infection / contamination brought onto premises by company employees, top management, visitors, delivery drivers and contractors / service providers. • Illness / infection of employees, visitors, service providers etc. (persons described above) • Death of persons described above • Stress amongst employees • Persons at higher risk / older persons, immune compromised persons, and persons with pre-existing medical conditions. • Legal action and prosecution for negligence or failure to protect all persons. <p>Areas that can be affected</p> <p>The yard is big enough to allow social distancing, however office and assembly bay entrances may be a hazard as people may try to pass through entrance door without knowing who is on the other side.</p>		
Specific hazards of risk described			
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Specific hazards of risk described	Level of Risk:	
	Medium / High Risk: To persons in the “at risk categories” listed on page to effects of illness.	
	Medium Risk To persons in other categories who are present daily i.e. managers, employees, and less frequent regular visitors (i.e. cleaners, lorry rivers and maintenance engineers.	
	Low Risk To persons making occasional visits i.e. delivery drivers or those performing meter readings / inspections.	
	General Risk: Low	
	(C) Canteen and washrooms	
	<ul style="list-style-type: none">• Virus infection / contamination brough onto premises by company employees, top management, visitors, contractors / service providers and drivers• Illness / infection of employees, visitors, service providers• Death of persons at higher risk• Stress amongst workforce• Legal action and prosecution for negligence or failure to protect all persons on site	
	Currently low risk with social distancing measures and reduced staffing levels	
	Areas that can be affected: All the areas described above are at risk because break times and daily routines / working hours bring people together at the same time. Enforcing social distancing of 2 metres is practised and monitored by management.	
	Other effects: Sickness / temporary loss of cleaning staff with heightened risk to all persons. Quicker spread of virus / contamination.	
	Level of Risk:	
	Medium / High Risk: To persons in the “at risk categories” as previously described.	
	Medium Risk: To persons at risk in other categories who are present daily i.e. managers, employees, and less frequent regular visitors i.e. cleaners, drivers, and maintenance engineers.	
	Low Risk: To persons making occasional visits i.e. delivery drivers or those performing meter readings / inspections.	
	General Risk in Area: Low to Medium	
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Specific hazards of risk described	<p>(D) Workshop, works stores, quality room</p> <ul style="list-style-type: none"> Virus infection / contamination brought in onto premises by company employees, top management, visitors, contractors / service providers, drivers. Illness / infection of employees, visitors, service providers. Death of persons above Higher risk to certain groups of people as previously described. Legal actions and prosecution for negligence or failure to protect all persons. <p>Risk: Low</p> <p>Areas that can be affected</p> <p>Social distancing can be practised because all workstations allow at least a 2-metre area because of safe siting of machines. Risk: Low</p> <p>The storage area is generally only accessed occasionally for tools and chemicals and oils and is big enough for social distancing, with traffic and authorised entry limited. Risk: Low</p> <p>The gangways are generally wide enough to easily exercise social distancing but care must be taken in a few areas because of convergence or width. Risk: Low</p> <p>The quality room is seldom used and generally only by one person but is sufficiently large enough for two persons to be present and exercise social distancing. Risk: Low</p> <p>The wearing of PPE (boots, overalls, gloves and safety glasses and ear protection) is mandatory in this area. Operatives have been issued with safe systems of work (SSW's) for wearing PPE. If they require to wear face masks although cautioned as to its effectiveness and how to maintain safety. Also, SSW have been issued for social distancing and good hygiene. Work surfaces of machinery cleaned when different operatives use equipment.</p> <p>Machines are cleaned down daily although not specifically on control surfaces. Risk: Low</p>		
Specific hazards from risk described	<p>Other effects:</p> <p>Risk of transmission if employees finish work together at break times and use the same walkways an outbreak of Covid-19 that becomes transmitted through the workplace would potentially close departments (i.e. office and factory) or the workplace as a whole, because many employees have been furloughed and social distancing is being maintained at all times of the day.</p> <p>Level of Risk: Low</p> <p>Medium / High Risk: To persons in the "at risk categories" Levels 2 and 1.</p> <p>Low Risk: To persons in other categories who are present daily including regular visitors / engineers / drivers.</p> <p>Low Risk: To persons making occasional visits i.e. to read meters or perform inspections.</p> <p>General Risk in Area: Low</p>		
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5. Control of access to site	<p>All employees and managers use a fob to register their entry and exit from site. There is no unauthorised access for employees to the offices whilst authorised operatives may access the photocopier, fax machine, toilets, and kitchen as required.</p> <p>Risk: Low</p> <p>Visitors (for instance directors showing customers our site or sales representatives) use reception where their presence may be logged.</p> <p>Risk: Low</p> <p>Directors normally move between sites as required, Risk: Medium if controlled. Movements now limited to one director or other directors who may conduct social distancing meeting outside. Risk: Low</p> <p>Contractors report to the works office or wait on the roadside frontage and are signed in and out after induction and / or briefing on what is required of them and specific hazards that may be encountered on the day.</p> <p>Delivery drivers may use the works door if nobody is available in the yard to unload them and ask for assistance. Deliveries / collections shall be managed using the company's COVID measures to limit contact with drivers who shall always be asked to remain in their cars where possible and social distance . Risk: Low</p> <p>Persons requiring taking meter readings are received at reception and escorted to the location of the meter or if familiar with the location to be accessed briefed and instructed on any relevant safety issue(s) relevant at that time. This can be done maintaining social distancing especially if the meter reader is familiar with site. Risk: Low</p> <p>If uncontrolled access to site were to occur someone who may be feeling ill may gain entry thus running the risk of harmful contamination or infection on this site.</p> <p>Level of Risk: Low</p>	
6.What areas of contact exist?	<p><u>Areas of specific concern are:</u></p> <ul style="list-style-type: none"> Staircases / narrow passageways and reception in office. (Low risk) Doors to warehouse where entry is "blind" through a solid door. (Low risk) Communal areas: Washrooms, canteen, locker room where people congregate at break times and start and end of day (Medium risk) Kitchenette in office where hot drinks are made throughout day or the microwave is used to heat food (Medium risk) Gangways / walkways buildings and yards (Low risk) Yard where employees join at break times (Low risk) Company's delivery driver who travels to other sites / companies Risk: Medium (refer to separate risk assessment for delivery driver and goods in / out) <p>Level of Risk: Low to Medium Risk as itemised above</p>	
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7. What are people doing in specific areas?	<p>Office</p> <p>Use of equipment: Photocopier / printer / fax telephones PC’s</p> <p>Working at workstations</p> <p>Use of toilets / wash facilities</p> <p>Use of kitchen: Making drinks, heating food, washing up</p> <p>Cleaning office (contract cleaners) Low Risk</p> <p>Canteen and washrooms</p> <p>Use of toilets and washing facilities</p> <p>Reading meters (water / gas)</p> <p>Break time routines beverages / warming food</p> <p>Purchase / consumption of snacks having a break</p> <p>Putting on / removing overalls, use of lockers</p> <p>Accessing tools, lubricants / substances, PPE, consumables Medium Risk</p> <p>Workshop, stores, and quality room</p> <p>Hot forging of steel goods</p> <p>Turning/screwing/machining/bending/forming steel goods</p> <p>Storage of tools, stocks, chemicals/oils</p> <p>Tool making</p> <p>Use of forklift truck</p> <p>Storage / removal of wastes Low Risk</p> <p>Yard</p> <p>Storage of oil and waste oil</p> <p>Loading / unloading raw materials, part finished goods, wastes and scrap metal</p> <p>Receipt of tools, consumables, and other supplies Low Risk</p> <p>Delivery driver leaving site Taking lorry out to other companies delivering / receiving goods and paperwork. Risk: Medium control with social distancing.</p>	
8. Who can be harmed?	<p>High Risk Categories of people who are given as:</p> <ul style="list-style-type: none">• Older persons• Persons who are immunocompromised• Persons with existing medical conditions <p>Added to this other persons may wish to remove themselves from work because they live with a person falling into the above categories and their continued presence at work would pose a risk to a partner / relative if they themselves became infected.</p> <p>At medium risk there can be counted employees, members of staff, visitors, service providers, delivery / collection drivers, maintenance, and service engineers.</p> <p>At low risk occasional admittance for very short periods of time i.e. persons reading meters or performing brief inspections.</p>	
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9. How can people be harmed?	<p>A person who is infected coming on to site who spreads the virus to others by:</p> <ul style="list-style-type: none"> • Transmitting coronavirus person to person through small droplets from nose or mouth when an infected person coughs or exhales. • Droplets landing on objects, surfaces being touched by other people, then touching their eyes, nose, or mouth. • Breathing droplets from a person with coronavirus who coughs out or exhales droplets. <p>Risk Level: Medium</p> <p>Stress may have harmful effects on all persons because of the pandemic. This may result from:</p> <ul style="list-style-type: none"> • Fear anxiety for oneself or a loved one • Fear of infection and risk to health • Infection of a relative / friend / partner • Death of a relative / partner / friend • Loss of earnings • Underlying conditions or past illness <p>Its affects may promote in persons: Ill Health Absence from work Inability to concentrate or live a normal life</p> <p>Risk level: Low</p>	
Risk from stress	<p>Lack of stress management training in workplace amongst directors and top management but company has used HR consultant independent stress counselling for its employees.</p> <p>Risk of harm to management and all employees because of: Anxiety over pandemic, workplace or loved ones Stress from loss or earnings Stress from illness Stress from bereavement Also, loss of staff during pandemic resulting in more pressure on remaining employees</p> <p>Risk Level: Low</p>	
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Risk to business continuity	<p>The pandemic may place critical stress on all aspects of the business including:</p> <ul style="list-style-type: none"> • Loss of staff to illness resulting in departments working at reduced capacity or forced to close. • Loss of critical knowledge due to key staff being absent through illness, self-isolation, or the need to protect a family member at home. • Loss within supply chain resulting in difficulties fulfilling orders. • Loss of orders if customers are affected by virus / situation • Financial difficulties because of loss of orders or inability to fulfil orders • Problems to infrastructure of company if many people supporting it are ill • Loss of business confidence if unable to fulfil customer requirements. <p>Risk Level : Medium</p>		
Risk to maintaining data protection requirements or breach	<p>Risk of security breach if illness results in data not being handled competently and with due diligence. Failure of data controllers to oversee and protect data and sensitive personal data as required.</p>		
Risk of claim, litigation, or prosecution	<p>Risks of claim / legal action / prosecution if:</p> <ul style="list-style-type: none"> • Health and safety in workplace are compromised by key staff being absent due to pandemic. • Agency / temporary workers unfamiliar with site and its risks have accident / injury. • Management of workplace is insufficient to prevent extensive illness in workplace or illness resulting on death. <p>Level of Risk: Low</p> <p>Note: For supporting information refer to 5 x 5 risk assessments (probability / severity) on file in Health and Safety managers' files.</p> <p>Risk Assessment created by: CD Price This version created: 22/5/2020</p>		
<p>Document created 16.03.20. Document updated 24.03.20. Revision No. 1. Updated 22.05.20 Revision 2. Document prepared by Christopher Price. Document approved by Paul Floud. Position H & S Manager</p> <p>Page 8 of 15</p>			

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Section B - Method Statement for Coronavirus Control

Education and awareness of top management	<p>The company shall seek and refer to guidance issued by relevant authorities in respect of COVID-19 to ensure current and correct information is received, understood and appropriate actions planned and implemented. These authorities / sources of information shall include:</p> <p>H.M. Government Guidance (COVID-19) - GOV.UK Coronavirus (COVID-19) – NHS ACAS.Org.UK Public Health England World Health Organisation</p> <p>Information shall be obtained so that top management can specifically understand: The nature of the virus Prevention / control methods for the virus How the virus spreads</p> <p>Unfolding information updates including: The spread of the virus Government / NHS / Public Health England revision of instructions or information updates. Government requirements and compliance obligations</p> <p>Top management shall implement Government / NHS / Public Health England guidance and compliance obligations into its strategic planning and the actions it formulates and implements.</p>
Consultation with department managers and works safety representatives	<p>The directors shall liaise and communicate with the company's department heads and workplace representatives to:</p> <p>(1) Ensure consultation is achieved with sufficient input to ensure decisions reached are as effective as possible.</p> <p>(2) Ensure control measures are understood and implemented as effectively as possible to achieve the company's intended outcomes.</p>
Decision making by top management	<p>Top management shall decide and implement on necessary controls with reference to best advice and guidance from relevant authorities with input from department managers and works representatives to create initiatives and control measures in the workplace. They shall also refer to business continuity and pandemic plan strategies to:</p> <p>(1) Gain a head start in the understanding of the nature of controls required to benefit the company, its employees, and stakeholders and (2) Protect the company's wider interests as far as finance, customer satisfaction / confidence and stakeholder relationships are concerned.</p>

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Communicating the company's requirements and compliance obligations to all its stakeholders	<p>The company shall decide with whom, how and what it communicates with its stakeholders in respect of the issues it has identified as relevant.</p> <p><u>The company shall communicate with:</u> Company employees Company staff and management Company's customers Company's supplier base Service providers (contractors, service engineers, inspection / testing authorities) Delivery / collection drivers Utility service meter readers</p> <p><u>The methods for communication may include:</u> Personal letter Poster campaign / notices / signs & information issued to site E-mail / telephone call Conversation / provision of information on arrival for unexpected visitors on site.</p> <p><u>What the company shall communicate may include:</u> Public Health England guidance to promote pandemic awareness Other guidance promoting awareness (Gov.UK, NHS, or WHO) New company requirements based on government or other guidance Best practice for cleaners Company's pandemic / business continuity planning Government schemes announced (i.e. furloughing of employees) Company communications on COVID-19 including: Unpredictability of situation Lockdown Need to continue to supply transmission industry Covering letter in case workers are stopped on their way to work What to do if you feel unwell Circumstances under which you should self-isolate What you need to do if you are self-isolating Social distancing in the workplace Specific relating to annual pay, holidays, the job retention scheme, SSP. Overtime Good hygiene Reporting shortcomings or failures in company's control measures or its protection of people in the workplace Who is at higher risk and what the company will do if you are? The company's pandemic procedures which include cleaning/handwashing/hygiene and social distancing Government COVID-19 updates Safe systems of work issued to workforce for social distancing, personal hygiene workstation / social distancing / maintenance and wearing PPE Conditions of entry onto site for external service providers including social distancing, personal hygiene and permitted activities give locations.</p> <p style="text-align: right;">Page 10 of 15</p>	

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Specific risk presence of infected person(s) in workplace	<ol style="list-style-type: none"> 1. Communicate nature of virus and symptoms to workforce with poster campaign 2. Department managers to communicate the need to NOT come into work if you feel unwell, believe yourself to have any of the symptoms of coronavirus, have a person in your household or believe yourself to have been in contact with anybody who is ill with coronavirus or has its symptoms. Persons who become ill on site should report this to their department head and go home. 3. Company management to communicate with key service providers and supplier likely to come on site to ensure that: <ul style="list-style-type: none"> • All non-essential or non-emergency work by contractors is put on hold (purchasing director and department managers) • Delivery / collection drivers maintain social distancing. (department managers & purchasing director) and are not allowed inside company premises. • Non-urgent deliveries to be suspended as far as is possible (purchasing director) 4. Visits unsolicited shall not be allowed unless they serve a critical aspect or function of the business as decided by top management (departmental managers / top management) 5. Any person representing an external party that is permitted to be on site will be permitted to do so only if: <ul style="list-style-type: none"> • They believe themselves free of the virus, or, • Have recovered from it after a period of 7 days • Abide by any special requirements which are decided by the company that reduce the risk of spreading the virus on site including those relating to hygiene, hand washing, and social distancing • Have not been in contact within 14 days of someone they know to have or believe to have symptoms of coronavirus (Departmental managers / anybody controlling site access) 6. Anybody believed / identified as being an unauthorised presence on site shall be immediate removed. 	
Risk of harm to persons falling into the at greater risk categories	<p>The company shall immediately send home and furlough any employee who falls into any of the high-risk categories these include:</p> <p><u>Level 1: People at very high risk</u></p> <p>Persons who:</p> <ul style="list-style-type: none"> • Have had an organ transplant • Are having chemotherapy, anti-body treatment or immunotherapy • Are having intense radiotherapy • Are having targeted cancer treatments • Have blood / bone marrow cancer • Are having a blood / bone marrow / stem cell transplant or have had such treatment within 6 months. • Have a severe lung condition including severe asthma • Have a condition that puts you at high risk (i.e. sickle cell) • Are taking medicines that make you more susceptible to infections (i.e. high dose of steroids) <p>Such persons will have received a letter from the NHS confirming this status or should telephone their doctor if they have not received a letter.</p>	

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	<p><u>Level 2: People at high risk</u> Persons who:</p> <ul style="list-style-type: none"> • Are aged 70 or over • Are pregnant • Have a learning disability • Have a lung condition that is not severe (asthma, bronchitis etc.) • Have heart disease • Have high blood pressure • Have diabetes • Have chronic kidney disease • Have liver disease • Have a brain or nerve condition • Have a spleen removed or a spleen condition • Have a condition that makes you susceptible to infection • Are taking medicine (including steroids) that effect your immune system • Are obese (a BMI of 40 or above) <p><u>Note:</u> Any person who is not at high risk but living with a person who is may wish to self-isolate to protect such persons. Likewise, other persons may develop anxiety over the situation and may wish to stay at home as a result. In all these instances the company shall agree to such persons to self-isolate immediately and place these persons who have requested to absent themselves from the workplace on Statutory Sick Pay (SSP)</p>	
Risk of contaminated surfaces or coming into contact with them	<ol style="list-style-type: none"> 1. The company shall initiate and maintain extra cleaning regimes for the duration of the pandemic on all its premises. It shall achieve this by: <ul style="list-style-type: none"> • Appointing employees to form a cleaning team • Train such persons in what to clean and the best practice for doing this • How best to maintain their own personal protection and safety while doing these duties. • Properties and uses of cleaning materials provided including what, where, how and how often to clean areas and surfaces. • Issue, use and safe disposal of PPE • What to do if becoming aware of any threat or a breach in the company's cleaning regime that needs to be corrected or controlled. 2. Appropriate and effective issue of hand sanitiser and soap in strategic locations in the workplace 3. Issue of notices to washrooms and canteens about the importance of maintaining a good level of cleanliness and personal hygiene in the workplace. 4. Enforcing a good level of cleanliness and personal hygiene in the workplace by department managers and creation and issue of cleaning procedures 5. Communicating the need for all persons to report any failures or breakdown in site cleaning regimes or hygiene arrangements within the company to an appropriate manager. 6. The company shall provide suitable cleaning materials: including anti-bacterial spray and wipes and bleach to newly appointed cleaning teams and continue to supply them to the regular cleaners. 7. Absences in the cleansing teams must be reported to department managers so that manpower gaps are filled as a matter of utmost urgency so cleaning regimes and their effectiveness are not compromised. 	

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Further reducing the risk of the spread of infection in the workplace	<p>4. <u>Social distancing shall be affected in the workplace by:</u></p> <ul style="list-style-type: none"> Communicating the 2-metre government requirement for social distancing in the workplace by the issue of notices in prominent / key locations and enforcing this knowledge by verbal communication to the workforce by department managers Marking of 2-metre distancing in common areas including those for clocking in / out. Department managers enforcing social distancing requirements whenever the notice failure of employees or other persons in the workplace to comply. Arranging for break times to be staggered to allow for social distancing in the washrooms, canteen and walkways in the premises, Clocking in or out of the factory shall be accomplished by maintaining social distancing and remaining vigilant. <p><u>2. Provision and use of PPE</u></p> <p>Government guidance on the issue of PPE in the workplace at current time of this revision states wearing of PPE is only effective where the risk of infection is very high. The company has issued a safe system of work for persons who decide they wish to wear face coverings in the workplace, <u>it is believed that the workplace provides adequate space to maintain social distancing.</u></p> <p>Without the issue of PPE yet. Social distancing arrangements in (1) above including the staggering of break times is so far judged to be effective in reducing space or bring people together at the same time.</p> <p>In the galvanizing plant manual handling operations may reduce social distancing to between 1.5 metres and 2 metres. Face visors are to be provided to reduce the risk of infection person to person in this instance.</p> <p><u>3. Beverages and other shared activities</u></p> <p>Activities such as making beverages for other employees and fetching or sharing newspapers or magazines at break times is prohibited and enforces by department managers.</p>	
Reducing the workforce on site to protect and safeguard it.	<p>Where possible the company shall ask employees to work from home where existing links for this facility have already been created or it is desirable to establish new connections. The criteria for this are that the role can be performed at home with effectiveness at all levels.</p> <p>Key workers may be required to be furloughed to protect the financial stability of the company or to ensure that if a key worker on site is taken ill or is absent from work a “protected” replacement can be asked to come into work for business continuity. Home working will be covered by a separate risk assessment.</p>	
Promoting good hygiene at all levels of the business at home as at work	<p>Enforce knowledge and practice of the following actions:</p> <p>(1) Clean hands frequently with soap and water for 20 seconds or by using hand sanitiser.</p> <p>(2) Cover your coughs and sneezes by covering your nose and mouth with a tissue. If you do not have one to hand sneeze into the crook of your elbow, not into your hand.</p> <p>(3) Use disposable tissues and throw these into a disposable rubbish bag then immediately wash your hands with soap and water or hand sanitiser.</p> <p>(4) Wash your hands when you get to work or arrive at home. Be mindful of touching any surface where the virus may be lying and may survive for some time. If in doubt wash or sanitise your hands.</p>	

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Risk from stress	<p>People respond to stress in different ways and at different levels from mild to debilitating stress.</p> <p>Managers are mindful of the conditions and circumstances that may promote stress in employees and are asked to speak to people if they become aware or concerned that stress is affecting co-worker.</p> <p>Where employees remain at home the company keeps in regular contact enquiring as to the persons physical and mental wellbeing. When concerns are raised the individual is directed to national helplines and services of help available during the pandemic. Care on return to work shall be assessed for further actions if required.</p> <p>The company has not undertaken third party training for identifying and managing stress of its workforce and currently the effects of the virus is preventing it from doing so.</p> <p>Benefit may be gained by signing up relevant persons to a certified course when time and circumstances allow.</p> <p>The company currently addresses the issue of stress and trauma by seeking initial advice from its appointed HR consultant and actin upon referrals to qualified counselling services for affected employees at a cost to the company</p>				
Risk to business continuity	<p>The company has existing business continuity and pandemic response planning established and reviewed annually or as change occurs.</p> <p>Top management and department managers are trained in respect of the company's planning and its implementation.</p> <p>To mitigate the effects of critical situations the company has planned actions that may be summarised as follows:</p> <table><tr><td><p><u>Risk to business</u></p><p>Loss of key skills to illness</p><p>Significant temporary loss of workforce in key departments</p><p>Supply chain failure</p><p>Reduced order book</p></td><td><p><u>Actions to mitigate risk</u></p><p>Multi skilled workforce with shared skills</p><ul style="list-style-type: none">- multi skilled workforce/group resources- mentoring programmes to develop staff- shared skills/additional personnel working on different company premises.- Monitoring of departmental losses to re-allocate human resources.- Use of agency staff- High stock levels to manage production breaks.- Purchase of goods from competitors/ other suppliers to manage customer expectations.- Pandemic response plan<p>Large stocks held. Ability to manufacture in-house or find alternatively sourced supplies.</p><p>Business continuity plan</p><p>Government furloughing scheme.</p></td></tr></table>			<p><u>Risk to business</u></p> <p>Loss of key skills to illness</p> <p>Significant temporary loss of workforce in key departments</p> <p>Supply chain failure</p> <p>Reduced order book</p>	<p><u>Actions to mitigate risk</u></p> <p>Multi skilled workforce with shared skills</p> <ul style="list-style-type: none">- multi skilled workforce/group resources- mentoring programmes to develop staff- shared skills/additional personnel working on different company premises.- Monitoring of departmental losses to re-allocate human resources.- Use of agency staff- High stock levels to manage production breaks.- Purchase of goods from competitors/ other suppliers to manage customer expectations.- Pandemic response plan <p>Large stocks held. Ability to manufacture in-house or find alternatively sourced supplies.</p> <p>Business continuity plan</p> <p>Government furloughing scheme.</p>
<p><u>Risk to business</u></p> <p>Loss of key skills to illness</p> <p>Significant temporary loss of workforce in key departments</p> <p>Supply chain failure</p> <p>Reduced order book</p>	<p><u>Actions to mitigate risk</u></p> <p>Multi skilled workforce with shared skills</p> <ul style="list-style-type: none">- multi skilled workforce/group resources- mentoring programmes to develop staff- shared skills/additional personnel working on different company premises.- Monitoring of departmental losses to re-allocate human resources.- Use of agency staff- High stock levels to manage production breaks.- Purchase of goods from competitors/ other suppliers to manage customer expectations.- Pandemic response plan <p>Large stocks held. Ability to manufacture in-house or find alternatively sourced supplies.</p> <p>Business continuity plan</p> <p>Government furloughing scheme.</p>				
Data protection and GDPR (conducted at head office Newtown Street)	<p>Company listings of employees and company data held shall be extended to monitor during the pandemic:</p> <p>Absence / sickness amongst workforce</p> <p>Reports from employees absent / sick / self-isolating</p> <p>Employee returns to work</p> <p>Departmental losses</p> <p>Departmental reports</p> <p>Furlough arrangements</p> <p>SSP arrangements</p> <p>Covid-19 RIDDOR reporting (if necessary)</p>				

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Section B - Method Statement for Coronavirus Control		
	Data protection requirements shall be applied in all instances mindful of due diligence, sensitive personal information, competence of administrators and data retention periods. The data control manager (and deputy if absent) shall oversee and review data protection at every level.	
Risk of claim, litigation, or prosecution	<p>A threat to the business by way of claim, litigation or prosecution may be anticipated if:</p> <ul style="list-style-type: none"> - Due to absence / sickness / reduced staffing levels health and safety in the workplace is compromised - Agency / temporary workers are employed who are not fully trained or are unfamiliar with site and associated risks resulting in health and safety near miss, incident, or accident. - The company fails to manage the workplace in such a way as to reduce the risk of infection within the workforce whilst at work claim from employee or HSE for illness or death occurring. - Claim for mismanagement (breach) of data protection handling personal / sensitive personal data. <p>The company shall work to mitigate the above risks by maintaining health and safety in the workplace with the support of:</p> <ul style="list-style-type: none"> - The health and safety manager P. Floud - Deputy to HSM C. Price - Works manager - Departmental managers - Company's health and safety representatives - The induction and training of agency or temporary workers and their allocation to low risk activities wherever possible - Communicating risks and actions to mitigate them to the workforce - Cleaning regimes - Promoting good levels of hygiene - Enforcing social distancing - The provision of PPE as required and if government advice on its issue changes. - Continue with essential planned maintenance and inspections with external service providers controlling visitors to site. <p>Method statement signed by: CD Price Date: 22/05/2020</p>	

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SECTION A – PRELIMINARY		
1. Nature of Risk	(1) COVID-19 infected member of the galvanizing plant spreading infection to co-workers because 2 metre social distancing cannot be guaranteed in all instances while removing work from the zinc bath. (2) Illness of person or persons within team. (3) Risk to continuity of process	
2. Location:	Newtown Street (galvanizing plant) Cradley Heath B64 5LB	
3. Description of normal activities	During galvanizing one member of a team of three will maintain and fill the zinc bath with material to be galvanized whilst the second and third team members withdraw items from the bath with clamps which are to be brushed and boshed or just passes into the water bosh to finish them. Work pieces are then removed from the bath and laid on a conveyor which drops the galvanized workpiece onto an open stillage.	
4. Specific hazards caused by risk	<p>Where shorter work pieces are galvanized from the point they are to be taken from the zinc bath, it is not always possible to guarantee 2 metre social distancing while performing these tasks:</p> <ul style="list-style-type: none"> • One team member drawing out item from bath with tongs • Second team member supporting rear of work piece with tongs. • Brushing of threaded rods. • Placing workpiece onto water bosh. • Removing work from water bosh onto conveyor. <p>Where social distancing is reduced below 2 metres (to around 1.5 metres for some items) The risk of one team member who is infected with COVID-19 passing it on to his co-worker is increased.</p> <p><u>Areas that can be affected</u></p> <ul style="list-style-type: none"> • Surfaces and tools in the galvanizing plant • Other surfaces in company as infected persons move to other areas (i.e. washrooms, locker room, canteen) <p><u>Other effects</u></p> <p>Illness / death amongst team Illness / death amongst co-workers on site or others off site</p> <p><u>Level of Risk: Medium</u></p>	
Document created 26.05.20 Document prepared by Christopher Price Document approved by Paul Floud H&S Manager		

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SECTION A – PRELIMINARY		
5. Control of access to building	<p>Only authorised persons have entry to the galvanizing plant namely:</p> <ul style="list-style-type: none">Galvanizing team (3 or 4 persons currently)Forklift truck driver, bringing work to or from galvanizing plant (1 person)Maintenance team if work is required in building (2 persons)Works managers (1 person)Directors if required to speak to team (1 person)Contractors (electricians) if emergency work required (max 2 persons) <p>Access for contractors is controlled using the visitors book, under usual or special COVID-19, conditions of entry, their actions on site are strictly controlled with emphasis on:</p> <ul style="list-style-type: none">Maintaining social distancingCleaning, hand washing and hygiene <p>Level of Risk Galvanizing team: Medium risk because of social distancing. Others described above: Low risk</p>	
6. What areas of contact exist?	<p>Close proximity of workers handling shorter workpieces when drawing them from zinc bath. Any shared tools used in these operations (1) Tools can be cleaned regularly. Risk: Low Tools are handled using gloves. Risk: Low (2) Work is not handled working face to face Working side by side is possible for same operations (3) A safe system of work for working in the galvanizing plane has been created and issued to galvanizing plant workers Risk: Medium</p>	
7. What are people doing in specific areas. Risk relates to COVID-19	<ul style="list-style-type: none">Receiving material from elsewhere in factory. Risk: LowSlinging material and lowering it into the acid bath to prepare the material for galvanizing. Risk: LowRemoving material from acid bath allowing surplus acid to drip off workpieces into drip tray bunds. Risk: LowRemoving work to sit above zinc bath to dry .Lowering work into zinc bath. Risk: LowRaising work individually by hooking in the zinc bath and bringing it to the surface. Risk: LowGrasping the raised workpiece with clamps and drawing it from the zinc bath (2 people) Risk: Medium	
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SECTION A – PRELIMINARY		
<p>7. What are people doing in specific areas.</p> <p>Risk relates to COVID-19</p>	<ul style="list-style-type: none">Brushing any threaded areas of workpiece in contact with wire brushes (2 people) Risk: MediumRunning bar under work to remove any surplus zinc drips (2 people or 3 people) Risk: MediumLowering work into water bosh to cool and set zinc (2 people) Risk: Medium.Removing work from water bosh putting on a conveyor to stack it on a stillage. Risk: MediumRemoval of stillage from galvanizing plant with fork lift truck Risk: LowOperation of extraction system, acid bath and zinc bath with daily routines as applicable (i.e. switching on/off, covering / uncovering zinc bath) Risk: LowDrossing of zinc bath once a week to remove zinc dross and sweeping up to remove hard zinc drips and dust from floors. Risk: Low if caution exercised to maintain social distancing.	
<p>8. Who can be harmed:</p>	<p>There is nobody currently employed in the galvanizing team who falls into category 1 or category 2 very high or high risk groups. Neither are any other persons employed by the company, including its directors, who are currently remaining at work who fall into these at risk categories.</p> <p>There is one electrical contractor who falls into the at higher risk category as he is aged over 70 who could conceivably be called into work in the galvanizing plant, if urgent maintenance work is required. In this instance his entry would be controlled and he would be instructed as to the company’s social distancing. Cleaning and personal hygiene requirements. Risk: Low</p> <p>Galvanizing plant workers sharing equipment including fork lift trucks where infection could be passed on. Risk: Low with cleaning procedures in place.</p> <p>Galvanizing plant workers conducting any activity where social distancing is reduced below 2 metres. Risk: Medium.</p>	
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SECTION A - PRELIMINARY		
9. How can people be harmed?	<p>Virus infection passed on through:</p> <ul style="list-style-type: none">Using/touching shared equipment, tools and surfaces. Risk: LowWorking where social distancing cannot be maintained at 2 metres or above. Risk: Medium <p>This occurs by droplet infection, person to person, droplets landing on surfaces or breathing in droplets from an infected person.</p>	
10. Risk from stress	<p>There is a risk to all the workforce of harm through stress because of:</p> <ul style="list-style-type: none">Anxiety over the pandemic, work place or loved onesStress over loss of earningsStress from illnessStress from bereavementStress because of loss of staff or co-workers resulting in added pressure on the individual <p>The management of the company have not undertaken formal stress management training but maintains regular contact with employees on site or currently away from site and uses works representatives a professional HR consultant and independent stress counselling for its employees. Risk: Low</p>	
11.Risk to process business continuity	<p>The pandemic may place critical stress on all aspects of the business including its galvanizing operations. This could occur if there is:</p> <ul style="list-style-type: none">Loss to illness in department forcing it to close. (this risk may be mitigated as other workers on site have experience of working in / operating the galvanizing plant)An accident occurs if replacement staff are not properly trained or experienced. <p>For all but brush galvanized work it is possible to sub-contract work to Edward Howell Galvanizers.</p> <p>Threaded work may be hand finished by running a threading die down to clear surplus zinc but this is not effective or efficient as an alternative for anything other than small quantities. Risk: Low</p>	
12. Risk of claim litigation or prosecution	<p>Risk of claim/legal action/prosecution of health and safety is compromised by infection in workplace resulting in:</p> <ul style="list-style-type: none">illness of employees / death of employeesFailing to maintain social distancing or appropriate health and safety controls to reduce threat posed by virus.Accident in workplace through using different workers with insufficient experience or training. <p>Level of risk: Low</p>	
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Education & guidance of top management	<p>The company shall seek and refer to guidance used by relevant authorities in respect of COVID-19 to ensure current and correct information is received, understood and appropriate actions planned and implemented. References include:</p> <p>HM Government COVID-19 updates (COVID-19 Gov-UK) Coronavirus (COVID-19) NHS ACAS.org.UK Public Health England World Health Organisation</p> <p>Top management shall implement guidance issued from the organisations listed above and their associated compliance obligations into its strategic planning and the actions it formulates and implements.</p>	
Consultation with department managers and works safety representatives	<p>The directors shall liaise and communicate with the company’s department heads and working representatives to:</p> <p>(1) Ensure consultation is achieved with sufficient input to ensure decisions reached are as effective as possible and (2) Ensure control measures are understood and implemented to achieve the company’s intended outcomes.</p>	
Decision making by top management	<p>Top management shall decide and implement necessary controls and safe systems of work acting upon guidance from relevant authorities / organisations and in consultation with workforce.</p> <p>They shall refer also to existing business continuity and pandemic planning to:</p> <p>(1) Gain a head start in understanding the nature of controls required and (2) Protect the company’s employees and wider interests.</p>	
Communicating the company’s requirements and compliance obligations to stakeholders	<p>The company shall communicate to the management and workforce within the galvanizing plant.</p> <ul style="list-style-type: none">• Risk assessment• Method statement• Control measures• Safe systems of work• Procedures for cleaning, handwashing, hygiene and social distancing.	
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SECTION B – METHOD STATEMENT FOR CORONAVIRUS CONTROL		
Specific risks through presence of infected persons in galvanizing plant	Refer to risk assessment doc ref 20/04 for specific measures communicated to workforce at Newtown street, which include: <ul style="list-style-type: none">• Communicating of nature of virus.• What to do if you are unwell• Management of access to site.• Persons who believe they have contracted the virus. Infection of co-workers may be controlled with: <ul style="list-style-type: none">• Cleaning shared equipment / tools / surfaces• Maintaining distancing of 2 metres where possible• Frequent cleaning, handwashing and personal hygiene exercised with procedures to instruct and provide effective controls in workplace.	
Risk to persons at higher risk	Persons at very high risk (as described by government as level 1 and level 2 persons at risk) do not work in the galvanizing plant currently. Any contractors falling into these categories who wish to gain access to site to perform essential maintenance shall be controlled with terms of entry, especially those relating to cleaning, handwashing and social distancing.	
Risk through contaminated surfaces or coming into contact with them	The company shall initiate and maintain extra cleaning regimes for the duration of the pandemic. It shall achieve this by: <ul style="list-style-type: none">• Appointing a cleaning team• Train persons in what to clean and the best practice to do this• Advising how best to maintain personal protection while performing other duties.• Properties and uses of cleaning materials• What to do if noticing a breach of the company’s cleaning regimes or the absence of someone responsible for cleaning.• Use of hand sanitiser• Enforcing a good level of cleanliness• Provision of cleaning materials as are required	
Further reducing the risk of the spread of infection in the workplace	<u>Social distancing shall be affected by:</u> <ul style="list-style-type: none">• Communicating the 2 metre requirement for social distancing in the workplace.• Department manager(s) shall enforce social distancing where it is possible and monitoring the situation where it is not always possible• Staggering break times and start/end times during the working day with consultation with employees• Where 2 metre social distancing is not possible how to mitigate it. (do not work face to face work side to side)	
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SECTION B – METHOD STATEMENT FOR CORONAVIRUS CONTROL		
Further reducing the risk of the spread of infection in the workplace	<p><u>Provision of PPE</u> Government guidance on the issue of PPE state that it is only effective where there is a high chance of infection. The company has issued a safe system of work to protect persons in the galvanizing plant who prefer to wear a face mask</p> <p><u>Shared activities</u> Activities such as making beverages for other employees and fetching and sharing of newspapers at break times is prohibited.</p>	
Promoting good hygiene at all levels of the business at work and at home	<p>The company shall enforce knowledge and practice of:</p> <ul style="list-style-type: none">• The need to clean hands frequently with soap and water and for 20 seconds or by using hand sanitiser.• Covering coughs and sneezes by covering your nose and mouth with a tissue, or by doing so into your elbow not your hand if you have no tissue to hand.• Using of disposable tissues and throwing these away immediately after use and washing you hands or using hand sanitiser immediately afterwards.• Washing hands on arrival at work and when you get home. Being mindful of you touching any surface where the virus may be lying or has laid there for some time. If in doubt wash or sanitise hands and clean surface if possible.	
Understanding and using the COVID-19 safe system of work for the galvanizing plant and the general issue SSW	<p>A safe system of work specific to the galvanizing team has been issued (and signed for on receipt) to maintain safety during the galvanizing process, the measures employed shall be:</p> <ol style="list-style-type: none">1. Maintaining social distancing where possible.2. As much as possible avoiding face to face contact.3. During working hours do not make skin contact with other workers.	
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Risk to business continuity	<u>Risk to business</u>	<u>Actions to mitigate risk</u> - Use of subcontracted galvanizing services - Substantial stocking of finished goods. - Purchase of goods from other suppliers/competitors. - Pandemic response Plan - Business continuity plan
Risk of claim, litigation or prosecution	<p>A threat to business by way of claim, litigation, or prosecution maybe anticipated if:</p> <ul style="list-style-type: none">- illness/death transmission of virus occurs in workplace- accident occurs if persons substitute others in a team who are less familiar or experience in the process of galvanizing- the company fails to manage the workplace in such a way that health and safety is compromised. <p>The company shall work to mitigate the above risks by maintaining health and safety in the workplace with the support of:</p> <ul style="list-style-type: none">• Health and safety manager and his deputy• Works / department heads• Company’s health and safety works representatives.• Communicating risks and controls to galvanizing team• Cleaning regimes• Promoting good levels of hygiene• Enforcing social distancing where possible• Provision of PPE if employees desire to wear it supported by sufficient safe systems of work in its use.• Continuing of essential maintenance• Proper induction and training of other workers brought in to replace a sick worker. <p>Method statement signed by CD Price Date: 26.05.2020</p>	
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1. Nature of Risk	<p>(1) Member of maintenance team (M Davies or J Oldershaw) contracts COVID-19 into the workplace or whilst acting on behalf of company.</p> <p>(2) Member of maintenance team spreads virus to co-worker or person(s) on other company sites where work is required.</p>	
2. Location:	The maintenance team may operate on all company / group premises.	
3. Description of normal activities	<p>The maintenance team perform routine maintenance and building tasks which may include:</p> <ul style="list-style-type: none">• Purchasing of supplier from builders’ merchants• Travelling between company premises• Attending to groundwork / boundaries of all sites• Maintaining buildings in good condition• Effecting improvements to properties to maintain health and safety of energy / resource efficiency.• Repair of damage on sites• Maintaining drainage of sites• Minor building woks and improvements	
4. Specific hazards caused by risk	<ul style="list-style-type: none">• Illness / death of team member Risk: Medium• Spread of infection to co-workers on different / all sites Risk: Low• Failure to maintain 2-metre social distancing where tasks require both persons to work together in proximity. For instance, holding / supporting an object that is to be fixed or put in place, lifting of materials or tools here size or weight dictate this. Risk: Medium.• Failure to maintain social distancing if travelling in the same vehicle. Risk: Medium	
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5. Access to multiple sites	<p>Wherever possible work should be limited to that which is essential only. Travelling between sites discouraged wherever possible attention should be paid prior to visiting different sites to ascertain any particular requirements or preventative measures that need to be observed.</p> <p>Cleaning regimes, handwashing, personal hygiene, and social distancing from co-workers are to be observed as far as is reasonably practicable.</p>	
6. What areas of contact exist?	<p>Contact may occur where:</p> <ul style="list-style-type: none"> • Team members travel together in or share vehicles • Team members must move specific materials, tools, or equipment together because of size/weight and where social distancing of 2-metres cannot be maintained • Team members cannot maintain 2-metre social distancing while fixing / undertaking /supporting work together. <p>Risk: Medium</p>	
7. What is the team doing in specific areas.	<p>Off-Site Travelling to order, collect and transport materials or tools.</p> <p>On company premises All manner of building tasks broadly described in (3) description of normal activities.</p>	
8. Who can be harmed	<p>Team members who may infect each other Risk: Medium Team members infecting co-workers on one or multiple sites at which they have been called to work Risk: Low</p>	
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9. How can people be harmed?	<p>One infected person spreading the virus to others by:</p> <ul style="list-style-type: none">• Transmitting coronavirus person to person through droplet infection.• Droplets landing on surfaces which are touched by another thus receiving the virus.• Breathing droplets from a person with coronavirus. <p>Risk assessment created by C D Price This issue created: 27.05.2020</p>	

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Education & awareness	<p>Top management seek and refer to guidance issued by relevant authorities in respect of COVID-19 to ensure current and correct information is received, understood and appropriate actions are planned and implemented. These authorities shall include:</p> <p>HM Government Coronavirus (COVID-19) NHS ACAS.org.UK Public Health England World Health Organisation</p> <p>Top management shall implement guidance issued from such sources to formulate the company’s strategic planning and meet its compliance obligations.</p>	
Consultation with the maintenance team	<p>Directors/health and safety managers shall liaise with the maintenance team to ensure that:</p> <p>(1) Consultation is received with sufficient input to ensure decisions reached are as effective as possible and</p> <p>(2) Ensure control measures are understood and implemented as effectively as possible to achieve the company’s intended outcomes.</p>	
Decision making by top management	<p>Top management shall decide and implement necessary controls with reference to relevant authorities and in consultation with the maintenance team.</p>	
Communicating the company’s requirements to the maintenance team	<p>The company shall communicate to the maintenance team:</p> <ul style="list-style-type: none">• Risk assessment• Method statement• Control measures• Safe systems of work• Procedures for cleaning, handwashing, hygiene, and social distancing.	
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Specific risk by infected member of team	Refer to risk assessment 20/07 (Unit 1) which includes: <ul style="list-style-type: none">• Communicating the nature of virus.• What to do if you are unwell• Access to sites• Persons who believe they have contracted the virus. Infection of co-workers may be controlled with: <ul style="list-style-type: none">• Cleaning shared equipment / tools / surfaces• Maintaining distancing of 2 metres where possible• Frequent cleaning, handwashing and personal hygiene exercised with procedures to instruct and provide effective controls in workplace.	
Risk through contaminated surfaces or coming into contact with them	The company shall initiate and maintain extra cleaning regimes for the duration of the pandemic. It shall achieve this by: <ul style="list-style-type: none">• Educating the team about the necessity and importance of cleaning.• Providing them with suitable cleaning materials and knowledge on their application, properties, and use.• Advising how to maintain personal protection whilst performing tasks.• Maintaining a high level of cleanliness• Use of hand sanitiser	
Further reducing the risk of the spread of infection in the workplace	<u>Social distancing shall be affected by:</u> <ul style="list-style-type: none">• Communicating the 2-metre requirement for social distancing in the workplace.• Understanding where it is not reasonably practicable to maintain 2 metre social distancing measures that may be employed to reduce risk. That is<ul style="list-style-type: none">- Do not work face to face- Work back o back or side to side- Increase handwashing and surface cleaning intervals- Limit or reduce the activity time- Consider if the task can be performed in a safer way- Do not perform the task, if it can be delayed do it when it is safe to do so.	

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Further reducing the risk of the spread of infection in the workplace	<p><u>Provision of PPE</u></p> <p>Government guidance on the issue of PPE state that it is only effective where there is a high chance of infection. The company has issued a safe system of work to protect persons in the galvanizing plant who prefer to wear a face mask</p> <p><u>Shared activities</u></p> <p>Activities such as making beverages for other employees and fetching and sharing of newspapers at break times is prohibited.</p>	
Promoting good hygiene at all levels of the business at work and at home	<p>The company shall enforce knowledge and practice of:</p> <ul style="list-style-type: none">• The need to clean hands frequently with soap and water and for 20 seconds or by using hand sanitiser.• Covering coughs and sneezes by covering your nose and mouth with a tissue, or by doing so into your elbow not your hand if you have no tissue to hand.• Using of disposable tissues and throwing these away immediately after use and washing your hands or using hand sanitiser immediately afterwards.• Washing hands on arrival at work and when you get home. Being mindful of you touching any surface where the virus may be lying or has laid there for some time. If in doubt wash or sanitise hands and clean surface if possible.	
Understanding and using the COVID-19 safe systems of work issued to all employees and the specific issue to the maintenance team	<p>Current issues applicable to the maintenance plant are:</p> <ul style="list-style-type: none">• Social distancing and personal hygiene SSW No. 008• Managing workstations/social distancing SSW No. 009• General maintenance team/social distancing/hygiene/Use of PPE <p>The maintenance team SSW states:</p> <ol style="list-style-type: none">1. Wherever possible you need to maintain at least 2-metres between you and your colleagues or other contractors.2. As much as possible avoiding face to face contact.3. During working hours do not make skin contact with fellow workers.	
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Understanding and using the COVID-19 safe system of work issued to all employees and the specific issue to the maintenance team	<p><u>Where it is not possible to maintain 2 metres social distancing for example when supporting an item so another can secure it in place, further actions should be observed. These are:</u></p> <p>4. Increase frequency of handwashing</p> <p>5. Increase frequency of surface cleaning.</p> <p>6. Clean any shared equipment after use.</p> <p>7. Reduce activity time to as short as possible.</p> <p>8. use fixed team partnering so that each person works with the same one or others.</p> <p>9. Stop non-essential workers entering the work area.</p> <p>10. Work back to back or side to side rather than face to face.</p> <p>11.The government does not consider PPE offers an effective way of managing COVID-19 except where the risk of infection is very high. Face coverings are not required by law but if you wish to wear a face mask you need to follow the SSW for PPE/face masks you will need to:</p> <ul style="list-style-type: none">- Wash hands thoroughly with soap and water for 20 seconds or use hand sanitizer before putting o or removing a mask.- Avoid touching your face mask as it could contaminate it with germs from your hands.- Continue to wash hands regularly.- Change face mask if it becomes damp or if you touch it- Change mask daily- Carefully dispose of your mask in usual waste bins- Practice social distancing wherever possible.	
Be alert if visiting builders' merchants or other hire / supply companies	<p>Always be mindful of hygiene if attending suppliers to obtain materials or tools and equipment.</p> <p>Travel with sanitiser and wipes to protect yourself if entering suppliers yards / offices/trade counters and when paying receiving and having goods remember packaging may contain the virus. You should sanitise your hands after handling packaging, it should also be disposed of in such a way as others do not come into contact with it, by putting it immediately in the appropriate waste or recycling bin.</p> <p>Method statement signed by : CD Price</p> <p>Date: 26.05.2020</p>	
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1. Nature of Risk	<p>(1) Drivers employed by company contracts COVID-19 whilst performing his normal activities.</p> <p>(2) Driver spreads COVID-19 to co-workers n the site at which he is based, with other sites within the group or at external parties i.e. customers or suppliers.</p>	
2. Location:	<p>The group operate vehicles as follows:</p> <ul style="list-style-type: none">• HGV lorry and flat bed transit at BB Price Ltd Newtown St• HGV lorries at Harris (Steels) Ltd	
3. Description of normal activities	<ul style="list-style-type: none">• Driver arrives at work• Driver takes out pre-loaded vehicle and relevant paperwork to other sites within group or to customers or suppliers or• Driver waits for instructions as to where to collect or deliver sometimes waiting for lorry to be loaded• Drivers arrive on site and unload/load as required exchanging relevant paperwork with co-operation of workers on site• Drivers may have to stop to the scheduled breaks and/or use welfare facilities.• Vehicles are returned to base and where possible loaded for the following days first drop(s) including relevant paperwork.	
4. Specific hazards	<ul style="list-style-type: none">• Arrival at work, co-workers all arriving together Risk: Low• Entering cab which may not have been cleaned from previous day or could have been used by another driver. Risk: Low with controls in place Risk: Medium if no controls in place• Arrival at destination - interaction with other persons to enable vehicle to unload / load. Risk: Low with controls in place. Risk: Medium without controls in place.• Use of welfare facilities at base at other sites Risk: Low with controls in place or by following guidance n sites, otherwise Risk: Medium.	
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5. Controls and access to sites	<p>Company drivers attending company sites can access necessary areas, that is yards, warehouses, and welfare facilities under the control of procedures appertaining on site and those in place for COVID-19 Risk: Low</p> <p>Contact is kept to a minimum that is regular driver / person loading or unloading as much as possible. Risk: Low</p> <p>Drivers and persons loading /unloading are made aware to maintain social distancing of 2-metres as far as possible.</p> <p>Company drivers attending other sites are bound by rules or procedures in place at their destination. These may reflect minimising social contact, remaining in vehicles and access to welfare facilities in accordance with COVID-19 and entry procedures. Risk: Low where controls are in place where drivers recognise that procedures are not in place and due diligence is not exercised, they should exercise caution take extra protective measures by extra cleaning and / or hand washing / sanitising. But should not place themselves at risk. Risk: Medium without controls.</p>	
6. What areas of contact exist?	<p>Areas of contact are:</p> <ul style="list-style-type: none">The driver’s vehicle both exterior (door handles, doors, bed fuel fillers, access ladders) or interior surfaces or controls. Risk: Low with cleaning regimes in place, including on-going cleaning throughout the day. Medium Risk if no controls are in place. Medium Risk if the vehicle is used by more than one driver or if the drivers travel with another to assist him.At depot where co-workers are working Low RiskAt other group destination Risk: LowAt external parties’ premises Risk: Low with controls. Risk: Medium with poor or no controls.Tools or equipment kept on vehicles (i.e. sheets or ties to protect or secure loads) Risk: Medium as cannot guarantee cleanlinessPaperwork or documents exchanged between parties. Risk: Medium	
7. What is the team doing in specific areas.	<ul style="list-style-type: none">Loading / unloading vehicles at base. Risk: LowLoading /unloading vehicles within group Risk: LowLoading/unloading vehicles outside group Low or medium risk dependent on controls exercised (see pages 1 & 2).Working in yards to load / unload other vehicles Low Risk if social distancing can be maintainedMoving around site, taking breaks, arriving for, or leaving work Low Risk if social distancing is maintained.Accessing the bed of vehicles to load / unload Low Risk if driver / co-worker performs. Medium Risk if unknown person(s) perform task without controls in place.	
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8. Who can be harmed?	<ul style="list-style-type: none">• Driver. Low Risk• Co-worker on vehicle Medium Risk hardly ever happens, if this is required to perform a task it should be reviewed to see if it is safe to perform this task at all• Company employees on other sites Low Risk• Other parties at external company's risk dependent on level of controls in place and ability of driver to social distance	
9. How can people be harmed?	<ul style="list-style-type: none">• Coming into contact with surfaces that are contaminated with droplets containing virus.• Transmission person to person through droplet infection.• Breathing droplets exhaled or coughed by a person with coronavirus. <p>Other examples:</p> <ul style="list-style-type: none">• Accessing shared vehicles• Vehicles touched or contaminated by infected person• Accessing tools or equipment infected by persons• Accessing contaminated documents by packaging• Not maintaining social distancing• Not being able to maintain handwashing, sanitising, good personal hygiene during working day resulting in infection.• Having to access welfare facilities on other sites where infection is present. <p>Risk assessment created by C D Price This issue created: 27.05.2020</p>	
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Education & awareness of top management	The company shall seek and refer to guidance issued by relevant authorities in respect of COVID-19 to ensure correct information is received, understood and appropriate planned actions are implemented. The authorities / sources of information shall include: HM Government COVID-19 guidance and daily updates Coronavirus (COVID-19) NHS ACAS.org.UK Public Health England World Health Organisation Top management shall implement guidance and compliance obligations into strategic planning and the actions it formulates and implements.	
Consultation with drivers	The input of company drivers and workplace health and safety representatives is necessary to: (1) Ensure sufficient input is made to ensure decisions made are as effective as possible. (2) Ensure control measures are understood and implemented as effectively as possible to achieve the company's intended outcomes.	
Decision making by top management	Top management shall decide and implement necessary controls with reference to best sources of guidance and the input from relevant members of the workforce. Reference will be made to existing emergency planning i.e. business continuity planning and pandemic response planning.	
Reducing the risk of contracting the virus in the workplace	Where company employees are likely to arrive or leave work at the same time, or where maintaining social distancing of 2-metres is problematic during the working day department heads and top management should maintain on-going vigilance. Control measures available to reduce risk or mitigate adverse elements shall include: <ul style="list-style-type: none">• Staggered start/finish times• Staggered break times• Reduced number of persons working• Schedule times for loading /unloading/collections and deliveries to avoid overcrowding.• Picking goods ahead of collection/loading of vehicles to avoid interaction of drivers.• Limiting job and location visits to dedicated personnel	
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Avoiding two-person delivery	<p>Consider if two-person delivery is unavoidable if it cannot be done safely it should not be done at all.</p> <p>Where the risks are manageable to allow two persons to travel together the controls necessary shall include:</p> <ul style="list-style-type: none">• Put clear signage in vehicles to maintain social distancing• Side by side or back to back not face to face• Use a fixed pairing system as to limit possible exposure and transmission• Make sure vehicles are ventilated and increase air flow by opening windows.• Increase regular cleaning of vehicles particularly where they may be shared.	
Deliveries and collections	<ul style="list-style-type: none">• Avoid rush hours or times where crowds may gather i.e. break times or start/finish times.• Have single persons load/unload vehicles consistently• Avoid unnecessary contact at gate houses, yards, or warehouses• Pre-book delivery slots where possible to avoid unnecessary contact or delays.• Maximise the use of technology to avoid exchange of paperwork. Can documents be forwarded electronically if so arrange to do so with customers / suppliers• Enable access to welfare facilities consistent with COVID-19 guidance so visits are controlled and any requirements or conditions of entry are observed.• Encourage drivers to stay in their cabs where it does not compromise safety or existing safe working practices.	
Manage contact	<ul style="list-style-type: none">• Reduce interaction by scheduling where possible to avoid overlap of people.• Consider and use where possible technology to exchange information.• Where possible drop papers or goods in previously agreed locations to avoid transmission.• Maintain records of visitors where possible	
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Providing guidance	<ul style="list-style-type: none">• Explain social distancing to workforce• Create protocols for collection and delivery to different locations to minimise interaction and reduce the number of persons travelling to and unloading / loading goods to a minimum.• Refresh driver’s awareness of safe systems of work and social distancing, cleaning and handwashing or sanitizing.• Include information in vehicles to remind drivers of measures to observe or those that are put in place for their protection i.e. safe systems of work, risk assessments & method statements.	
Cleaning vehicles	<ul style="list-style-type: none">• Frequent cleaning of vehicles, work areas, surfaces and equipment stowed on them should be cleaned at least daily and more often if there is reason to believe it is possible, they have been contaminated.• Clean objects/surfaces with particular care that are regularly touched i.e. door handles, fuel pumps or filler caps, vehicle keys, radios, sat navs, or control equipment• Make sure there are adequate disposal arrangements for tissues, wipes, and rubbish.• Drivers should be encouraged to wash their hands before boarding their vehicles• Provide drivers with sufficient hand sanitizer and wipes within their vehicles to enable workers to clean hands after every delivery.• Drivers should clean workspaces and remove waste and belongings from vehicles at the end of a shift.	
Hygiene	<p>Build awareness in the workplace with signs and posters regarding handwashing frequently, avoid touching your face and to cough or sneeze into disposable tissues which are to be binned immediately following by hand washing or sanitizing. If tissues are not to hand drivers should sneeze into their elbow.</p> <p>Ensure access to appropriate toilet facilities and help in any way to enable this following any procedure for COVID-19 and otherwise that may be in place.</p> <p>Provide hand sanitizer to drivers in case hand washing facilities are not available.</p>	
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Hygiene	<p>Provide waste facilities and remove waste more frequently. Clean-up after known or suspected COVID cases following material guidelines in doing so to maintain protection refer to (Gov UK website)</p> <p>PPE may be provided to workers who ask for it, however in any risk assessment we are required to point out that the government considers that the wearing of PPE is only effective where the risk of infection is very high. <u>Drivers wishing to wear face masks must refer to the company's safe system of work for wearing face coverings / masks.</u></p>	
Working times	<p>If in the opinion of works department heads that contact cannot be maintained working times may be adjusted to minimise contact with people.</p>	
Communication and training	<p>Maintain on-going engagement with drivers to monitor their understanding of how best to protect themselves.</p> <p>Ask if any unforeseen situations or impacts have arisen and investigate, report, and respond to these to address them.</p> <p>Guidance to drivers should be clear and simple, using images and simple language for clarity.</p>	
Inbound and outbound	<p>Revise collection and delivery point procedures and signage to minimise contact with goods in/out departments single drivers and regular pairings of those who load and unload vehicles.</p> <p>Enable access to welfare facilities under COVID procedures.</p> <p>Encourage drivers to stay in vehicles.</p> <p>Method statement signed by: C D Price Date: 27.05.2020</p>	
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