

# 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: 04 January 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
<b>1. PBA Offices and Colleagues</b>						
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 only PBA employees working from New Croft, plus RC, EP & RA. Members of households are also included. Until further notice, no other persons are permitted entry without FinOps approval.	Rigorously maintain the integrity of the 'PBA Bubble'. Any addition must have self-isolated and/or 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 (or exceeding) current UK Govt guidelines.	Rigorously 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.	<b>Immediately</b> 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 possible symptoms within any PBA Bubble colleague or their household, all colleagues will go home immediately and remain at home until a negative test result has been reported.	In the event of a positive Covid-19 test result within the PBA Bubble or their household all PBA colleagues shall work from home until further notice.	'PBA Bubble' colleagues.	Continuous	ongoing

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
f) PBA colleague coming into close contact with an infected person at PBA offices.	PBA colleagues & business community, plus family & contacts.	Additional office accommodation has been fitted out, almost doubling available office space at New Croft. Workspaces rearranged to no more than two operational desks per office, positioned at least 3 metres apart.	Rigorously maintain social distancing between occupied desks within the offices. Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
g) PBA colleague coming into close contact with an infected person at PBA offices.	PBA colleagues & business community, plus family & contacts.	A Biosecurity Plan has been developed and implemented, including social distancing signage and markings around offices.	Keep the Biosecurity Plan under continuous review; all colleagues to be encouraged to make further suggestions at weekly full team meetings.	Operations Director (or nominated deputy).	Continuous	ongoing
h) 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.	Commence weekly inspections, with a particular focus on biosecurity in all shared areas. Results printed and posted at a prominent place at PBA Reception. 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
i) 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.	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
j) 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 (e.g. from Annex or vehicle); and also... (iii) 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

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
k) Risk of transmission amongst 'PBA Bubble' colleagues working from the offices.	PBA colleagues & business community, plus family & contacts.	Communal tea/coffee making has been suspended. No sharing of mugs or glasses. No food left out for sharing unless individually wrapped. Crockery and cutlery washed in hot water and detergent, then thoroughly dried and put away.	Mugs and glasses to be permanently marked with names for sole use. Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
l) 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. Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Daily	ongoing
m) Risk of contamination and transmission enabled by visitors.	PBA colleagues & business community, plus family & contacts.	Visitors are not permitted to enter PBA offices. Signs are posted on exterior doors.	Any meeting with visitors must be pre-arranged, must remain outside the office, maintaining at least 2m distance from each other. Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
n) Risk of contamination and transmission enabled by deliveries.	PBA colleagues & business community, plus family & contacts.	All deliveries are assumed to be potentially infected. Deliveries are required to be left in the allocated deliveries box outside office. Hard surfaces of all delivered items (incl. milk bottles, plastic packages etc.) 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
<b>2. PBA Vehicles &amp; Travel at Work</b>						
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) Risk of contamination and transmission enabled by PBA colleagues and others.	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)	Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing

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
		manages allocation of PBA vehicles applying best practical biosecurity option at all times.				
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 required to be deep cleaned every Friday.	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 during use of public conveniences while travelling at work.	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 wear face coverings, endeavour to maintain at least 2m distance from other people and use hand sanitiser after using public facilities.	Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing
g) Risk of contamination and transmission when purchasing supplies, food or drink while travelling at work.	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 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 after visiting a shop.	Report to FinOps any non-compliance with this mandatory requirement.	'PBA Bubble' colleagues.	Continuous	ongoing

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
<b>3. Work Away from the Office</b>						
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.	Only plan work away from the office where the risk of not being able to maintain 2m distance from other people on site is judged to be very low.	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.	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.	Ensure that supplies of face masks are maintained in all PBA vehicles, for use when personal face coverings are not available. 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.	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
e) 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
f) 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

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
g) 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
h) 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
i) 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
j) 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
k) 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
<b>4. At all Times</b>						
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. Mobile phones can represent a very significant risk of virus transmission.	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

**ANNEX 1 – ALERT LEVELS**

PBA ALERT LEVEL	BENCHMARK INDICATORS	ACTION
<p><b><u>Alert Level 1</u></b></p>	<p>Craven District at Covid-19 ALERT TIERS 1 &amp; 2.</p> <p>Cases reported in Craven District (7 days) steady/declining/below national average.</p> <p>Cases reported in 'Settle, Hellifield &amp; Horton' (7 days) steady/declining/below national average.</p> <p>No symptoms amongst PBA colleagues or their households.</p>	<p>Weekly review at Full Team Meeting.</p> <p>Office working dispersed – no more than two per office. When possible, p/t flexi-furlough will be employed to help further reduce social interactions at work.</p> <p>Any colleagues classed as 'Clinically Extremely Vulnerable' to minimise all social interactions at work. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a></p> <p>FinOps to determine any change in Alert Level.</p>
<p><b><u>Alert Level 2</u></b></p>	<p>Craven District at Covid-19 ALERT TIER 3</p> <p>Cases reported in Craven District (7 days) increased significantly.</p> <p>Cases reported in 'Settle, Hellifield &amp; Horton' (7 days) increased significantly.</p> <p>Incidence of suspected/confirmed Covid-19 amongst our current social or professional networks.</p>	<p>Immediate review of working arrangements and implementation of additional measures as required. Increased social distancing between operational teams.</p> <p>Any colleagues classed as 'Clinically Vulnerable' to minimise all social interactions at work. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a></p> <p>FinOps to determine any change in Alert Level.</p>
<p><b><u>Alert Level 3</u></b></p>	<p>Craven District at Covid-19 ALERT TIER 4 or above</p> <p>Cases reported in Craven District (7 days) significantly above national average and increasing.</p> <p>Cases reported in 'Settle, Hellifield &amp; Horton' (7 days) significantly above national average and increasing.</p>	<p>Immediate review of working arrangements and implementation of additional measures as required. Further increased distancing between operational teams.</p> <p>If cases locally increase sharply and/or any suspected case within the 'bubble', revert to Spring 2019 'lockdown' routine, with highest level of biosecurity and reduce to 2x staff per day scheduled to work from offices.</p> <p>FinOps to determine any change in Alert Level.</p>

## ANNEX 2 – COVID-19 INFECTION PROCEDURE

The key symptoms associated with COVID-19 vary from individual to individual, but may be summarised as follows:

- new, continuous dry cough;
- high temperature;
- loss of sense of smell;
- loss of sense of taste.

In the event that you or anyone in your household experience these symptoms in any combination you must immediately self-isolate and must not:

- go to work or public places;
- go on public transport or use taxis;
- go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home;
- have visitors in your home, including friends and family – except for people providing essential care;
- go out to exercise – exercise at home or in your garden, if you have one.

You should inform the Company via WhatsApp that you have COVID-19 symptoms and immediately book a test. Should the test prove negative then you may return to work on the day following receipt of that result.

If the test is positive then you must remain absent from work for 14 days. If you are well enough to work from home and there is suitable paid work for you to do, we will endeavour to keep you on full pay for two weeks. If you become too ill to work and/or there is no suitable work for you to do, then normal PBA sick leave rules will apply.

Throughout your period of self-isolation we shall maintain contact with you via MS Teams and WhatsApp to check on your wellbeing and endeavour to ensure that you are safe and have access to essentials such as food and medication.

If a positive test result is received by any PBA team member or member of their household then the entire team will commence working from home for five working days from the day the test result is received. If no team member develops COVID-19 symptoms then normal office working may resume on the sixth day, but everyone must remain vigilant and monitor their health closely.

If further team members develop symptoms during the pause then everyone will remain working from home for a period of 14 days or until no one else develops symptoms.

If you have symptoms of a cold or flu you should go home immediately until symptoms subside – this is to help maintain the visibility of potential Covid symptoms amongst others.