

## Middlemarch Environmental Ltd COVID-19 workplace risk assessment

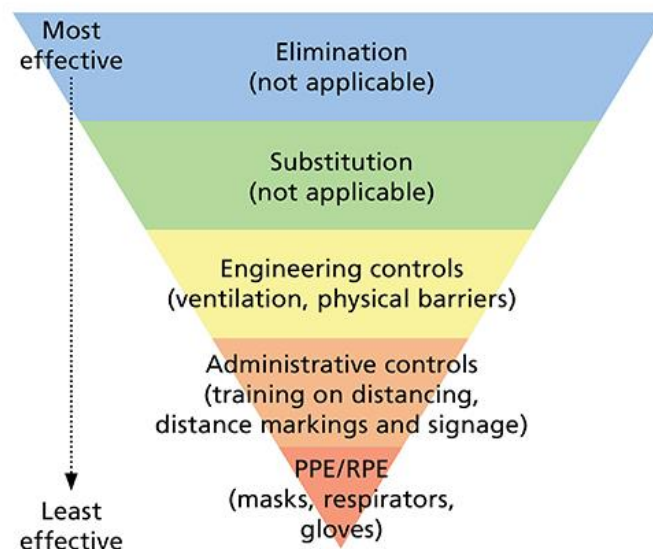
COVID 19 virus is mainly transmitted between people through "respiratory droplets" in two ways; Directly through breathing in droplets emitted by an infected persons coughing, sneezing, talking and heavy breath or, through surfaces infected with the droplets such as keyboards, handles, work equipment which are touched, then that person touches their nose, eyes or mouth. It can be fatal and poses different levels of threat to different people. More information is available on those at higher risk here <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/> With a national vaccination program having been undertaken, there is a reduced risk of serious illness for those vaccinated, however, vaccinated people can still transmit the disease to others. As such COVID 19 presents as a significant hazard to be risk assessed and managed within the workplace.

We are a national business with several offices and a varied workforce of office, field and remote working staff, it is important we adopt a companywide policy and safe system of work to manage the risks posed by COVID 19. Our response and organisational risk assessment is based on Government guidance and information, guidance from our governing body CIEEM and our internal company policies, to ensure we are acting responsibly both towards our staff and in the wider working environment.

### **Risk assessment approach and safe system of work**

We have taken the approach of using the IOSH risk control hierarchy as set out below.

Covid-19 hierarchy of control



## Engineering controls

- Anyone experiencing symptoms should stay home, take a lateral flow test and isolate themselves from the workplace if the test result is positive. They can return on day 7 if a negative test result is obtained on day 6 and 7. If still testing positive on day 7 they can return to work on day 10 or following two negative results, whichever is sooner.
- Office based staff who come into close contact with another person who tests positive, shall follow the isolation steps for an infected person.
- Workstation seating is to be spaced at two metres and where possible single occupancy office rooms are to be used.
- Office bathrooms and kitchens are restricted to single person use at any time.
- Workstations to be sanitised before and after each shift by the person using it.
- All staff with permanent desks are to sit at their own desks.
- No shared equipment where practicable, all equipment to be sanitised before and after use by the user before returning.
- Shared areas such as bathrooms, kitchens, stair wells, walkways are to be professionally cleaned regularly and a record kept. Staff are also asked to clean kitchen areas after use and keep a record.
- Sanitiser to be made available for all tasks requiring it and to all staff. It should be applied when entering and leaving, buildings or vehicles and when using shared equipment. Hand washing should be done at regular intervals throughout the day.
- Briefings in buildings should be avoided where practicable, with meetings undertaken remotely via the internet.
- Surveyors to maintain social distancing of 2m on site where practicable. Where closer working is required, it should be for short periods of time, face to face working is to be avoided, masks and eye protection are to be worn when working in close proximity to others.

## Administrative Controls

All office staff are required to take a minimum two lateral flow tests per week and only attend work if the test results are clear. Evidence of testing is to be provided.

- A COVID 19 Risk Manager has been appointed to oversee the safe system of work and ensure adherence and monitoring.
- Staff have been briefed on the risks and mitigation measures and on their responsibilities in managing the collective risk.
- Signage is placed around the offices informing staff of distancing and hygiene measures.
- Cleaning records are to be kept for equipment and workstations.
- Any staff member developing symptoms will report directly to the Operations Manager who will notify anyone that has worked closely with that person who can then isolate in line with government guidelines.

## P.P.E

As the last line of resort, we have considered the use of PPE in mitigating the risks against the current available information. While we are focusing our mitigation on the higher levels of control, we have implemented the mandatory wearing of masks and gloves when undertaking internal surveys, when sharing vehicles and entering any client buildings, cabins, offices, or any other internal spaces. The use of eye protection is also to be worn when working in close proximity to others.

## Vehicle sharing

- Vehicle sharing is to be avoided where practicable.
- Where possible one work vehicle is assigned to a person for project durations to minimise the sharing of pool vehicles.
- No more than two people may share a works or, private vehicle being used for work purposes, including travel to and from work sites.
- A minimum two windows must be open during journeys to provide through ventilation.
- Occupants are to take a lateral flow test before vehicle sharing and only share a vehicle after a negative result.
- Pool vehicles to be sanitised before and after use by the user.
- A face mask providing a minimum FFP2 protection level must be worn when sharing vehicles.

## Working near wild animals -

- stay at least 2 metres from live wild mammals where practicable.
- only capture or handle live wild mammals if necessary.
- avoid going within 2 metres of known burrows, dens, roosts or other breeding or regularly used resting sites of mammals, where practicable.

## Change

All available information will be monitored and used to inform this living document, which shall be reviewed and updated as required by the COVID 19 Risk Manager, Bowen Watt.

<b>Assessed by</b>	Bowen Watt	<b>Approved by</b>	Tom Docker	<b>Date</b>	24/3/22	<b>Revision</b>	10
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