



Risk Assessment of **COVID-19**  
Assessment Date: **9<sup>th</sup> March 2022**

**Norbar Safety Vision Statement**

Norbar considers no aspect of its operation or administration more important than the health and safety within the business. This is achieved by maintaining a safe and healthy working environment and by fostering a culture focused on awareness, open communication and safe working methods. Our goal is to ensure everyone goes home safely at the end of every day.

**Regulations and Generic Risk Assessments**

Please consider the following regulations and risk assessments when conducting the risk assessment of the area (if you need further help, please contact the Health, Safety and Environmental Manger).

Management of Health and Safety at Work Regulations  
Control of Substances Hazardous to Health Regulations (CoSHH) inc  
Local Exhaust Ventilation (LEV)  
Noise at Work Regulations  
The Electricity at Work Regulations  
Working at Height Risk Assessment

Provision and Use of Work Equipment Regulations (PUWER)  
Lifting Operations and Lifting Equipment Regulations (LOLER)  
Manual Handling Operations Regulations  
Pregnancy Risk Assessment  
Lone Working Risk Assessment

**Management of Risk Priorities**

- 1 – **Eliminate** (Redesign the job or substitute the substance so the hazard is removed)
- 2 – **Substitution** (Replace the material or process with a less hazardous one)
- 3 – **Engineering Controls** (Use work equipment, LEV, additional machinery to control the risk)
- 4 – **Administrative Controls** (Identifying, implementing and monitoring procedures to work safely)
- 5 – **PPE** (Only after all previous measures have been tried and found ineffective in controlling risk to a reasonable level should PPE be used).



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**Risk Level (R)**

**High – If controls are not followed, severe (potentially fatal) consequences if event occurs**

**Medium – If controls are not followed, significant consequences (possible lost time) if event occurs**

**Low – If controls are not followed, minor consequences if event occurs**

No.	Task	Hazard	Who might be harmed?	Possible Injury	Controls	R
1	Carrying out First Aid	Exposure to casualty's vapour droplets whilst carrying out First Aid duties (including CPR)	First Aiders	Contracting COVID-19	<p>'Hands Only' CPR to be carried out, head turned away from First Aider, casualty's face to be covered.</p> <p>Disposable apron, nitrile gloves and FFP2 Mask to be worn by First Aider for ALL first aid duties.</p> <p>Ask casualty to turn head away from you whilst carrying out first aid.</p> <p>All equipment used to be disposed of in biohazard bins, glasses to be cleaned using biohazard wipes. All surfaces wiped down with biohazard wipes or appropriate spray afterwards.</p> <p>Employee quarantined locally if possible or else use the First Aid Room until transport off site is arranged. Place of work cordoned off, so cleaning of area can take place (carried out by First Aiders).</p> <p>First Aider's given the option to 'step down' temporarily until current situation has passed.</p>	<b>H</b>



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No.	Task	Hazard	Who might be harmed?	Possible Injury	Controls	R
2	Exposure to virus whilst carrying out normal duties	Exposure to virus from other employees	Employees Contractors Visitors	Contracting COVID-19	<p>Departments given cleaning materials to clean surfaces regularly.</p> <p>All communal equipment (forklifts, trollies, keyboards, mice etc) will cleaned after each use.</p> <p>Signs informing staff to wash hands thoroughly and regularly.</p> <p>Hand Sanitiser provided throughout site.</p> <p>Employees maintain 2 metres social distancing when reasonably practicable.</p> <p>Face Masks/Coverings worn only when within 2 metres of someone (other than when just passing).</p> <p>Managers to review cleaning procedures in local areas and ensure (if applicable) that they are being carried regularly throughout the day.</p> <p>Hot plated meals only served when local restrictions allow.</p> <p>Tables spaced to maintain 2 metre social distancing where possible and clear screens used where it is not possible.</p> <p>Employees must sanitise hands before entering restaurant.</p>	<b>H</b>



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2	Exposure to virus whilst carrying out normal duties – Cont.	Exposure to virus from other employees	Employees Contractors Visitors	Contracting COVID-19	<p>Employees supported to self-isolate if any signs or symptoms of virus develop in line with government advice and guidance.</p> <p>Employees exposed to virus can continue to come to work but should conduct a daily lateral flow test for the first 7 days after exposure.</p> <p>If you get a positive result, then you must self-isolate for the following 5 days after the date of the test.</p> <p>Employees encouraged to carry out lateral flow tests twice a week.</p> <p>Employees who can eat at their work station (cold meals) allowed to do so, to allow other employees more room in the Restaurant.</p> <p>Employees returning from sickness to be taken through 'Return to Work' checklist and sign 'COVID-19 Declaration Form'.</p> <p>Employees encouraged to 'challenge' fellow employees who do not social distance or are not complying with the COVID-19 Risk Assessment.</p>	<b>H</b>



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2	Exposure to virus whilst carrying out normal duties – Cont.	Exposure to virus from other employees	Employees Contractors Visitors	Contracting COVID-19	<p>Employees can work from home only if agreed with their manager and in line with company requirements and needs and where the work can effectively and safely be done from home, based upon departmental rota and working from home policies.</p> <p>Employees who are car sharing with people from different households should wear masks and have windows open if possible.</p> <p>Managers to check procedures are being carried out regularly throughout the day.</p>	<b>H</b>
3	Exposure to virus from employees returning from holidays or normal activities outside of work (social distancing relaxed).	Exposure to virus from employees.	Employees Contractors Visitors	Contracting COVID-19	<p>Employees uncomfortable working with employees returning from holiday are allowed to take holiday themselves or unpaid leave if alternative work is not available.</p> <p>Follow the governments guidelines on travel.</p> <p>Item 2 controls used.</p>	<b>H</b>



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4	Visitors/Contractors/Delivery Drivers arriving at Norbar	Exposure to virus from visitors.	Employees Contractors Visitors	Contracting COVID-19	<p>Visitors are required to follow Norbar's Covid-19 Risk Assessment when on site.            All visitors must complete a declaration form indicating they have not been exposed to Covid-19. All visitors (except delivery drivers) are required to return a negative lateral flow test on day of visit the result of which will be taken upon trust.</p> <p>Buyers encouraged to hold virtual meetings if at all possible.</p> <p>Delivery drivers requested to stay in the vehicle if at all possible.</p> <p>Face Masks/Coverings worn only when within 2 metres of someone.            Contractors who are carrying out work must produce their method statements, safe systems of work and COVID-19 Risk Assessment prior to visit.</p> <p>Visitors from overseas must follow government guidelines on when to isolate.            Overseas visitors required to provide evidence of vaccination status (vaccination programme must be recognised by UK government).</p>	<b>H</b>



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5	Employees visiting other premises	Exposure to virus from visitors	Employees	Contracting COVID-19	<p>Norbar employees which deliver stock to have hand sanitiser in vehicle.</p> <p>Face masks and nitrile gloves available for drivers.</p> <p>Approval for site visit to be given by a manager.</p> <p>Employees, who visit other companies as part of job, to comply with government guidelines on travel and in accordance with Norbar Travel and <a href="#">Site Visit</a> Risk Assessment.</p> <p>Employees encouraged to hold virtual meetings with customers if at all possible.</p>	<b>H</b>

**Sign Off**

I confirm that I have communicated the identified risks and the recommended control measures to all staff.	
MANAGERS NAME (PRINT)	SIGNATURE
<b>Andy Lobo</b>	
RISK ASSESSOR (PRINT)	SIGNATURE
<b>Ian Broome</b>	
Recommended date of next Risk Assessment:	<b>Will be reviewed weekly (and updated if necessary), whenever government guidelines or recommendations are updated, change in company policy or procedure, or an incident or near miss occurs.</b>