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Covid-19 Safe Working – Standard Operating Procedure – Office, Homeworking and Laboratory		Issue No:	3
		Issue date:	20 August 2020
		Written by:	Operations Director
		Authorised by:	Technical Manager
		Issued by:	Quality Manager

Covid-19

During the current Covid-19 pandemic and its associated restrictions, Eton Environmental Group has put safe working systems in place to ensure that we continue to provide the best service to our clients, whilst ensuring we are doing all we can to help reduce the spread of Covid-19. We are closely following government advice for the UK and have implemented all the recommended procedures across all of the business. If you have any questions or concerns, please do not hesitate to contact us.

This SOP will be regularly reviewed by the management team on to ensure that it meets the requirements of the guidance as this is updated.

This document is to be used in conjunction with the Eton Environmental Group RAMS for both office and site staff.

If, at any time, Eton Environmental Group staff do not feel the Covid-19 safety guidelines are able to be adhered to, stop work, leave property and report to line manager.

Contents

Risk matrix

Risk assessments:

- General practice
- Travel to and for work
- Office and laboratory
- Homeworking
- Covid-19 toolbox talk

Description of assessment:	Coronavirus - (Covid-19) risk assessment
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This version prepared by:			
Toby Ford	H&S Manager		19.8.20

Risk Rating (RR): Consider the hazard using the table below, calculate the likelihood of injury it represents and the potential severity of injury - S x L. Enter the result in the Risk Rating (RR) box.

Residual Risk Rating: After appropriate control measures have been implemented and recorded, calculate again and enter this in the Residual Risk Rating (RRR) box.

When considering control measures the hierarchy of control is to be followed until the most reasonably practicable means of hazard control can be identified;

- **Eliminate the hazard** – Redesign the job or substitute a substance so that the hazard is removed or eliminated. For example, duty holders must avoid working at height where they can.
- **Substitution** – Replace the material or process with a less hazardous one. For example, use a small MEWP to access work at height instead of step ladders. Care should be taken to ensure the alternative is safer than the original.
- **Engineering controls** – Use work equipment or other measures to prevent falls where you cannot avoid working at height. Install or use additional machinery such as local exhaust ventilation to control risks from dust or fume. Separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
- **Administrative controls** – These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (eg by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage and performing risk assessments.
- **Personal protective equipment** – Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

Work may only proceed when residual risk rating is as low as reasonably practicable. If unsure, **stop work** and seek further advice from your line manager or health and safety manager.

Likelihood	5 - Highly likely	5	10	15	20	25
	4 - Likely	4	8	12	16	20
	3 - Moderate	3	6	9	12	15
	2 - Unlikely	2	4	6	8	10
	1 - Rare	1	2	3	4	5
1-4 low risk - NO ADDITIONAL ACTION 5-10 moderate risk - MONITOR 12-25 high risk - STOP WORK		1 - Negligible	2 - Minor	3 - Moderate	4 - Major	5 - Extreme
Severity						

General Practice

Hazard	Risk	Persons affected	RR		Controls	RRR	
CORONAVIRUS - direct threat to staff health and wellbeing from transmission of the coronavirus while at work	Possible transmission of the virus to staff from other staff/ persons People can catch the virus from others who are infected in the following ways: <ul style="list-style-type: none"> – virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales – the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc – people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth – Also see “symptomatic staff” below. 	Staff/ public	S	5	Key Government public health messages communicated to all staff: <ul style="list-style-type: none"> – cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it) – put used tissues in the bin straight away – wash hands regularly with soap and water for at least 20 seconds; use hand sanitiser gel if soap and water are not available – clean and disinfect frequently touched objects and surfaces – do not touch face, eyes, nose or mouth if hands are not clean – Practice effective social distancing while in and around the workplace by: <ul style="list-style-type: none"> – avoiding non-essential contact with others – make space - stay at least a metre away from people not in your household avoiding physical contact (e.g. handshakes, etc) – Key symptoms to look out for: <ul style="list-style-type: none"> a high temperature a new, continuous cough a loss of, or change to, your sense of smell or taste In all departments, fully implement Public Health England <i>Guidance for Employers and Businesses on Coronavirus</i> , including the following key safety precautions: <ul style="list-style-type: none"> – make any adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate social distancing at work – cancel face-to-face meetings and replace them with video conferencing/ phone conferencing, etc – follow Government health and travel advice – provide personal protective equipment (PPE) as required – increase COVID cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents, disinfectants and PPE – cancel all face-to-face training 	S	5
			L	3		L	2
			RR	15		RRR	10

					<ul style="list-style-type: none"> carry out any essential training/ recruitment by using email/online eLearning wherever possible rather than bringing people together face to face <p>display appropriate public health posters around the workplace</p>			
VULNERABLE STAFF Vulnerable staff and staff in high risk categories	Some staff may have pre-existing medical conditions (e.g. chronic conditions such as diabetes or asthma) which render them more vulnerable to the dangers of coronavirus infection	Some staff may be in a “high risk” category as defined by the government (e.g. those who have had an organ transplant or those who are taking a medicine which weakens their immune system)	Staff	S	5	Ensure all vulnerable or high-risk staff are adequately protected and supported.	S	5
				L	4	Managers and human resources should be aware of staff who fall into vulnerable and high-risk categories so that they can ensure that they are given adequate support to enable them to comply with Government health recommendations	L	2
				RR	20	<p>No member of staff in a vulnerable or high-risk category should be expected to come to work during the crisis; they should be advised to follow Government social distancing/medical advice and stay at home</p> <p>Where it is possible or appropriate for certain vulnerable or high-risk staff to work from home this may be facilitated</p> <p>Managers should stay in touch with vulnerable or high-risk staff by phone to ensure they are well and to prevent them from feeling isolated</p> <p>As they cannot leave their home at all, the organisation should help to provide additional support for any high-risk staff who may need it; this might include providing shopping or medicines where they are unable to gain support from elsewhere</p>	RRR	5
SYMPTOMATIC STAFF Staff displaying any of the UK DoH	Increased risk of viral transmission as per “Coronavirus” above	Staff/ Public	S	5	People who have symptoms must “self-isolate” at home for 10 days from the start of symptoms to prevent them from passing the infection on. Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at	S	5	
			L	5		L	1	
			RR	25		RRR	4	

symptoms requiring isolation					<p>home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period</p> <p>Staff who are sick or self-isolating should phone immediately and inform their line-manager</p> <p>Make sure that communications go out that no member of staff should come to work if they are self-isolating or if they have symptoms or if they feel unwell</p>		
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Travel to and for work

Hazard	Risk	Persons affected	RR		Controls	RRR	
CORONAVIRUS - direct threat to staff health and wellbeing from transmission of the coronavirus while at work	Possible transmission of the virus to staff from other staff/ persons People can catch the virus from others who are infected in the following ways: <ul style="list-style-type: none"> – virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales – the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc – people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth 	Staff/ public	S	5	<u>Vehicles</u> Where possible staff should use vehicles to travel to and for work Only use public transport if unable to use a vehicle or use of a vehicle is not reasonably practicable No vehicle sharing, all site staff to travel in separate vehicles The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles Vehicles will not be swapped unless they have been cleaned and quarantined for a minimum of 72 hours <u>Public transport</u> If using public transport wear a face mask at all time Avoid touching surfaces wherever possible Avoid travelling at peak times	S	5
			L	3		L	2
			RR	15		RRR	10

Office/ laboratory

Hazard	Risk	Persons affected	RR		Controls	RRR	
CORONAVIRUS - direct threat to staff health and wellbeing from transmission of the coronavirus while at work	Possible transmission of the virus to staff from other staff/ persons People can catch the virus from others who are infected in the following ways: <ul style="list-style-type: none"> – virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales – the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc – people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth 	Staff/ public	S	5	Where possible facilities should be made available for staff to work from home.	S	5
			L	3	Office staff have the option to “rotate” into the office to assist with staying in touch.	L	2
			RR	15	Office and lab staff have been minimised If staff show any Covid-19 related symptoms or any other health issues then they must stop work, inform their line manager and self-isolate. Office and Lab staff must follow social distancing rules with a 2m distance unless there is mitigating circumstance and this distance is to be 1m, being mindful not to work side by side and face to face, and avoid using other’s staff members equipment. Where possible all staff should ensure good personal hygiene is maintained with increased hand washing being utilised or regular use of hand sanitizer. <u>Access/ egress to the office:</u> Do not arrive/ leave at the same time – arrival/ departure times have been staggered Ensure safe distance is maintained between vehicles – reduced staff numbers allow for spaces between vehicles in carpark Hygiene station has been placed by door It is essential that the front door remain closed as all times to prevent unauthorised access	RRR	10

Whilst in the office / lab:

Practice effective social distancing – the office manager will remain vigilant to ensure procedures are adhered to and ensure all hygiene products are suitably replenished

Be aware of dry skin on hands from excessive washing – if an issue, moisturiser will be supplied

Keep a minimum of 2m between workstations and personnel, unless there are mitigating circumstances and then this is to be reduced to a minimum of 1m

Where the circumstances allow for a social distance of 1m, then there is to be an increase in washing of hands and the activity to be kept to a minimum – use of face masks is encouraged. Posters have been put up.

Use back to back working whenever possible, rather than face to face

Avoid raised voices i.e. shouting to communicate, thus reducing the potential of increased aerosol transmission

If face to face working cannot be avoided, then wearing of face masks must be considered.

Remind staff social distancing applies to all areas of the building including the kitchen, entrances and exits, lobby areas and stairs/landings. Areas such as these which are pinch points and have multiple surface touching will be subject to increased cleaning

Ensure workstations are not shared but assigned to one person.

If there is a need to share a workstation, then all areas to be wiped down with sanitising wipes

Breaktimes are to be staggered

Ensure there is frequent cleaning of surfaces with sanitising wipes, areas to be kept clean are keyboards, printers, phones and door handles

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					<p>Deliveries and visitors to be kept to a minimum and ensure minimum contact for deliveries</p> <p>Windows are to all be opened when temperature allows to assist with ventilation – fans can also be used.</p> <p>When using toilet facilities, you must maintain social distancing, wear a mask, wash hands before and after use, minimise touching surfaces and should wipe clean touch surfaces including flush handles and door handles with disinfectant if applicable.</p>		
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Homeworking

Hazard	Risk	Persons affected	RR		Controls	RRR	
CORONAVIRUS - direct threat to staff health and wellbeing from transmission of the coronavirus while at work	Possible transmission of the virus to staff from other staff/ persons People can catch the virus from others who are infected in the following ways: <ul style="list-style-type: none"> – virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales – the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc – people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth 	Staff	S	5	Office staff have the option to “rotate” into the office to assist with staying in touch.	S	5
			L	3	All staff given DSE assessment materials and guidance	L	2
			RR	15	Staff provided with suitable laptops and ‘phones to undertake designated tasks Regular communication is made, and all staff have direct access to mental health first aider	RRR	10

Toolbox talk – please read the above risk assessments first

General hygiene

- Germs from coughs and sneezes can live on hands and surfaces for 24 hours. They are responsible for spreading illnesses. The best way to reduce any risk of infection is good hygiene and avoiding direct or close contact (closer than 2 metres)
- Therefore, it is extremely important to upkeep hygiene and cleanliness practices to prevent the spread of viruses. This is especially true where equipment and PPE can be shared.
- Disinfect surfaces and objects that are frequently touched - especially in common areas and vehicles
- To aid with this, all units should be provided with wipes, tissues and a closed bin for their disposal.

Why?

- Coronavirus (COVID-19) is a new illness that can affect your lungs and airways.
- NHS England reports that despite the exact form of transmission being currently unknown, it is likely that the Coronavirus is spread via cough droplets
- Therefore, the above measures apply to prevent the spread of the coronavirus.

Do's:	Don'ts:
<ul style="list-style-type: none"> • Cover your mouth with a tissue or your sleeve (not your hands) when you sneeze • Put used tissues in the bin straight away • Wash your hands with soap and water for 20 seconds more frequently • Maintain a distance of at least 2 metres (3 steps) between individuals where possible. 	<ul style="list-style-type: none"> • Do not touch your eyes, nose or mouth if your hands are not clean • Let delivery drivers or visitors into the building • Do not work in pairs where possible • Leave home if you or someone you live with has either: a high temperature or a new, continuous cough

If you feel unwell:

- Staff who are unwell with symptoms of COVID-19 should not travel to or attend the workplace.
- Any member of staff who develops symptoms of COVID-19 (a new, continuous cough and/or a high temperature) should be sent home and contact NHS 111 or dial 999 if acutely unwell
- If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.

Discussion areas:

- Staff are not currently recommended to wear facemasks to protect against the virus (except First Aiders) they are recommended to be worn by people who have symptoms of COVID-19 and for carers
- Gloves are not effective in preventing the coronavirus infection (regularly washing bare hands offers more protection than wearing them)
- Essential workers who are self-isolating can book a test directly. You can select a regional test site drive-through appointment or home test kit

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