

Covid-19 Health Risk Assessment

Company name: PBA Applied Ecology Ltd.

Assessment carried out by: Paul Bradley (*Managing Director*)

Date of next review: **Continuous review**

Date assessment was last carried out: 17 June 2021

What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed?	Done
1. PBA Offices and Colleagues						
a) PBA colleague coming into close contact with infected person or surface when travelling to/from work.	PBA colleagues & business community, plus family & contacts.	PBA colleagues do not use public transport. Most live very locally and all travel either by walking, cycling, private vehicle or work vehicle.	Maintain highest possible levels of biosecurity when commuting to/from work.	'PBA Bubble' colleagues.	Continuous	ongoing
b) PBA colleague coming into close contact with an infected person at PBA offices.	PBA colleagues & business community, plus family & contacts.	'PBA Bubble' comprises PBA employees, close associates and members of their households. All colleagues working from PBA offices are required to take a lateral flow test prior to each new working week. Other persons may only be permitted entry to PBA offices following negative test result within the last 24hrs.	Maintain the integrity of the 'PBA Bubble'. Any addition must provide a current negative Covid-19 test result. Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
c) PBA colleague coming into close contact with an infected person at PBA offices.	PBA colleagues & business community, plus family & contacts.	Colleagues within the 'PBA Bubble' are required to maintain appropriate levels of biosecurity and social distancing when not at work, in line with current UK Govt guidelines.	Maintain the biosecurity of the 'PBA Bubble'. Report to FinOps any non-compliance with this mandatory requirement. Trust amongst colleagues regarding Covid-19 risk must be maintained at all times.	'PBA Bubble' colleagues.	Continuous	ongoing
d) PBA colleague coming into close contact with an infected person at PBA offices.	PBA colleagues & business community, plus family & contacts.	Mandatory immediate self-isolation at home and Covid-19 test for any PBA colleague showing symptoms, or in contact with anyone showing symptoms, or if contacted and required to self-isolate by NHS Trace & Track.	Immediately report to FinOps via WhatsApp Group. If at work then go home immediately. Any PBA colleague required to take a Covid-19 test by NIHP or local authority investigation should self-isolate until a negative test result is obtained.	'PBA Bubble' colleagues.	Continuous	ongoing
e) PBA colleague coming into close contact with an infected person at PBA offices.	PBA colleagues & business community, plus family & contacts.	In the event of a positive Covid-19 result within PBA Bubble colleague or their household, all close associates will immediately take a Covid-19 lateral flow test.	In the event of a positive Covid-19 lateral flow test result all close associates shall self-isolate and take a PCR test.	'PBA Bubble' colleagues.	Continuous	ongoing

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f) Risk of transmission amongst 'PBA Bubble' colleagues working from the offices.	PBA colleagues & business community, plus family & contacts.	A 'traffic light' office tidiness and a 'Covid-19 Secure' compliance procedure have been developed.	Weekly inspections, with a particular focus on biosecurity in all shared areas. All 'amber' and 'red' Covid-19 non-compliance shall be promptly addressed. All 'red' non-compliance shall also be reported to FinOps.	HSEQ Manager (or nominated deputy)	Weekly	ongoing
g) Risk of transmission amongst 'PBA Bubble' colleagues working from the offices.	PBA colleagues & business community, plus family & contacts.	Mandatory cleaning of all surfaces, door handles, fridge handle, taps, office phones, mobile phone, printer etc. Disinfectant spray, disposable gloves and alcohol wipes are provided. Crockery and cutlery washed in hot water and detergent, then thoroughly dried and put away.	Check supply of disinfectant, disposable gloves and alcohol wipes – request EJ re-order when required. Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Daily cleaning of frequently used surfaces Weekly deep clean of less used surfaces. Weekly stock check	ongoing
h) Risk of transmission amongst 'PBA Bubble' colleagues working from the offices.	PBA colleagues & business community, plus family & contacts.	Mandatory hand washing or hand sanitising for all colleagues: (i) on first arrival at office; (ii) at every re-arrival at the office and frequently during the day. Hand sanitisers, soap dispensers, paper towels and designated bin for paper towels are provided. Notice placed on external door and hand-washing signs at all sinks.	Check hand sanitisers, soap dispensers and replenish as required. Check paper towel stock and request re-order when required. Check paper towel bin and empty (to 'bee hotel') as necessary. Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Daily	ongoing
i) Risk of transmission amongst 'PBA Bubble' colleagues working from the offices.	PBA colleagues & business community, plus family & contacts.	Offices are kept well-ventilated at all working times, whilst maintaining reasonable minimum working temperature (HSE guidance suggests 16°C in offices).	Ensure that appropriate windows and skylights are opened at the start of each working day and are closed for security by the occupants of each office at the end of each working day.	'PBA Bubble' colleagues.	Daily	ongoing
j) Risk of contamination and transmission enabled by visitors.	PBA colleagues & business community, plus family & contacts.	Visitors are not permitted to enter PBA offices without permission. Signs are posted on exterior doors.	Any meeting with visitors must be pre-arranged. Visitor(s) will be required to take a Covid-19 lateral flow test before arrival and if necessary, also upon arrival. Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing

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k) Risk of contamination and transmission enabled by deliveries.	PBA colleagues & business community, plus family & contacts.	Deliveries are required to be left outside the office. Hard surfaces of all delivered items shall be cleaned. Following handling of each delivery hands will be thoroughly washed and sanitised. Disinfectant spray and disposable gloves are provided.	Check supply of disinfectant, disposable gloves and alcohol wipes – request EJ re-order when required. Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
PBA Vehicles & Travel at Work						
a) PBA colleague coming into close contact with infected person or surface when travelling at work.	PBA colleagues & business community, plus family & contacts.	No use of public transport at work.	Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
b) PBA colleague coming into close contact with infected person or surface when travelling at work.	PBA colleagues & business community, plus family & contacts.	PBA vehicles are allocated for the use of PBA Bubble members only. No-one else is permitted within PBA vehicles. Operations Director (or nominated deputy) manages allocation of PBA vehicles applying best practical biosecurity option at all times.	Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
c) Risk of contamination and transmission enabled by PBA colleagues.	PBA colleagues & business community, plus family & contacts.	Before each use of a PBA vehicle, consider disinfecting frequently used surfaces (steering wheel, gear stick, hand break, door handles). PBA vehicles are cleaned weekly.	Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
d) Risk of contamination and transmission at refuelling.	PBA colleagues & business community, plus family & contacts.	PBA colleagues required maintain at least 2m distance from other people, use disposable gloves for refuelling, wear face covering, use cashless payment and only use own freshly sanitised PBA pen for signing.	Ensure there are always sufficient disposable gloves within their allocated vehicle. Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
e) Risk of contamination and transmission during vehicle maintenance or breakdown.	PBA colleagues & business community, plus family & contacts.	PBA colleagues must maintain at least 2m distance from other people. Report immediately if vehicle might need to be recovered. Rather than travel in a recovery vehicle, PBA colleagues will be recovered separately by PBA.	Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
f) Risk of contamination and transmission when purchasing supplies,	PBA colleagues & business community, plus family & contacts.	Plan ahead, try to reduce the need before departing on a journey and consider most biosecure options that are available. PBA colleagues must minimise any need to	Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing

food or drink while travelling at work.		enter enclosed spaces that are used by others when working away from the office. If unavoidable, PBA colleagues must wear face coverings, endeavour to maintain at least 2m distance from other people and use hand sanitiser.				
Work Away from the Office						
What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed?	Done
a) Risk of contamination and transmission from other people.	PBA colleagues & business community, plus family & contacts.	In line with CIEEM guidance, make a case-by-case judgement that each planned journey and site-based work that we undertake during this period: - is strictly necessary; - complies with this Health Risk Assessment; - could not be postponed until after the emergency; and, - there are no alternative approaches (e.g. MS Teams Meeting) that would achieve the required objectives.	Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
b) Risk of contamination and transmission from other people.	PBA colleagues & business community, plus family & contacts.	PBA colleagues must wear appropriate face coverings: (i) when entering any enclosed space away from the office that is used by others; and (ii) in any situation where social distancing with others we do not normally meet isn't always possible on site.	Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
c) Risk of contamination and transmission from other people.	PBA colleagues & business community, plus family & contacts.	When on work business, PBA colleagues are required to travel only in a PBA vehicle. There must be no use of public transport and no overnight stays.	Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
d) Risk of contamination and transmission from other people.	PBA colleagues & business community, plus family & contacts.	Upon noticing any person (whether on site or nearby) with either a persistent cough or appearing to have a high temperature, PBA colleagues must return to PBA vehicle and report to FinOps.	Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
e) Risk of contamination and transmission from other people.	PBA colleagues & business community, plus family & contacts.	All PBA colleagues are required to follow all prevailing Govt guidance, including maintaining a minimum distance of 2 metres from other people at all times.	Wherever possible conduct meetings remotely rather than in person. Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing

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f) Risk of contamination of PBA vehicle.	PBA colleagues & business community, plus family & contacts.	Unless approved by Operations Director (or nominated deputy), all operational vehicles must be used only for business and must be parked at PBA office every night.	Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
g) Risk of contamination and transmission from other people.	PBA colleagues & business community, plus family & contacts.	PBA colleagues are prohibited from shaking hands with anyone.	Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
h) Risk of contamination and transmission from other people.	PBA colleagues & business community, plus family & contacts.	PBA colleagues are prohibited from entering any enclosed space that is used by others unless unavoidable (e.g. toilet facilities) or has been pre-approved for work (e.g. bat inspection of a roof space).	Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
i) Risk of contamination and transmission from contaminated surfaces.	PBA colleagues & business community, plus family & contacts.	As far as possible, PBA colleagues are required to maintain the same high standards of hand hygiene as required within the office. Hand sanitiser is provided in all vehicles.	PBA colleagues must ensure that appropriate supplies are maintained within their allocated vehicle to ensure the required hand hygiene.	'PBA Bubble' colleagues.	Continuous	ongoing
j) Risk of contamination and transmission from contaminated surfaces.	PBA colleagues & business community, plus family & contacts.	Where concerns of PBA staff regarding Covid-19 are raised and cannot be immediately and satisfactorily mitigated, PBA staff are fully empowered to remove themselves from the area/site of risk, and must contact FinOps immediately.	Review and update ongoing Covid-19 Health Risk Assessment and Biosecurity Plan, to seek to minimise and where possible eliminate the need for previous actions.	'PBA Bubble' colleagues.	Continuous	ongoing
At all times...						
a) Risk of contamination and transmission from use of mobile phone.	PBA colleagues & business community, plus family & contacts	Maintain frequent hand washing and hand sanitising throughout the day. Never allow anyone else to use your mobile phone.	Introduce at least daily cleaning of mobile phones using alcohol wipes.	'PBA Bubble' colleagues.	Continuous	ongoing
b) Risk of transmission to other people.	PBA colleagues & business community, plus family & contacts	PBA colleagues are expected to fully comply with UK Government prevailing emergency measures.	Any alleged serious or persistent breach of the UK Govt's prevailing emergency measures may be regarded as gross misconduct, which following a fair procedure could result in summary dismissal.	All PBA colleagues. PBA FinOps.	Continuous	ongoing