edp
the right approach

Working Safely during COVID-19
In Studio Complex & Offices
Interim Risk Assessment
Abbey Road Studios

Purpose:

To assess the risks associated with partial re-occupation and continued use of recording studios and office environments during the continued presence of COVID-19. This is structured in line with the UK Governments' 'Guidance for employers, employees and the self-employed' dated 11 May 2020.

Prepared for:

Ian Hobbah – Facilities Manager

Document Date:

TBA

Review date: Immediate post re-occupation of premises

Reference:

Author Name	Ray Horsburgh FIIRSM RSP Tech IOSH PIEMA
Mobile	+44(0)7764462017
Telephone	+44(0)1744766014
Email	ray.horsburgh@edp-uk.com
Website	www.edp-uk.com

CONTENTS

1. INTRODUCTION

This risk assessment has been developed based on UK Governments' 'Guidance for employers, employees and the self-employed'.

This document is one of a set of documents about working safely in different types of workplace. This one is designed to be relevant for people who work in or run offices, contact centres and similar indoor environments.

You must consult with employees and make sure that this risk assessment is relevant to your business and addresses the risks of COVID-19.

On completion, these documents are to be available to employees, and others that could be affected, of your decisions and control measures

2. GOOD PRACTICE FOR EMPLOYERS

It's good practice for employers to:

- keep everyone updated on actions being taken to reduce risks of exposure to coronavirus (COVID-19) in the workplace
- ensure employees who are in a vulnerable group are strongly advised to follow social distancing guidance
- ensure employees who are in an extremely vulnerable group and should be shielded are supported to stay at home
- make sure everyone's contact numbers and emergency contact details are up to date
- make sure managers know how to spot symptoms of coronavirus (COVID-19) and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace is potentially infected and needs to take the appropriate action

APPENDIX 1 Risk assessment

Risk assessment for Working Safely during COVID-19 – Office environment

.N.B – the following is based on UK Governments' 'Working safely during COVID-19 in offices and contact centres' dated 11 May 2020

Premises	Abbey Road Studios, 3-5 Abbey Road London NW8 9AY						
Prepared by *(print)*	Ray Horsburgh	Prepared by *(sign)*		Position	H&S Consultant EDP H, S & E Consultants	Date	
Authorised by *(print)*	Ian Hobbah	Authorised by *(sign)*		Position	Facilities Manager, Abbey Road Studios	Date	

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know)				Comments Further control measures required are:	By Who	By When
				Y	N	DK	NA			
1. Who should go to work?										
R1	Coronavirus (COVID-19) (CV19) **Someone entering the workplace with CV19**	**Employees, contractors, visitors** The workplace is open in line with Government guidance, but someone enters the workplace with CV19 and passes the virus on to employees, who in turn pass CV19 onto family members	**Everyone should work from home, unless they cannot work from home.**							
			Do staff work from home where practical and possible?	☒	☐	☐	☐			
			Is there a plan for the minimum number of people needed on site to operate safely and effectively?	☒	☐	☐	☐	Ongoing – corridors and stairs cannot offer social distancing 2m rule. Implement face covering requirement (see Section 5)		

Risk No	Hazard	Who Might be affected and how?	Guidance objective / What we are currently doing	Y	N	DK	NA	Comments / Further control measures required are:	By Who	By When
		and those they come into contact with.	Do you monitor the wellbeing of people who are working from home?	☒	☐	☐	☐	Regular contact between managers and employees		
			Are you keeping in touch with off-site workers?	☒	☐	☐	☐	See previous		
			Are you providing software and equipment for people to work at home safely?	☒	☐	☐	☐	Where requested		
			The protection of clinically vulnerable and clinically extremely vulnerable individuals							
			Are you providing support for workers around mental and physical health and wellbeing, particularly if they require to be 'shielded'?	☒	☐	☐	☐	Regular contact and open discussion provided where needed.		
			Are 'shielded' employees permitted to work from home no matter their job/role?	☒	☐	☐	☐	1 employee over 70		
			To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work							
			Are you enabling workers to work from home while self-isolating if appropriate? See current guidance for employees and employers relating to statutory sick pay due to COVID-19. See guidance for people who have symptoms and those who live with others who have symptoms.	☒	☐	☐	☐	Nobody currently self-isolating. 'Shielded' employee works from home.		
			To treat everyone in your workplace equally							
			Is there an understanding and taking into account the particular circumstances of those with different protected characteristics?	☒	☐	☐	☐	For employees and visitors/clients. Pre-registration form –		

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know)				Comments Further control measures required are:	By Who	By When
				Y	N	DK	NA			
								includes persons with specific needs.		
			Are you involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk?	☒	☐	☐	☐	For employees and visitors/clients		
			Are you considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equality's legislation?	☒	☐	☐	☐	For employees and visitors/clients		
			Are you making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers?	☒	☐	☐	☐	For employees and visitors/clients		
			Are you making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments?	☒	☐	☐	☐	For employees and visitors/clients		
2. Social distancing at work										
R2	Coronavirus (COVID-19) (CV19)	**Employees, contractors, visitors**	**To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.**							
			Are the planned workplace activities operationally necessary?	☒	☐	☐	☐	Studios cannot operate without employees on site		
			Are you:							

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know) Y	N	DK	NA	Comments Further control measures required are:	By Who	By When
			Staggering arrival and departure times at work to reduce crowding into and out of the workplace?	☒	☐	☐	☐	Liaison required with large groups. Options under review for waiting/queuing. Comfort breaks aside – staying in studio – lunch considerations being reviewed. Agree and communicate procedures		
			Providing additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible?	☐	☐	☒	☐	Car parking - Under consideration – nearby hotels, businesses etc. Cycle racks under consideration if car parking can be arranged as above Agree and communicate procedures		
			Reducing congestion, for example, by having more entry points to the workplace?	☐	☐	☐	☒	Not practical		
			Providing more storage for workers for clothes and bags?	☐	☐	☐	☒	Not practical		
			Using markings and introducing one-way flow at entry and exit points?	☐	☐	☐	☒	Not practical		
			Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads?	☒	☐	☐	☐	In addition to bathrooms/washrooms, additional sanitising points in studios		

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know) Y	N	DK	NA	Comments Further control measures required are:	By Who	By When
			Defining process alternatives for entry/exit points where appropriate, e.g. deactivating turnstiles requiring pass checks in favour of showing a pass to security personnel at a distance?	☐	☐	☐	☒	Not practical		
			Reviewing the fire risk assessment for the premises to ensure no additional CV19 measures have impacted means of escape?	☒	☐	☐	☐	Fire evacuation procedures to be revised and communicated		
			To maintain social distancing between individuals when they are at their workstations.							
			Are you managing occupancy levels to enable social distancing; reviewed layouts and processes to allow people to work further apart from each other?	☒	☐	☐	☐	Occupancy levels outside of studio attendees will be low. Monitor compliance		
			Are you using floor tape or paint to mark areas to help workers keep to a 2m distance?	☒	☐	☐	☐	Only where social distancing can be achieved e.g. not in corridors. Implement and monitor compliance		
			Where it is not possible to move workstations further apart, are you arranging people to work side by side or facing a way from each other?	☒	☐	☐	☐	Occupancy levels for studios and booths have been carefully considered and reduced. Implement and monitor compliance		
			If the above is not possible, are you using screens to separate people from each other?	☒	☐	☐	☐	Recording areas have screens. Implement and maintain strict cleaning regime		

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know)				Comments Further control measures required are:	By Who	By When
				Y	N	DK	NA			
			Are you avoiding use of hot desks and 'collaboration' spaces and, where not possible, e.g., call centres or training facilities, frequently cleaning workstations between different occupants including shared equipment?	☒	☐	☐	☐	Recording console units have management procedures in draft. Implement and monitor compliance.		
			To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.							
			Are you:							
			Exclusively using remote working tools to avoid person-to-person meetings? (If 'Yes' answer the following NA)	☒	☐	☐	☐	Policy of avoiding on site meetings		
			Ensuring only absolutely necessary participants attend meetings and maintaining 2m separation?	☐	☐	☐	☒	Policy of avoiding on site meetings		
			Avoiding transmission during meetings, e.g., avoiding sharing pens and other objects?	☐	☐	☐	☒	Policy of avoiding on site meetings		
			Providing hand sanitiser in meeting rooms?	☐	☐	☐	☒	Policy of avoiding on site meetings		
			Holding meetings outdoors or in well-ventilated rooms whenever possible?	☐	☐	☐	☒	Policy of avoiding on site meetings		
			For areas where regular meetings take place, are you using floor signage to help people maintain social distancing.	☐	☐	☐	☒	Policy of avoiding on site meetings		
			To maintain social distancing while using common areas.							

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	Y	N	DK	NA	Comments Further control measures required are:	By Who	By When
			Are you:							
			Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas?	☐	☐	☐	☒	Abbey Road Studios own property		
			Staggering break times to reduce pressure on break rooms or canteens and using safe outside areas for breaks?	☒	☐	☐	☐	Restaurant kitchen and seating area is closed.		
			Creating additional space by using other parts of the demise that have been freed up by remote working?	☐	☐	☐	☒	Not practical		
			Installing screens to protect staff in receptions or similar areas?	☒	☐	☐	☐	Reception area will have screens – currently being constructed. Implement and maintain strict cleaning regime		
			Providing packaged meals or similar to avoid fully opening staff canteens?	☐	☒	☐	☐			
			Encouraging workers to bring their own food and eat at their allocated desk?	☒	☐	☐	☐	To be communicated to employees and clients		
			Reconfiguring seating/tables to maintain spacing and reduce face-to-face interactions?	☒	☐	☐	☐	To be communicated to employees and clients		
			Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site?	☒	☐	☐	☐	To be communicated to employees and clients		
			Regulating use of locker rooms, changing areas and other facility areas e.g. photocopying to reduce concurrent usage?	☐	☐	☐	☒	No changing rooms in use. Very low employee numbers on site.		

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know)				Comments Further control measures required are:	By Who	By When
				Y	N	DK	NA			
			Encouraging storage of personal items and clothing in personal storage spaces/lockers? **To prioritise safety during incidents**	☒	☐	☐	☐	Low amount of lockers sufficient for staff numbers		
			Has the First Aid Needs Assessment been reviewed taking lower staff numbers in the office into account?	☒	☐	☐	☐	Security personnel are trained first aiders. Medic/COVID trained nurse being considered. <u>Once first aid measures agreed, implement and monitor for effectiveness.</u>		
			The following are not to be answered - <u>In a fire or accident emergency people do not have to stay 2m apart if it would be unsafe.</u> <u>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</u> <u>For guidance relevant to first aid trained volunteers see Appendix 2 at the end of this risk assessment.</u>							
	3. Managing customers, visitors & contractors									
R3	Coronavirus (COVID-19) (CV19)	**Employees, contractors, visitors**	**To minimise the number of unnecessary visits to offices.**							
			Are you encouraging remote connection/working where this is an option?	☒	☐	☐	☐	See Section 2		

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know) Y	N	DK	NA	Comments Further control measures required are:	By Who	By When
			Where site visits are required, site guidance on social distancing and hygiene is explained to visitors on or before arrival?	☒	☐	☐	☐	Visitor Management Programme in draft		
			Are you:	☐	☐	☐	☐			
			Limiting the number of visitors at any one time?	☒	☐	☐	☐	Reduced room capacities in all studios		
			Limiting visitor times to a specific time window and restricting access to required visitors only?	☒	☐	☐	☐	With the exception of studio users/employees/contractors there are no visitors permitted		
			Determining if schedules for essential services and contractor visits can be revised e.g., carrying out services at night.	☒	☐	☐	☐	Work is scheduled in accordance with studio requirements		
			Maintaining a record of all visitors, if this is practical?	☒	☐	☐	☐	Reception records		
			Revising visitor arrangements e.g. where someone physically signs in with the same pen in receptions?	☒	☐	☐	☐	Reception processes to be reviewed to enable no contact with shared items/surfaces		
			To make sure people understand what they need to do to maintain safety.							
			Are you:							
			Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors?	☒	☐	☐	☐	Information and training requirements are in draft		

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know)				Comments Further control measures required are:	By Who	By When
				Y	N	DK	NA			
			Reviewing entry and exit routes for visitors and contractors to minimise contact with other people?	☐	☐	☐	☒	Only one viable entrance/exit		
			Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites?	☐	☐	☐	☒	Abbey Road Studios own property		
4. Cleaning the workplace										
R4	Coronavirus (COVID-19) (CV19)	**Employees, contractors, visitors**	**To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:** **An assessment for all sites, or parts of sites, that have been closed, before restarting work;** **Carrying out cleaning procedures and providing hand sanitiser before restarting work.**							
			Before re-opening							
			Are you checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels?	☒	☐	☐	☐	The building services have been maintained during closure period.		
			Have you sought advice from your heating ventilation and air conditioning (HVAC) engineers or advisers on actions required?	☒	☐	☐	☐	The building services have been maintained during closure period.		
			Have you considered your Legionella Risk Assessment and Action Plan e.g. has the building been kept operational OR is there a requirement for remedial	☒	☐	☐	☐	The building services have been maintained during closure period.		

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know)				Comments Further control measures required are:	By Who	By When
				Y	N	DK	NA			
			actions to have the water supply system retested and flushed through?							
			Are you:							
			Opening windows and doors frequently to encourage ventilation, where possible?	☒	☐	☐	☐	Where practical		
			Asking cleaning contactors to provide risk assessments and material safety data sheets for new hazardous substances to be stored on your premises?	☒	☐	☐	☐	Ongoing Ensure cleaners provide safety data sheets and risk assessments or any new hazardous substances		
			Keeping the workplace clean							
			Are you:							
			Frequently cleaning of work areas and equipment between uses, using your usual cleaning products.	☒	☐	☐	☐	Frequency of cleaning programme and on site availability of cleaners has been enhanced.		
			Frequently cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.	☒	☐	☐	☐	See above and studios deep cleaned between sessions Ensure legal waste management requirements continue to be complied with		
			Clearing workspaces and removing waste and belongings from the work area at the end of a shift.	☒	☐	☐	☐	Predominant work areas are the studios.		

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know)				Comments Further control measures required are:	By Who	By When
				Y	N	DK	NA			
			Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.	☒	☐	☐	☐	Microphones and other high contact studio equipment to be wiped down between use		
			If you are cleaning after a known or suspected case ofCOVID-19 then you should refer to the specific guidance	☒	☐	☐	☐	Ensure guidance is followed – communicate guidance to cleaning contractors		
			To help everyone keep good hygiene through the working day.							
			Are you:							
			Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available?	☒	☐	☐	☐	Signage plans in draft Once agreed implement plan		
			Providing regular reminders and signage to maintain personal hygiene standards?	☒	☐	☐	☐	See above		
			Providing hand sanitiser in multiple locations in addition to washrooms?	☒	☐	☐	☐	Sanitiser plan in draft Once agreed implement plan		
			Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible?	☒	☐	☐	☐	Signage plans in draft Once agreed implement plan		
			Enhancing cleaning schedule for busy areas?	☒	☐	☐	☐	Frequency of cleaning programme and on site availability of cleaners has been enhanced.		

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know)				Comments Further control measures required are:	By Who	By When
				Y	N	DK	NA			
			Providing more waste facilities and more frequent rubbish collection?	☒	☐	☐	☐	Waste plans in draft Once agreed implement plan		
			Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities?	☒	☐	☐	☐	95% of washroom contact points removed		
			To minimise the risk of transmission in changing rooms and showers (if provided or open – if not answer NA to all).							
			Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.	☐	☐	☐	☒	Shower facilities and changing area closed		
			Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	☐	☐	☐	☒	Shower facilities and changing area closed		
			To reduce transmission through contact with objects that come into the workplace and vehicles at the premises.							
			Are there:							
			Cleaning procedures for goods and merchandise entering the premises?	☒	☐	☐	☐	Delivery/collection plans in draft Once agreed, communicate and implement plan and monitor compliance		
			Cleaning procedures for vehicles (if your company vehicles)?	☐	☐	☐	☒			

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know) Y	N	DK	NA	Comments Further control measures required are:	By Who	By When
			Are you:							
			Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical?	☒	☐	☐	☐	Delivery/collection plans in draft Once agreed, communicate and implement plan and monitor compliance		
			Restricting non-business deliveries, for example, personal deliveries to workers?	☒	☐	☐	☐	No personal shopping deliveries to be permitted Monitor compliance		
			Have the general and task specific Risk Assessments been reviewed to assess the impact of COVID-19 measures on 'normal' operations?	☒	☐	☐	☐			
5 Personal protective equipment & face coverings										
R5	Coronavirus (COVID-19) (CV19)		Has personal protective equipment (PPE) been agreed?	☒	☐	☐	☐	Communication of agreed PPE measures to all personnel		

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know)				Comments Further control measures required are:	By Who	By When
				Y	N	DK	NA			
	6 Workforce management									
R6	Coronavirus (COVID-19) (CV19)	**Employees**	**To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.**							
			Are you:							
			As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people?	☒	☐	☐	☐	Ongoing – teams work together in studios monitor this is implemented wherever practical		
			Identifying areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones.	☒	☐	☐	☐	Studio equipment will be subject to regular cleaning post-contact by employee/client Monitor the above strictly		
			To avoid unnecessary work travel and keep people safe when they do need to travel between locations							
			Are you:							
			Minimising non-essential travel – consider remote options first?	☒	☐	☐	☐	Only essential employees with attend site		
			Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation and avoiding sitting face-to-face?	☐	☐	☐	☒	No travelling together		
			Cleaning shared vehicles between shifts or on handover?	☐	☐	☐	☒			

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know) Y	N	DK	NA	Comments Further control measures required are:	By Who	By When
			Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines?	☐	☐	☐	☒			
			To help workers delivering to other sites such as branches, or suppliers' or customers' premises to maintain social distancing and hygiene practices. (Answer all NA if outsourcing to couriers)				☒			
			Are you:							
			Putting in place procedures to minimise person-to-person contact during deliveries to other sites?	☐	☐	☐	☒			
			Maintaining consistent pairing where two-person deliveries are required?	☐	☐	☐	☒			
			Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents?	☐	☐	☐	☒			
			To make sure all workers understand COVID-19 related safety procedures.							
			Are you:							
			Providing clear, consistent and regular communication to improve understanding and consistency of ways of working?	☒	☐	☐	☐	Regular team meetings take place		

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know) Y	N	DK	NA	Comments Further control measures required are:	By Who	By When
			Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements?	☒	☐	☐	☐	Regular team meetings take place		
			Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work?	☒	☐	☐	☐	Regular team meetings take place		
			Conducting an exchange of information with your contractors to ensure they know and understand your site rules and you have access to their COVID-19 risk management assessments for review?	☒	☐	☐	☐	Regular team meetings take place		
			To make sure all workers are kept up to date with how safety measures are being implemented or updated.							
			is there:							
			Ongoing engagement with workers (including through employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments?	☒	☐	☐	☐	Regular team meetings take place		
			Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on mental health wellbeing during COVID-19).	☒	☐	☐	☐	Regular team meetings take place		
			Are you:							
			Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language?	☐	☐	☐	☒			

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know)				Comments Further control measures required are:	By Who	By When
				Y	N	DK	NA			
			Using visual communications, for example, whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications?	☒	☐	☐	☐	Email or mobile communications used frequently		
			Is there communicating with and provision of operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience?	☒	☐	☐	☐	Collaboration with other studios ongoing		
7 Inbound and outbound goods										
R7	Coronavirus (COVID-19) (CV19)	**Employees, contractors**	**To maintain social distancing and avoid surface transmission when goods enter and leave the site.**							
			Are you:							
			Revising pick-up and drop-off collection points, procedures, signage and markings?	☒	☐	☐	☐	Delivery/collection plans in draft Once agreed, communicate and implement plan and monitor compliance		
			Minimising unnecessary contact at delivery points?	☒	☐	☐	☐	Delivery/collection plans in draft Once agreed, communicate and implement plan and monitor compliance		
			Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often?	☒	☐	☐	☐	Delivery/collection plans in draft Once agreed, communicate and implement plan and monitor compliance		

Risk No	Hazard	Who Might be affected and how?	Guidance objective What we are currently doing	(DK – Don't know)				Comments Further control measures required are:	By Who	By When
				Y	N	DK	NA			
			Where possible and safe, having single workers load or unload vehicles?	☒	☐	☐	☐	Delivery/collection plans in draft Once agreed, communicate and implement plan and monitor compliance		
			Where possible, using the same pairs of people for loads where more than one is needed?	☒	☐	☐	☐	Delivery/collection plans in draft Once agreed, communicate and implement plan and monitor compliance		
			Enabling drivers' safe access to welfare facilities when required, consistent with other parts of this guidance?	☒	☐	☐	☐			

APPENDIX 2 Advice for first responders

<u>Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice</u>:

Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.

Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.

If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims' mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.

Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.

If the rescuer has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn.

After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.