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COVID-19 Risk Assessment Operational

Document Control

Distribution	Reviewers
C&C Employees / Contractors	Senior Management Team Lisa Young Susan Price

Owner / Issuing Authority	Approved by	Date
C&C Group	Jon Edwards	10/07/2020

Change History

Version	Date	Author	Reason for new version	Sections Affected
0.1	28/05/20	Susan Price / Lisa Young	Required	All
1.0	24/06/20	Jon Edwards	Approved	All
1.1	07/07/20	Danni Isted	Amendments in line with government guidance and feedback from TAA Auditors Gary Jones and Paul Gregory	All

Document name and location

References

No	Title

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Security and Confidentiality

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Date: 07/07/2020

Assessors Name: Danni Isted, HR Manager Review Ongoing – as per government guidance updates or changes within C&C – No later than 30/07/2020

Assessment Reviewed By: Signature: Position: Date:

Description of Assessment: Coronavirus (COVID-19) Pandemic – Operational

Location Details: Various locations, Field Site Visits

Identified Hazards	Who may be affected	Existing control measures	Additional Control measures required	To be actioned by who and when	Completion date
Catching and Spreading of the virus – General	All Employees / Contractors carrying out site visits / Clients / Public	Employees/Contractors carrying out site visits are asked to comply with the following procedures and practices: <ul style="list-style-type: none">Wash hands frequently for at least 20 seconds with soap and water at regular intervals throughout the day.If running water and soap is not available, then ensure you have alcohol-based hand wipes or sanitiser to kill viruses that may be on your hands.Avoid touching your face and keep hands away from eyes, mouth and nose to avoid spread of any virus.If you cough, use a tissue and dispose of the tissue immediately. If no tissue is available, cough into your arm.Adhere to social distancing by maintaining at least 2 metres distance between yourself and others, this should be observed at all times. If you unable to adhere to 2 metres then this should be 1 metre	<ul style="list-style-type: none">Ensure that hand sanitiser, anti-bacterial wipes, Fluid Resistant Surgical Face Masks, and small refuse bags for disposing of PPE (where required) are available to all field working force	<ul style="list-style-type: none">Lisa Young, TAA Operational Manager & Jon Edwards, Head of Infrastructure and Information Security by 31st July 2020 and prior to any visits taking place	

		<p>with extra precautions – the use of a face mask, side to side or back to back working.</p> <ul style="list-style-type: none"> • Avoid contact with anyone who is displaying symptoms of COVID-19. These symptoms include high temperature and/or new and continuous cough and/or a total loss of smell and taste. • If you develop any symptoms of COVID-19 then you should self-isolate as per government guidance. You should also get a test as soon as possible, if you, anyone you live with or in your support bubble has symptoms https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ • Keep yourself aware and up to date with the government guidelines https://www.gov.uk/coronavirus 			
<p>Catching and spreading of the virus – Field Site Visits</p>	<p>All Employees / Contractors carrying out site visits / Clients / Public</p>	<ul style="list-style-type: none"> • Employees / Contractors will be provided with: Fluid Resistant Surgical Face Masks (FRSM), Hand sanitiser, Anti-bacterial wipes, and small refuse bags for PPE if required. • Employees / Contractors attending site visits must follow the guidance in the TAA COVID – 19 Working Practices document and the POCBA Roll Out Strategy, which is relevant to their working situation. • Employees / Contractors attending site visits must adhere to site specific guidance whilst at that individual site. • Employees / Contractors attending site visits will contact their Line Manager / Site visit organiser at C&C if they have any concerns at a specific site and will highlight any risks as outlined in the C&C working practices guidance. 	<ul style="list-style-type: none"> • Individual site procedures/guidance or Risk Assessments will be obtained and provided prior to visit taking place. 	<ul style="list-style-type: none"> • Prior to the visit date by those arranging the visit at C&C 	

		<ul style="list-style-type: none"> Employees / Contractors carrying out site visits will attend a number of different sites and therefore must be extra stringent in hand hygiene. 			
Hotel stays for work – Reducing the catching / spreading of the virus	All Employees / Contractors	<p>Employees/Contractors carrying out site visits which require a hotel stay are asked to comply with the following procedures and practices:</p> <ul style="list-style-type: none"> Identify which hotel you plan to stay in as normal for a site visit dependant on location. Use the hotel website to view details of any COVID-19 measures and procedures the hotel has in place to mitigate risk. If you are unable to view details on their website then this should be obtained directly from the hotel. If you have any concerns about the instructions and practices that the hotel has, or has not outlined, then this should be raised with your Line Manager and another hotel location sought. You should adhere to any specific COVID-19 instructions and practices that the hotel has put in place. If at any point during your stay you are unable to adhere to the instructions and practices outlined by the hotel or you have any concerns at all then please contact your Line Manager. Use common sense and never put yourself into an environment where you feel there is a risk to yourself or others. Further information about the government safe working guidance for hotels can be found here 	<ul style="list-style-type: none"> Ongoing reviews as hotel stays take place 	<ul style="list-style-type: none"> Line Manager and HR, Ongoing as and when visits take place 	

		<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation</p> <ul style="list-style-type: none"> The company will review any risks as they are identified. 			
<p>Travel for work - Maintaining social distancing and reducing the catching/spreading of the virus</p>	<p>All Employees / Contractors travelling for work</p>	<ul style="list-style-type: none"> Employees/Contractors should avoid travelling by public transport wherever possible. If Employees/Contractors must use public transport then they must wear face coverings in line with legislation. If using a car - disinfect the most used surfaces such as the steering wheel, gear stick and door handles before and after use and at regular intervals. Employees will be provided with anti-bacterial wipes for use within their vehicle and use on shared surfaces if required. 			
<p>Lack of awareness or understanding</p>	<p>All Employees / Contractors</p>	<ul style="list-style-type: none"> The latest government information posters are displayed in the C&C Offices. Risk Assessments regularly carried out and updated in line with government guidance or as required. TAA COVID – 19 Working Practices document and the POCBA Roll Out Strategy document should be reviewed and followed. Employees / Contractors advised to keep themselves up to date with government guidance https://www.gov.uk/coronavirus 			

Stress / Mental Health and Well being / Social isolation	All employees	<ul style="list-style-type: none"> • Regular updates and check ins from Management and the CEO. • Line Managers keep in regular contact with their team members and will highlight any concerns. • HR send out regular communications and a reminder to contact HR or another colleague with any issues or concerns. • All employees have access to Employee Assistance Programme via AXA Healthcare. • Employees encouraged to talk and keep in touch. • Site visits may help combat the feeling of social isolation. 	<ul style="list-style-type: none"> • General well-being guidance to be issued to all employees. 	<ul style="list-style-type: none"> • Danni Isted, HR Manager by 31st July 2020 	
Vulnerable Groups / Those at High or Very High Risk	All Employees / Contractors	<ul style="list-style-type: none"> • Communication issued to employees to identify themselves as ‘High Risk’ or highlight any other concerns. • Employees have self-identified as ‘at risk’ or identified risks to others they share a household with. • These employees will continue to shield (if medically required). • Employees must speak to their GP or care team if they have not been contacted and think they should have been. • These employees / Contractors will not carry out site visits unless agreed and risks identified/mitigated beforehand. • These employees must be more stringent in hand hygiene and social distancing measures. 	<ul style="list-style-type: none"> • Continuous communication to be carried out with these individuals. 	<ul style="list-style-type: none"> • Danni Isted, HR Manager ongoing 	

Additional comments:

1. This risk assessment is available to all Employees / Contractors and feedback is encouraged.
2. Employees / Contractors should acknowledge this risk assessment to confirm their understanding.
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance.

Employee Acknowledgement

I have read and understand this risk assessment and I have been given the opportunity to provide feedback or ask questions.

I fully understand my duties as an employee / Contractor, to follow the control measures in this risk assessment and the C&C COVID-19 Safe Working Guidance documents (TAA COVID – 19 Working Practices document and the POCBA Roll Out Strategy).

Employee / Contractor name	Job description	Date	Comments/recommendations/Feedback	Signature