

The COVID portion of this Risk Assessment is written to give guidance on the measures to be taken to maintain the facilities as "COVID Secure.

As part of our risk assessment, we should ensure we have an up to date plan in case there is a COVID-19 outbreak. This plan should nominate a single point of contact (SPOC) where possible who should lead on contacting local Public Health teams.

The Single Points of Contact for the various Regions are: -

Region	S.P.O.C.	Telephone	Email	Local Health Protection Team
Head Office	Fiona Downs	01256 342000	Fiona.Downs@Linde-MH.co.uk	0344 225 3861
Region Central	Maria Cooper	0121 524 3300	Maira.Cooper@Linde-MH.co.uk	0344 225 3560
Region East	Jackie Spillett	01992 443381	Jackie.Spillett@Linde-MH.co.uk	0300 303 8537 option 1
Region North (Aycliffe)	Susan Cox	01325 311526	Susan.Cox@Linde-MH.co.uk	0300 303 8596 option 1
Region North (Castleford)	Sharon Mellars	01977 668722	Sharon.Mellars@Linde-MH.co.uk	0113 386 0300
Region North West	Sue Roberts	01925 651177	Sue.Roberts@Linde-MH.co.uk	0344 225 0562 option 1
Region Scotland	Zoe Thompson	01355 233601	Zoe.Thompson@Linde-MH.co.uk	0141 300 1100
Region South	Julie Puffett	01256 342000	Julie.Puffett@Linde-MH.co.uk	0344 225 3861

In the case of a COVID-19 outbreak, the following steps should be taken

- 1) The single point of contact (SPOC) should take the lead on contacting the local Public Health Teams.
- 2) If there is more than one case of COVID-19 associated with your workplace, the SPOC should consult the Regional Depot Director and the National QHSE Director and consider all known cases to determine if there is a need to contact the local Health Protection Team, on the number provided above, to report the suspected outbreak.

If the local PHE health protection team declares an outbreak on the site

- 1) You will be asked to record details of symptomatic staff and assist with identifying contacts; you should therefore ensure all employment records are up to date.
- 2) You will be provided with information about the outbreak management process, which will help you to implement control measures, assist with communications to staff, and reinforce prevention messages.

Activity / Equipment	Hazard	Who Might Be Harmed	Extraordinary Measures to Control Risk	Risk Analysis		Residual Risk Factor
				Severity	Likelihood	
Pre attendance	Viral Infection ²⁴	Linde Employee Any Other Person	<p>Any person who has been identified as high risk or vulnerable and received confirmation from the Government, NHS or a medical professional to self-isolate due to COVID-19 must stay at home for the recommended period of time.</p> <p>Special consideration must be given to disabled persons, pregnant workers, religious commitments as well as those performing primary care duties to a member of their household.</p> <p>Any person showing any of the COVID-19 prescribed symptoms must book a COVID-19 test and stay at home for a period of time as designated by current Government guidance.</p> <p>Any person who has been in close contact with someone showing symptoms of or suspected of having COVID-19 must stay at home for a period of time as designated by current Government guidance.</p> <p>All employees must strictly adhere to the Government COVID-19 guidelines. There will be a rota for key management where one person will be present at Head Office and in each depot.</p> <p>Any person who develops symptoms or receives a positive COVID-19 test result will notify Management to allow any possible contacts within the previous 72 hrs to be traced and notified.</p> <p>Under certain circumstances, Employers may request that staff / visitors take Lateral Flow Tests prior to visiting site, these are available to Staff via the Parts Department and <u>must</u> be taken before leaving the house where possible. All results <u>must</u> be logged on the Lateral Flow Test Results website.</p>	5	1	5 Medium Risk
Taking a Lateral Flow Test	Chemical substances	Linde Employee Visitor	<p>Use of test solutions when processing test kit. Contains the following components: NaCl (Sodium Chloride), NA₂HPO₄ (disodium hydrogen phosphate), NaH₂PO₄ (sodium phosphate monobasic)</p> <p>Chemical components are not classified as hazardous for use as designed</p> <p>Participants should keep test kits out of the reach of children, vulnerable adults and pets when stored at home</p> <p>Participant should not use test solution if use by date has expired</p>	1	1	1 Low Risk
Taking a Lateral Flow Test	Allergic Reaction	Linde Employee Visitor	<p>The swabs in the Innova SARS-CoV-2 Antigen Rapid Qualitative Test kit are latex free</p> <p>Participant to report any allergic reaction as a yellow card incident to the MHRA and their Line Manager</p> <p>https://coronavirus-yellowcard.mhra.gov.uk/</p>	5	1	5 Medium Risk

Activity / Equipment	Hazard	Who Might Be Harmed	Existing Measures to Control Risk	Risk Analysis		Residual Risk Factor
				Severity	Likelihood	
Travelling to and from Work via Public Transport	Viral Infection ²⁴	Linde Employee Any Other Person	Public transport must be avoided, if possible. If the use of public transport cannot be avoided, then Management should consider altering start / finish times to allow the Employee to travel outside of peak times. Employees to maintain social distancing in line with current Government Guidelines. Where possible, avoid touching door handles and other commonly touched surfaces. Face coverings must be worn when travelling on public transport. Wash hands upon arriving at work.	5	1	5 Medium Risk
Travelling to and from Work via Company Car or Private Transport	Viral Infection ²⁴	Linde Employee Any Other Person	Walking or cycling to work should be actively promoted. Bikes to be stored in such a manner as not to block doors / walkways etc, Line Manager to identify suitable storage location if necessary. Avoid car sharing with persons outside your own household if possible. If car sharing is necessary, passenger should sit in rear left-hand seat. Door handles and other surfaces that may have been touched by any passenger must be cleaned. Park courteously and allow other drivers to maintain social distancing. Gloves should be worn when refueling / charging vehicles. Wash hands upon arriving at work.	5	1	5 Medium Risk
Safe Access and Egress	Viral Infection ²⁴	Linde Employee Any Other Person	Management should consider staggering start / finish / break times to prevent congestion and to allow employees time / space to enter and leave buildings while following social distancing and hand hygiene guidelines. Employees should enter / leave through the designated door which may have changed due to revised pedestrian routes within the building.	5	1	5 Medium Risk
Reception areas	Viral Infection ²⁴	Linde Employee Any Other Person	Reception areas to have adequate room for Visitors / Contactors etc. to be received whilst following social distancing guidelines. Floor markings should be in place to give clear indication of space required. Protective screens shall be provided where paperwork must be completed in close proximity to Receptionist / Host. Agreed pick up / drop off point to be set up for mail / parcels to avoid need for passing packages between persons. No documents should be signed for, recipient should provide delivery person with full name to append to document. Reception to provide face covering to any Visitor / Contractor who will be moving about the building.	5	1	5 Medium Risk
Moving about buildings	Viral Infection ²⁴	Linde Employee Any Other Person	Unnecessary movements about the building are to be avoided. Any person who moves about the building must wear a face covering when doing so. Face coverings are not required within the Workshop, Offices, Work Areas where social distancing measures can be maintained. These face coverings are to be disposed of at the end of the working day.	5	1	5 Medium Risk
Communal areas	Viral Infection ²⁴	Linde Employee Any Other Person	Communal areas to be designated one-way wherever possible with clear signage showing directions. Bottle neck areas need to be considered, with floor markings to give clear indication of space required to assist users to adhere to the current social distancing guidelines. Areas of high usage e.g. vending machines must have a Hygiene Station with the necessary products to allow common use / touch objects to be cleaned / sanitised – these products are for everybody's use and must not be removed from the area.	5	1	5 Medium Risk
Stairwells / Lifts	Viral Infection ²⁴	Linde Employee Any Other Person	Where possible stairwells are to be designated one-way with clear signage showing direction of travel. Lifts are single user areas and consideration must be given to those who need them most. Stairwells and lifts should have hand sanitiser dispenser at exit points.	5	1	5 Medium Risk

Activity / Equipment	Hazard	Who Might Be Harmed	Extraordinary Measures to Control Risk	Risk Analysis		Residual Risk Factor
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Offices	Viral Infection ²⁴	Linde Employee Any Other Person	Offices will be assessed to ascertain safe occupancy levels taking into account working area, pathways and access to commonly used equipment – multi user offices must have relevant signage on entrance door. Each office worker must have a designated safe working area / desk not less than 1m away from other persons / walkways / commonly used equipment, where this cannot be assured, suitable screening will be in place to segregate the area - hot desks should not be used. Human interface computer peripherals e.g. mouse, keyboard etc. should not be shared. Office equipment e.g. printers, scanners etc. may be shared but personal contact is to be kept to a minimum and equipment must be cleaned before and after use. Each Employee is responsible for maintaining their designated safe working area – suitable wipes will be provided for this. All Employees must respect the safe working area of others and follow social distancing guidelines at all times. Each multi-user office shall have a Hygiene Station with the necessary products to allow common use / touch objects to be cleaned / sanitised – these products are for everybody's use and must be returned after use.	5	1	5 Medium Risk
Meeting Rooms	Viral Infection ²⁴	Linde Employee Any Other Person	Maximum occupancy levels of Meeting Rooms to be determined taking into account current social distancing guidelines (1m+) and have relevant signage on entrance door. Additional seating to be removed or clearly marked "Do not use". Meeting rooms should be pre-booked, allowing additional time for pre and post cleaning. Each Meeting Room shall have a Hygiene Station with the necessary products to allow common use / touch objects to be cleaned / sanitised – these products are for everybody's use and must be left in the Meeting Room for the next users. The meeting facilitator is responsible for the pre & post meeting cleaning.	5	1	5 Medium Risk
Kitchens	Viral Infection ²⁴	Linde Employee Any Other Person	Kitchens that are designated a 1 in 1 out area should have vacant / occupied signage on doors Fridges may be used but foodstuffs should be stored in sealed containers, labelled with name and date. Food preparation areas should be cleaned before and after use. Each kitchen shall have a Hygiene Station with the necessary products to allow common use / touch objects to be cleaned / sanitised – these products are for everybody's use and must be left in the kitchen for the next users.	5	1	5 Medium Risk
Toilets Showers	Viral Infection ²⁴	Linde Employee Any Other Person	Toilets that are designated a 1 in 1 out area should have vacant / occupied signage on doors. Larger toilet blocks may be multi-user but take care when entering when you know someone else is using its facilities, maintain social distancing. Consider closing off alternate cubicles to extend social distancing.	5	1	5 Medium Risk
Parts Department	Viral Infection ²⁴	Linde Employee	Additional area specific guidelines can be found in the LMH UK Parts Warehouse – Keep Safe (COVID-19) document.	5	1	5 Medium Risk
Showrooms	Viral Infection ²⁴	Linde Employee Visitor	Showrooms, and other premises, including outdoor areas, used for the sale or hire of any vehicle which can be propelled by mechanical means, are now allowed to reopen. Social distancing guidelines must be adhered to.	5	1	5 Medium Risk
Workshops	Viral Infection ²⁴	Linde Employee Any Other Person	Workshop bays should already have enough space to allow normal activities to take place with regards to social distancing. Engineers are responsible for maintaining their own work area. Clean hands before eating, drinking, smoking or using facilities. For further details, refer to LMH UK Aftersales Guidance Document (COVID-19)	5	1	5 Medium Risk

Activity / Equipment	Hazard	Who Might Be Harmed	Extraordinary Measures to Control Risk	Risk Analysis		Residual Risk Factor
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Visitors Contractors Transport	Viral Infection ²⁴	Linde Employee Any Other Person	Where possible meetings with visitors must be held remotely over Skype / MS Teams. Contractor visits to site to carry out work must be scheduled and pre-arranged to allow social distancing guidelines to be followed by all. Host to meet Visitor in Reception, assist in the completion of paperwork and then escort Visitor to Meeting Room / Work Area. Visitor / Contractors etc. to complete paperwork with their own pen – if no pen is available then disposable pen will be provided.	5	1	5 Medium Risk
First Aid	Viral Infection ²⁴	Linde Employee Any Other Person	Temporary First Aiders may be implemented during times of extraordinary circumstances. Qualified First Aider roles should be considered when setting up shift / rota patterns. Face masks must be worn by First Aider, and patient if possible, during treatment. Unless one-way barrier is available, CPR should involve chest compressions but not resuscitation breaths.	5	1	5 Medium Risk
Fire	Viral Infection ²⁴	Linde Employee Any Other Person	During emergency evacuations, all temporary one-way systems are suspended, and Staff / Visitors must exit the building via the shortest safe route. Senior Manager on site shall take charge of any emergency evacuation and ensure building is clear, until Fire Marshals are back in place. Fire Marshal duties should be considered when setting up shift / rota patterns.	5	1	5 Medium Risk
Facilities Management	Viral Infection ²⁴	Linde Employee Any Other Person	All Linde facilities shall be pre-assessed using the Site Health and Safety Inspection Form with all necessary actions taken to have one-way systems, social distance, occupancy levels etc. in place. External fresh air circulation systems can be used and are encouraged to prevent pockets of stagnant air in occupied spaces. Air conditioning systems may be used where compliant with HSE & manufacturers guidance and approved by Regional Senior Leadership Teams Air blow heaters and fans can be used. All relevant systems to be cleaned and disinfected where applicable prior to re-commissioning & use Until normal resumption of business all taps / toilets / showers must be flushed weekly to cover legionella requirements. Where facilities have been mothballed, full water system flush must take place before re-opening.	5	1	5 Medium Risk
Waste Disposal	Viral Infection ²⁴	Environment	As no person suspected of having COVID-19 should be attending any Linde Facility, all waste is classed as non-infectious and should be disposed of through the normal waste streams. In the event where waste is suspected of coming in contact with the COVID-19 virus, this waste should be double bagged and stored for 72hrs before disposal via normal waste stream.	5	1	5 Medium Risk

All staff must take an active role in monitoring the situation throughout the day.

- If any person, Staff Member or other, shows any COVID-19 symptoms then this must be reported to the On-site Manager immediately to allow suitable action to be taken.
- If any Staff Member has any concerns regarding the suitability of the area / facilities provided, or that there is a lack of adherence to the social distancing measures, he/she MUST discuss it with the person involved, then escalate it to his / her Line Manager if a mutually suitable arrangement cannot be reached.

If any person, Staff Member, Visitor, Contractor or Manager has any concerns regarding the effectiveness of the measures taken then the activity must be stopped, relevant parties notified, and further advice obtained.

Activity / Equipment	Hazard	Who Might Be Harmed	Extraordinary Measures to Control Risk	Risk Analysis		Residual Risk Factor
				Severity	Likelihood	
Workplace and working environment	Access / egress Slips, trips, falls Heating Lighting Ventilation Welfare facilities	Staff Member Visitor Unauthorised Personnel	Slips, trips and falls are reduced by maintaining a high standard of housekeeping, keeping walkways and stairwells free of obstructions and spillage/s. There is adequate heating, lighting (either natural or artificial) and ventilation. Noise survey carried out and, if the daily noise exposure is above 80dB, recorded in a separate Noise Risk Assessment. The site provides adequate facilities for personal hygiene and rest breaks with sinks, hot water, soap and towels / hand dryers provided and toilet facilities are available. Kitchens / canteens / rest areas are available for staff to take breaks, staff should be encouraged to use them instead of eating at their workstation. Adequate drinking water is available. Occupancy levels have been considered when determining use of office areas. Monthly Safety Management Tour undertaken.	3	2	6 Medium Risk
Manual Handling operations	Musculo-skeletal injury Cuts Abrasions Impact	Staff Member Visitor Unauthorised Personnel	Materials are stored in such a manner as to reduce the risks of manual handling. Where possible, the weight of any load will be indicated. All manual handling tasks must be assessed by the individual prior to commencement. Adequate moving and lifting equipment is provided and should be used. Stationery, files and archive boxes to be split into loads for moving. Carried loads must not obstruct vision. Suitable footwear should be worn.	3	2	6 Medium Risk
Fire	Burns Smoke inhalation Property damage	Staff Member Visitor Unauthorised Personnel	Fire Risk Assessment has been completed and adequate fire safety measures are in place. Evacuation plan implemented and tested Fire alarm and call points tested weekly in rotation. All fire escapes are kept clear of obstructions with escape routes clearly marked. Emergency lighting tested 6 monthly. Fire extinguishers are adequate for the risks involved. Staff are trained in the use of fire extinguishers, but should only tackle a fire if confident to do so. Office bins emptied at end of each shift.	3	1	3 Low Risk
Working at height	Falls Dropped objects Unstable ladder	Staff Member Visitor Unauthorised Personnel	A Working at Height Risk Assessment has been carried out and is available on SharePoint. All working at height equipment is suitable for the task, inspected 6 monthly and is subject to a pre-use inspection. Stable platforms are available for staff to store items on high shelves. Ask for assistance if necessary to reach objects from height.	3	1	3 Low Risk
Human factors	Activities affecting worker's health	Staff Member Visitor Unauthorised Personnel	Staff have management help to understand what their duties and responsibilities are. Staff can speak confidentially to a supervisor or manager if they're feeling unwell or ill at ease about things at work. Change is managed and communicated effectively. Systems are in place to ensure work demands are reasonable. Employee Dialogue system and anonymous Employee Engagement "Your Say" survey carried out.	3	2	6 Medium Risk

Activity / Equipment	Hazard	Who Might Be Harmed	Existing Measures to Control Risk	Risk Analysis		Residual Risk Factor
				Severity	Likelihood	
Display Screen Equipment	WRULDs Stress	Staff Member Visitor	Workstations and seating suitable for work carried out. DSE assessments are performed for individual workstations for each DSE user or operator (other than very occasional users).	3	2	6 Medium Risk
Electricity in the workplace	Electric shock Burns Fire	Staff Member Visitor Unauthorised Personnel	Fixed and portable electrical equipment is maintained and tested in accordance with Linde's policies and the Electricity at Work Regulations. Electrical equipment brought on site by visitors or contactors must comply with current legislation. Portable equipment must be inspected prior to use.	4	1	4 Low Risk
Hazardous Substances	Skin/eye contact Inhalation of dusts, fumes Aerosols.	Staff Member Visitor Unauthorised Personnel	Products are only to be used in accordance with the manufacturer's instructions or safety data sheets. Any new substance must be presented, along with the Safety Data Sheet, to the Health and Safety Advisor for vetting and addition to the COSHH Risk Assessment Database before being introduced. All substances are stored correctly. Personal Protective Equipment is available if required.	2	1	2 Low Risk
First Aid		Staff Member Visitor Unauthorised Personnel	First aid requirements have been assessed to determine resource requirements. Adequate first aid boxes, eyewash, burns kits etc. are provided and sited in the necessary locations. Volunteers are requested and considered before any appointments are made. First aiders are trained and receive refresher training in line with HSE guidance. First aiders are responsible for upkeep of first aid boxes. Periodic first aid drills are carried out to ensure understanding of the process. All accidents / injuries to be recorded in accident book and Management notified.	1	2	2 Low Risk
Young, disabled & pregnant workers		Staff Member Visitor Unauthorised Personnel	Manager to check if vulnerable workers can use the main means of escape. Check if staff have any pre-existing medical conditions, e.g. asthma or other breathing difficulties; back or other joint/muscle conditions that may be made worse by things in the office. Processes/working conditions altered when necessary to reduce risks to new or expectant mothers. All staff to be aware that young colleagues may be inexperienced or lack awareness of risks. Manager agrees action plan to address any specific needs. Personal evacuation plans will be put in place for staff requiring assistance.	3	1	3 Low Risk

Action Plan			
Further action required	Action by whom	Action by When	Done

Training Requirements: Linde Induction	
Reference to other Assessments / Training Material: <ul style="list-style-type: none"> <input type="checkbox"/> Health and Safety Policy <input type="checkbox"/> Environmental Policy <input type="checkbox"/> Linde Safety Passport, Safety Leadership, TBTs & Soft Skills Training <input type="checkbox"/> Safety Media Microlearn Awareness Module on Coronavirus <input type="checkbox"/> RA 507 Vulnerable Persons Risk Assessment 	Site Specific Considerations: <ul style="list-style-type: none"> <input type="checkbox"/> Site Health and Safety Inspection Form <input type="checkbox"/> Monthly Safety Management Tour
Responsibility for Action: Local HR Manager (Single Point of Contact)	
Advisory: Regional or Functional Director / QHSE Team	Documents / Pictures Attached:

Risk Assessment Matrix							RISK RATING TABLE		
Likelihood→ ↓ Severity		Certain	Very Likely	Likely	May Happen	Unlikely	Score	Priority	Action
		(5)	(4)	(3)	(2)	(1)			
Death	(5)	25	20	15	10	5	1-4	Low	Represents a low risk, although control measures must be maintained.
Major injury	(4)	20	16	12	8	4	5-10	Medium	A level of risk has been identified, but control measures are in place - periodic supervision required to ensure control measures are effective.
Over 7-day injury	(3)	15	12	9	6	3	12-25	High	Unacceptable level of risk identified – Immediate action required to control risks. Further resources may be needed.
Minor Injury (treatment offsite)	(2)	10	8	6	4	2			
Minor Injury (First Aid Onsite)	(1)	5	4	3	2	1			