

Task being Assessed:	<b>Coronavirus (COVID-19) – Company Risk Assessment</b>	Location:	Lydd Airport	Assessment Reference:	COVID – April-21 Version - 1
Persons at Risk:	Staff/Visitors/ Customers/Contractors/ Vulnerable groups with underlying conditions/ Pregnant workers/Cleaners	Initial Assessment Undertaken by:	Paul Fisher (PF)	Date:	28/07/2020
Last Review Date:	22/04/21	Last Reviewed by:	PF	<b>Next Scheduled Review Date:</b>	<b>18/05/21</b>

**Current Alert Level – Level 4**

Potential Hazards	Risk Control Measures in Place
Catching / Spreading Coronavirus - Staff	<ul style="list-style-type: none"> <li>• Managers to fully brief their teams on site control measures and ensure compliance.</li> <li>• Welfare facilities and offices to contain suitable levels of soap and hand sanitiser.</li> <li>• Staff to be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds and posters displayed in wash room areas.</li> <li>• Staff should use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. If no tissues available, coughs and sneezes should be caught in bent elbow.</li> <li>• Contact with staff/visitors suspected of having contracted COVID-19 will be avoided.</li> <li>• Staff are reminded to not touch their eyes, nose or mouth if their hands are not clean.</li> <li>• Cleaners to maintain regular routine cleaning during the week. Additional cleaning regime to be implemented by departments for high risk/touch areas which include door handles, surfaces, computer peripherals, welfare areas, drinks making facilities and toilets etc.</li> <li>• Staff with symptoms of COVID-19 must self-isolate in line with government guidance and not attend work.</li> <li>• Social distancing (2 metres) should be maintained where possible. Floor markings and posters displayed to facilitate this. Offices to be arranged to facilitate social distancing.</li> <li>• Breaks to be staggered to ensure that only a suitable number of staff are in canteens/welfare facilities and that they can remain at least 1 metre + apart.</li> <li>• Start and finish times may be staggered to minimise contact.</li> </ul>

Potential Hazards	Risk Control Measures in Place
Catching / Spreading Coronavirus – Staff Con't	<ul style="list-style-type: none"> <li>• One-way systems to be implemented to avoid contact. Signage clearly displayed indicating this. Separate entrance and exit implemented for the site.</li> <li>• Meetings to be held via phone or Zoom/Teams conference where practicable. Where face to face is required, social distance must always be maintained.</li> <li>• No personal contact with visitors (shaking hands etc).</li> <li>• Personal items i.e. phone chargers etc should not be shared with other staff</li> <li>• Staff to keep 1 pen for their personal use only and not share such items.</li> <li>• Staff are encouraged to “check-in” using the NHS QR (track &amp; trace App) on arrival at work or when visiting.</li> </ul>
Catching / Spreading Coronavirus – Customers/ Visitors/Contractors/ Vulnerable groups with underlying conditions	<ul style="list-style-type: none"> <li>• Staff to always maintain social distancing with visitors (1 metre + rule).</li> <li>• Signage to be displayed Landside &amp; Airside advising of new control measures (face masks to be worn).</li> <li>• Only business or safety critical repairs and visits will be undertaken by contractors. Contractors to ensure they always observe social distancing and hygiene requirements. Risk assessments provided by contractor should include controls on COVID-19.</li> <li>• Maintain cleaning regimes and implement additional cleaning of high-risk areas.</li> <li>• Anyone with symptoms of COVID-19 must not enter the site.</li> <li>• No personal contact with visitors (shaking hands etc)</li> <li>• Hand sanitiser and hand wash facilities to be available for visitors to use.</li> <li>• Signage, posters and floor markings concerning social distancing and other controls deployed throughout the aerodrome.</li> <li>• The flow of visitors to the aerodrome will be closely managed to ensure that social distance can be maintained. Reception areas have suitable controls (screens, barriers, signage etc) to protect staff and visitors.</li> <li>• Encourage visitors to “check-in” using the NHS QR (track &amp; trace App) on arrival.</li> </ul>
Employee Travel (business) – Resulting in infection or spreading infection	<ul style="list-style-type: none"> <li>• All non-essential travel is prohibited, and rules communicated to staff.</li> <li>• Managers to decide if business critical and if not, decline the request. Where possible all meetings should be conducted via phone or Zoom/Teams call.</li> <li>• Visitors displaying symptoms of COVID-19 must not attend the site. Hosts to ensure visitors are aware of the rules.</li> </ul>
Employee Travel – resulting in infection or spreading infection	<ul style="list-style-type: none"> <li>• Staff advised to follow all advice given by Public Health England (PHE) and the Government regarding travel to and from work.</li> <li>• If a colleague returns from abroad, they must follow the advice from PHE and the government regarding any quarantine restrictions.</li> <li>• Those members of staff who do have a legitimate reason for attending work must travel alone and NOT car share during the current restrictions.</li> </ul>

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Lack of Awareness – causing spread of infection or catching infection	<ul style="list-style-type: none"> <li>• All staff to undergo a re-boarding process on their return to work where the outputs from the risk assessment and relevant controls and information is shared with them. Records of this re-boarding process will be available.</li> <li>• The latest government advice to be displayed in the welfare areas and in suitable places around the office.</li> <li>• Regular internal communications to be issued and where possible and safe to do so at an acceptable distance, toolbox talks and safety briefings will be carried out, warning staff of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms and making them aware of new Government advice as and when updated.</li> <li>• Continually adopt and review new government / World Health Organisation (WHO) guidance as and when it is available.</li> <li>• Guidance document on site controls to be issued and reviewed by all staff.</li> </ul>
Wearing of PPE and/or Face Coverings (masks, gloves etc) – Prevention of the spread of COVID-19	<ul style="list-style-type: none"> <li>• The current guidance issued by the cabinet office states: In England, <a href="#">you must wear a face covering by law</a> in the following settings: indoor transport hubs (airports, rail and tram stations and terminals, maritime ports and terminals, bus and coach stations and terminals).</li> <li>• Face masks can be removed in a café or seating area for you to eat and drink. You may remove your face covering in this area only. You must put a face covering back on once you leave your seating area. Cafeteria currently closed under the current rules but exempt for use as staff canteen if required. Beverages - if provided to visiting pilots etc will be TAKEAWAY ONLY.</li> <li>• Face coverings are not mandatory in an office environment whilst at your work station and where social distancing of 2 metres can be maintained.</li> <li>• Face coverings shall be worn when transiting between offices etc. Windows should be open where possible for additional ventilation.</li> <li>• Where a task performed requires the use of specific PPE (high visibility vests, safety boots etc) there is no change and this equipment should continue to be worn. <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/updates">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/updates</a></li> </ul>
Meeting Rooms and Meetings – Failure to adhere to social distancing requirements	<ul style="list-style-type: none"> <li>• Meeting rooms will be closely managed, and a maximum number of people allowed in the room clearly displayed and communicated. Meeting rooms to be set up to ensure social distancing can be maintained (removal of some chairs or desks).</li> <li>• Staff using the meeting rooms to abide by social distancing rules at all times and the maximum number of people in the room.</li> <li>• Meetings to take place via phone or video conference wherever possible and practicable.</li> <li>• Hand sanitiser to be available in all meeting rooms for use by users.</li> <li>• Cleaning and sanitising equipment available for all meeting rooms (wipes, spray, cloths etc).</li> <li>• Areas such as tabletops, computer and presentation equipment, AC and heating controls and door handles to be cleaned before and after every use.</li> </ul>

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Deliveries – possible spread of the disease.	<ul style="list-style-type: none"> <li>• All deliveries to be contactless.</li> <li>• Delivery drivers and staff will always maintain social distance during the process.</li> <li>• All those handling deliveries to ensure good hand hygiene is practiced before and after handling deliveries.</li> </ul>
Post (internal and external) – possible spread of the disease.	<ul style="list-style-type: none"> <li>• Incoming post to be managed by reception staff and deposited in department /company post boxes located in the aerodrome foyer area.</li> <li>• Reception staff will frank external mail and deposit in the outbound post box located in the <a href="#">reception</a> area.</li> <li>• Staff handling post are to wear nitrile gloves. On completion gloves to be disposed of in waste bin and hands to be washed as per the guidelines displayed in washrooms etc.</li> </ul>
Safety Routines (fire, first aid etc) – failure to maintain giving rise to unsafe conditions for staff to work	<ul style="list-style-type: none"> <li>• Safety routines will be maintained regardless. Advice should be sought from the Accountable Manager/Safety Manager if there are difficulties.</li> <li>• Specific guidance on the provision of first aid treatment to be developed and issued to all first aiders (gloves and face masks shall be worn).</li> <li>• Arrangements for fire and emergency evacuations to be shared with staff as part of the re-boarding process (requirement for social distance etc).</li> </ul>
Cleaning – Ensuring clean working environments prevent the spread of the disease	<ul style="list-style-type: none"> <li>• Ensure consistent regular cleaning processes is in place throughout the aerodrome.</li> <li>• Additional cleaning of high-risk areas such as doors handles, counter tops etc implemented by departments. Equipment to be made available to facilitate this.</li> <li>• Cleaning team to ensure they always maintain social distance during the cleaning process.</li> <li>• Cleaning will be monitored and any high-risk areas or concerns to be raised immediately to line managers.</li> <li>• Staff to raise any concerns or requests with their line manager.</li> <li>• Waste bins containing tissues are to be tied and <u>double bagged</u> by staff/cleaners wearing nitrile gloves. Hand hygiene procedures to be followed following disposal of bin liner.</li> </ul>
External Welfare Areas (smoking areas, external benches etc - possible spread of the disease.	<ul style="list-style-type: none"> <li>• Staff will always maintain social distance when utilising these areas.</li> <li>• Signage displayed for staff/visitors information.</li> <li>• Aerodrome staff to stagger breaks to ensure social distance can be maintained.</li> </ul>
Internal Welfare Areas (canteens, kitchens etc) - possible spread of the disease.	<ul style="list-style-type: none"> <li>• Staff to always maintain social distance when utilising these areas.</li> <li>• Responsible persons to decide control measures for the use of kitchens and canteens and record those in a risk assessment. Staff to be made aware of the controls in place.</li> <li>• Cleaning equipment to be provided to allow the sanitisation of communal equipment used such as kettles and microwaves.</li> </ul>

Potential Hazards	Risk Control Measures in Place
Internal Welfare Areas (canteens, kitchens etc) - possible spread of the disease Con't	<ul style="list-style-type: none"> <li>• Items such as crockery, mugs and cutlery must not be shared and cleaned before and after every use.</li> </ul>
Toilets and Showers – spread of disease	<ul style="list-style-type: none"> <li>• Regular cleaning to be maintained throughout the day in designated toilet areas by staff and/or aerodrome maintenance operative.</li> <li>• Staff to ensure hands are washed on entering and exiting the toilets.</li> <li>• Equipment to be available to ensure staff/visitors can sanitise toilet areas including seat, handles, doors etc.</li> </ul>
Company Cars and Vehicles	<ul style="list-style-type: none"> <li>• Hand sanitiser available for all company vehicles (to be provided by reception staff prior to vehicle use).</li> <li>• Carrying of passengers in company vehicles is to be discouraged. In any event where it does become necessary to carry passenger/s, they should be seated in the rear of the vehicle and masks to be worn by all occupants, unless exempt due to other health problems. Proof of exemption will be required.</li> <li>• High risk areas such as door handles, window controls, steering wheel, gear stick etc should be cleaned prior to and following use of the vehicle.</li> <li>• Staff that are required to travel together in a company vehicle I.e. RFFS personnel should wear face masks as far as is reasonably practicable.</li> </ul>

Additional Hazards	Additional Controls
Face coverings – potential for infection	<p data-bbox="443 1308 995 1339">When wearing a face covering you should:</p> <ul style="list-style-type: none"> <li>• wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on</li> <li>• avoid wearing on your neck or forehead</li> <li>• avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus</li> <li>• change the face covering if it becomes damp or if you've touched it</li> <li>• avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)</li> </ul> <p data-bbox="443 1728 865 1759">When removing a face covering:</p> <ul style="list-style-type: none"> <li>• wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing</li> <li>• only handle the straps, ties or clips</li> <li>• do not give it to someone else to use</li> </ul>

	<ul style="list-style-type: none"><li>• if single-use, dispose of it carefully in a waste bin and do not recycle</li><li>• if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric</li><li>• wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed</li></ul>
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