



LEAFIELD Environmental

Leaffield Way, Leaffield Industrial Estate, Corsham, Wiltshire, SN13 9UD
Tel +44 (0)1225 816500 Fax +44 (0)1225 816501

Coronavirus (COVID-19) Risk Assessment Results

Prepared by: **Danny Hearn**

CIRCULATION: **Internal noticeboard & website**

Leaffield Environmental Ltd have assessed the risks associated with Coronavirus (COVID-19) to enable a safe workplace for all staff and visitors. The results of the assessment are highlighted below.

Main findings and control measures adopted:

- Working from home has been adopted as much as possible.
- Social distancing (> 2m apart) has been applied to all work functions.
- Handwashing facilities are readily available and easily accessible to all departments.
- Handwashing for at least 20 seconds is encouraged on a regular basis.
- Hand sanitisers are available in multiple areas.
- Cleaning contract remains in place to cover kitchen, rest areas, washrooms and office cleaning on a daily basis.

- Work start and finish times across the site are already sufficiently staggered, avoiding unnecessary crowds or contact with other people.
- Work teams will be kept as consistent as possible to avoid unnecessary contact with other people.
- Break times are staggered to avoid crowding in kitchen and rest areas.
- Social distancing rules apply to car parks, kitchens and rest areas as well as work areas.
- Meetings will only be arranged if essential and social distancing must be adhered to.
- Telephone, email, video calls will be used instead of face to face meetings wherever possible.
- Onsite interaction will be by telephone or email as much as possible and moving around the site must be avoided unless essential.

- Visitors to site will only be allowed for essential purposes and all social distancing and handwashing requirements must be followed.
- Contractors for essential work will be allowed on site for essential activities such as maintenance, cleaning services, statutory inspections and other safety or welfare related activities. All contractors must follow social distancing and handwashing rules.
- Delivery and collection drivers must maintain social distancing and remain in their vehicle whenever possible.
- Loading and unloading will be completed by a single person wherever possible.

- Additional personal protective equipment (PPE) is not required, social distancing and regular handwashing is more effective.
- If essential work requires two people to work closer than 2m apart, this may be allowed if the work can't be redesigned and the workers can work side by side or back to back, rather than face to face.