

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## ● FIVE STEPS TO SAFER ● WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer: **Crown Lift Trucks Ltd** Date: **22nd May 2020**  
Who to contact: **Andy Wallace, 07712 855 089**  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

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Crown Lift Trucks Ltd				RA No. 102/2020 V1					
Locations : As listed on RA Front Page.									
Significant Hazards Identified		Uncontrolled Risk Rating		Control Measures		Risk Rating with Controls			
Common all locations									
		O	L	RR			O	L	RR
Clinically vulnerable individuals (as per Government Guidelines)		5	5	25	Offered safest available option if practicable - Furlough, Working from home, minimal interaction with co-workers.		5	1	5
Staggering break times		5	5	25	On all sites including customer sites, reduce pressure on break rooms or canteens. If possible, use safe outside areas for breaks.		5	1	5
Cleanliness on arrival and during the day		5	3	18	Hands washed or sanitised on arrival, and throughout the day. Signs advising of best cleaning practice displayed at all wash stations.(Offices and workshops)		5	1	5
Offices									
Staffing levels		5	5	25	Staffing levels within offices reduced to minnum levels, employees who can work from home provided with equipment as necessary. If not possible, or practical, office rotas to be put in place, with rotation of employees in teams, where possible teams to be fixed, to avoid any cross contamination.		5	1	5
Arrival times creating congestion onsite		5	5	25	Stagger arrival times to reduce congestion in the offices.		5	1	5
Unable to socially distance within offices		5	5	25	Where practical, develop one way system, marked with 2M markings for social distancing.		5	2	10
Office cleanliness		5	5	25	High contact areas to be cleaned regularly throughout the day, staff to use their direct work area only. Shared equipment i.e photocopiers, should be cleaned before and after use, and where possible only used by the same departmental members. Clear desk policy to be enforced, at close of working day, to ensure desks are able to be cleaned efficiently.		5	2	10
Leaving and returning the office during the working day		5	5	25	Encouraging staff to remain on-site, and when not possible, maintain social distancing while off-site.		5	2	10
Using welfare facilities in the workplace		5	5	25	Maintain social distancing at all times, only one person should be in the toilets at any one time. Hand flushing handles should be wiped over after use. Wipes to be disposed in waste bins provided. Only one person in the canteen at any time, except for lunchtime, when (site dependant) one person at a table. Make your own drinks, and where possible use the same drinking vessel. Lunch time rota to be prepared, time slots being allocated to different departments. If vending machines are used, hands should be washed after use, or if water and soap not available, hand sanitiser.		5	2	10
Workplace meetings		5	5	25	Face to face meetings to be reduced where possible, if absolutely necessary participants should maintain 2m separation throughout. Hand sanitiser to be provided in meeting rooms. Where possible meetings should take place remotely e.g Microsoft Teams/Zoom		5	2	10
Visitors & Contractors		5	5	25	Visitors and contractors kept to an absolute minimum, and via appointment only. An appointment book/spreadsheet should be maintained by each Branch Receptionist. No two sets of visitors in any of the buildings at the same time. All visitors and contractors are to be made aware of site welfare facilities, and of company COVID-19 procedures.		5	2	10
Workshops & Resident Sites									
Work equipment		5	5	25	Tools and portable electrical equipment should not be shared, if this is not possible, items must be cleaned after use, and hand wipes disposed in the bins provided.		5	2	10
Workstations/bays		5	5	25	Using floor tape or paint areas should be marked to help workers keep up to a 2m distance. (Bays may already be marked in some of the workshops)		5	1	5
Using welfare facilities in the workplace		5	5	25	As per offices as stated above.		5	2	10
Leaving and returning the workplace during the working day		5	5	25	As per offices as stated above.		5	2	10
Workplace meetings		5	5	25	As per offices as stated above.		5	2	10
Visitors & Contractors		5	5	25	As per offices as stated above.		5	2	10
Vehicles									
Social distancing in vehicles		5	5	25	Multiple occupancy of vehicles is not permissible, except by members of the same household. Vehicles should not be shared.		5	1	5
Refuelling		5	5	25	Always wear gloves at the pump, and dispose, after use. Pay using contactless card, if not possible, due to value of the purchase, use hand sanitiser on completion of the transaction.		5	2	10
Accidents, security and other incidents		5	5	25	In an emergency, for example, an accident. People do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitisation measures immediately afterwards including washing hands.		5	2	10
Customer Sites									
Planning a visit		5	5	25	For all non-engineering visits to customers, a time and date should be agreed. For service visits, where possible an appointment should be made.		5	2	10
Site welfare facilities & site rules		5	5	25	On arrival, check the customer has provided suitable welfare provision, which should include hand washing facilities. A copy of any specific COVID-19 site rules should be provided by the customer, prior to commencement of work or meetings. Before visiting customer sites, ensure you have the following items are available:- Hand Sanitiser, Face Masks and gloves.		5	2	10