PRIME SECURE

Prime Secure Systems Ltd – COVID-19 Risk Assessment

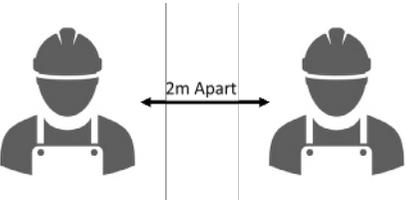| Risk Assessment: COVID-19		Assessment Date: 02 February 2021
Project	All Projects / Offices	**PPE to be Worn** — Wear Hi-vis clothing. Hard hats to be worn on all sites. Steel toe cap safety shoes or boots to be worn. Disposable gloves if unable to maintain 2m distance for one off essential tasks. (FFP3) If unable to maintain 2m distance for one off essential tasks.
Assessor	Jane McCormack / Robert Elder	
Persons at Risk	All Persons	

Introduction:

We need to ensure we are protecting our workforce and minimising the risk of spread of infection of COVID-19. The Security Industry has been deemed in the Key Worker category. This guidance is intended to introduce consistent measures in line with the Government's recommendations on social distancing. These are exceptional circumstances and the security industry must always comply with the latest Government advice on Coronavirus .

RA-COVID-19 Hazards and *Risks*	Initial Risk			Control Measures: Must be in place and remain so throughout the duration of the activity. Compliance to be monitored by supervisor.	Residual Risk		
	H	**M**	**L**		**H**	**M**	**L**
Outbreak of virus COVID-19 *Health risk to all persons.*	■			The coronavirus causes respiratory illness in humans, usually resulting in mild symptoms including runny nose, sore throat, cough and fever. Some individuals experience more severe symptoms and it can lead to pneumonia, breathing difficulties and in rare cases death. For further advice see Key Links at end of table		■	
Communications / Educate staff *Risk of Infection control. Risk to all persons*	■			Educate staff via regular communications without causing panic. Develop and communicate a Coronavirus Covid-19 policy, send emails or display posters, perform team briefs outlining the current situation and any updated Government advice. Promote good hand and respiratory hygiene, promoting infection control procedures. Continue to review latest Government / World Health Organisation guidance and update as required.			
Staff member with symptoms / close contact with persons with symptoms	■			A staff member who is experiencing symptoms similar to those present with the coronavirus (cough, sore throat, fever, breathing difficulties, chest pain or loss of taste / smell), or who has had close contact with someone		■	

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Risk of Flu-like symptoms, Pneumonia, Breathing difficulties, Death - Risk to all persons				experiencing these symptoms, must not come to work. The staff member should contact their GP / Government helpline to notify them of their current status and to receive further advice. The staff member should then contact the company and update them in relation to their condition and advice they have been given. If the staff member is advised by medical professionals to self-quarantine, they must do so, and only return to work when the incubation period is over, and symptoms have gone. If a staff member becomes unwell with coronavirus related symptoms whilst on site, they must make their way to a confined area, and contact their manager or a member of management with immediate effect. The person will be advised to liaise with their GP / Government helpline to seek further advice before leaving site, to ensure they reduce the likelihood of infecting other persons i.e. may be advised not to use public transport etc. The working area of any staff member who suspects they may have contracted Coronavirus, (including welfare facilities), will be subject to a "deep clean" in accordance with Government guidance. All other staff will be advised of any persons within the workplace who have shown signs of the infection, and who are being tested for Coronavirus. However, the individual's identity will not be disclosed during any communication / updates to staff.			
Travel to Work: *Contact with COVID-19*	🟥			Wherever possible workers should travel to clients premises alone using their own transport or designated company vehicle. Ask in advance about the hand washing facilities available at the location before setting off. Prime Secure to provide hand sanitiser where hand washing facilities are unavailable. Regularly clean frequently touched areas, door handles, car controls etc.			🟩
Arrival at clients premises / site: *Contact with contaminated surfaces*		🟨		• Upon arrival, inform the client representative that you have arrived (telephone call from vehicle). • If a site attendance register is in use, ask the Client to complete it on your behalf. • If verbal communication is required, this must be done maintaining the 2m distance rule. • All workers to wash or clean their hands before entering or leaving the clients premises /sites. 2m Apart		🟨	
Close Working: *Spreading Coronavirus*	🟥			There will be situations where it is not possible **or safe** for workers to distance themselves from each other by 2 metres;		🟨	

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Hazards and *Risks*	H	M	L		H	M	L
				• Non-essential physical work that requires close contact between workers should not be carried out • Work requiring skin to skin contact should not be carried out • Plan all other work to minimise contact between workers • Re-usable PPE should be thoroughly cleaned after use and not shared between workers • Single use PPE should be disposed of so that it cannot be reused (see procedure for single use gloves) • Stairs should be used in preference to elevators • Regularly clean touchpoints, doors, buttons etc. • Increase ventilation in enclosed spaces			
Use of Toilet Facilities: *Contact with contaminated surfaces*	■ (red)			• Restrict the number of people using toilet facilities at any one time • Wash hands before and after using the facilities • Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush • Provide suitable rubbish bins for hand towels with regular removal and disposal.		■ (orange)	
Canteen and Eating facilities in the office or at clients premises: *Contact with contaminated surfaces* 2m Apart		■ (orange)		Canteen facilities must have strict arrangements for maintaining safe 2m distance is strictly applied and a thorough cleaning regime is implemented. Unless seated, a face covering should be worn in canteens or areas where people are likely to have close contact (Corridors etc). On sites, the following should be expected, otherwise, do not use. • Dedicated eating areas should be identified on site to reduce food waste and contamination • Break times should always be staggered to reduce congestion and contact • Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area • The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home • Workers should sit 2 metres apart from each other whilst eating and avoid all contact • Crockery, eating utensils, cups etc. should not be used • Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced • Tables should be cleaned between each use • All rubbish should be put straight in the bin and not left for someone else to clear up • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices etc.		■ (orange)	

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General Information: *Lack of awareness in times of frequent government updates.*		🟧		• Employees are requested to monitor GOV.UK websites for updated information. • Regular updates and posters displayed at Prime Secure premises			🟩
Internal cleaning: *Risk of Infection control. Risk to all persons*	🟥			A cleaning regime is in place within the company, with dedicated cleaning personnel in place to ensure the workplace, including welfare facilities is serviced and suitably cleaned on a regular basis. Staff are encouraged to disinfect their workstations during the day, particularly after eating and returning from the toilet.			🟩
Good Personal Hygiene: *Risk of infection control*	🟥			Persons should cover their mouth and nose with a tissue (not your hands) when they cough or sneeze. The used tissue should then be placed in the bin immediately. Persons should then wash their hands with soap and hot water for a minimum of 20 seconds. **CATCH IT, BIN IT, KILL IT** Persons should wash their hands regularly using hot water and soap – use hand sanitiser gel if soap and water are not available. In addition, persons should try to avoid close contact with other people i.e. no shaking of hands etc. For further hand washing advice see Key Links at end of table		🟧	
Social distancing; *Risk of Infection control - Risk to All persons*	🟥			Persons must undertake advice from the Government with regards to social distancing when out of work. In addition, persons will be advised whilst at work to: • Avoid meetings with external persons unless essential • Operate a policy of staggered lunches and breaks to reduce footfall in these areas at any one time • Encourage remaining a distance of 2 metres from work colleagues where possible • Reduce the number of persons in any one area to ensure compliance with 2 metre gap recommended by the Public Health • Review work schedules, internal start and finish times, shift patterns, working from home etc Redesign processes to ensure social distancing is in place:		🟧	

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				• Conference calls to be used instead of face to face meetings • Ensure sufficient rest breaks for staff • Staff canteen, welfare facilities and smoking areas to comply with social distancing requirements • Consideration to be given to a one-way system on pedestrian routes • Floor marking to promote social distancing required where staff assemble i.e. canteen, welfare facilities			
Personal Protective Equipment: **Risk of: Infection control, Eyes, mouth and nose. Risk to: Individuals dependent on tasks performed**	■			**Wearing of Gloves** Where the company has identified the wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. **Respiratory Protective Equipment** Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed- Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean-shaven. The guidance on face coverings is regularly updated. Please ensure that appropriate face coverings are worn in line with current guidance. We will share this guidance as it develops.			■
Drivers: *Risk of Increased exposure, Infection control.*	■			Procedures in place for Drivers to ensure adequate welfare facilities available during their work – for further advice see Key Links at end of table. Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. Hand washing, sanitiser gel must be provided and available to drivers Drivers must ensure they comply with the good personal hygiene guidance at all times. Drivers must comply with specific coronavirus procedures for each site. Communicate with companies we service to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.			■

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Mental Health: *Risk of Mental health issues. Risk to all persons*		🟧		Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. For further advice on mental health see Key Links at end of table. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Regular communication of mental health information and open-door policy for those who need additional support to be adopted by management.			🟩

Key Links:

- Public Health Advice - *https://www.**publichealthscotland**.scot*
- Hand Washing Guidance - https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/
- Communications - https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19
- Social Distancing Guidance - *https://www.gov.scot/news/**social**-**distancing**-**guidance**-for-business*
- Social Distancing Guidance for Vulnerable People - https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people
- HSE Face Masks Guidance - https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm
- HSE Guidance for Drivers, transport, delivery - https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm
- Mental Health Guidance - *https://www.gov.scot/policies/**mental-health***

Risk Matrix Summary Explained

The numbers in the table below are calculated thus: Severity x Likelihood = Risk.

Severity						Risk Level		
Likelihood	Minor (1)	Major (2)	Critical (3)	Fatal (4)	Multiple Fatalities (5)	Level control measures suffice (Low)	Reduce the risk as soon as possible. Monitor available information / data (Medium)	Control measure should be applied (High)
Improbable (1)	1	2	3	4	5			
Remote (2)	2	4	6	8	10			
Possible (3)	3	6	9	12	15			
Probable (4)	4	8	12	16	20			
Frequent (5)	5	10	15	20	25			

	Likelihood			Severity	
1	Improbable	Not likely to be true or to happen	1	Minor	Nips, cuts, skin rash, no lost time
2	Remote	Having little connection with or relationship to	2	Major	Requires Professional First Aid Advise (on site)
3	Possible	Occurring, appearing, or done infrequently and irregularly	3	Critical	Requires Professional Medical Attention, take to Hospital
4	Probable	Likely to happen or be the case	4	Fatal	Fatal
5	Frequent	Occurring or done many times at short intervals	5	Multiple Fatalities	Multiple Fatalities

Briefing Register: The briefing register below confirms that the named individuals have read and understood the contents of this site-specific risk assessment(s).

Operatives Name	Risk Assessment Briefing date	Operatives Signature	Supervisors Signature