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# MANAGING CORONAVIRUS RISK

Minimum standards for suppliers

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**PURPOSE OF THIS DOCUMENT**

Every company will have a policy for managing the Covid risk within their business that will be specific to their geography, industry and employees. This document summarises the minimum standards for how suppliers will interact with the personnel of our clients to minimise the risk of spreading Coronavirus.

Whilst the risk of fatality or significant illness is low there is a very high likelihood of contracting the disease. It is imperative that safeguards are in place to minimise the risk of an outbreak within a workforce that could significantly impact on our client’s ability to deliver project work or function as a business. This of course equally applies to our suppliers.

**ASSESSING THE RISK**

Hazard / HazardRisk Description	Who Could Be Harmed	Risk Rating			Controls	Risk Rating			Additional Controls
		L	S	R		L	S	R	
Covid – 19 Preventing the spread of infection	<ul style="list-style-type: none"> <li>- Employees</li> <li>- Visitors</li> <li>- Contractors</li> <li>- Members of the public</li> </ul> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	4	3	12	<ul style="list-style-type: none"> <li>- All employees to wash hands, surfaces and, Common touch points, Tools etc.</li> <li>-Maintain 2m social distancing at the client site</li> <li>-Follow guidelines on face covering whilst on site</li> <li>- No sharing of pens, paper or electronic devices</li> <li>-Reduce aerosol transmission do not to raise voices to anyone</li> </ul>	1	4	4	-Remind Suppliers of Covid policy with every order placed

## RESPONSE TO THE RISK ON SITE

- If a driver or any other personnel engaged by RedKite Recycling on behalf of the client is ill or suspected of illness, they must follow government guidance to self-isolate and test. They must NOT attend the client's site
- Deliveries. Exchanges and Collections can largely be done independently of the customer. Contact should be minimised as much as possible and kept to at least 2m apart when necessary following government advice.
- Face masks should be worn at all times and hands should be washed or gloves disinfected before commencing on site work.
- Telephoning the site manager before arrival will avoid walking around the site looking for someone.
- On no account should pens, paper or electronic devices be shared. The driver can sign on behalf of the client with the name of the site representative.

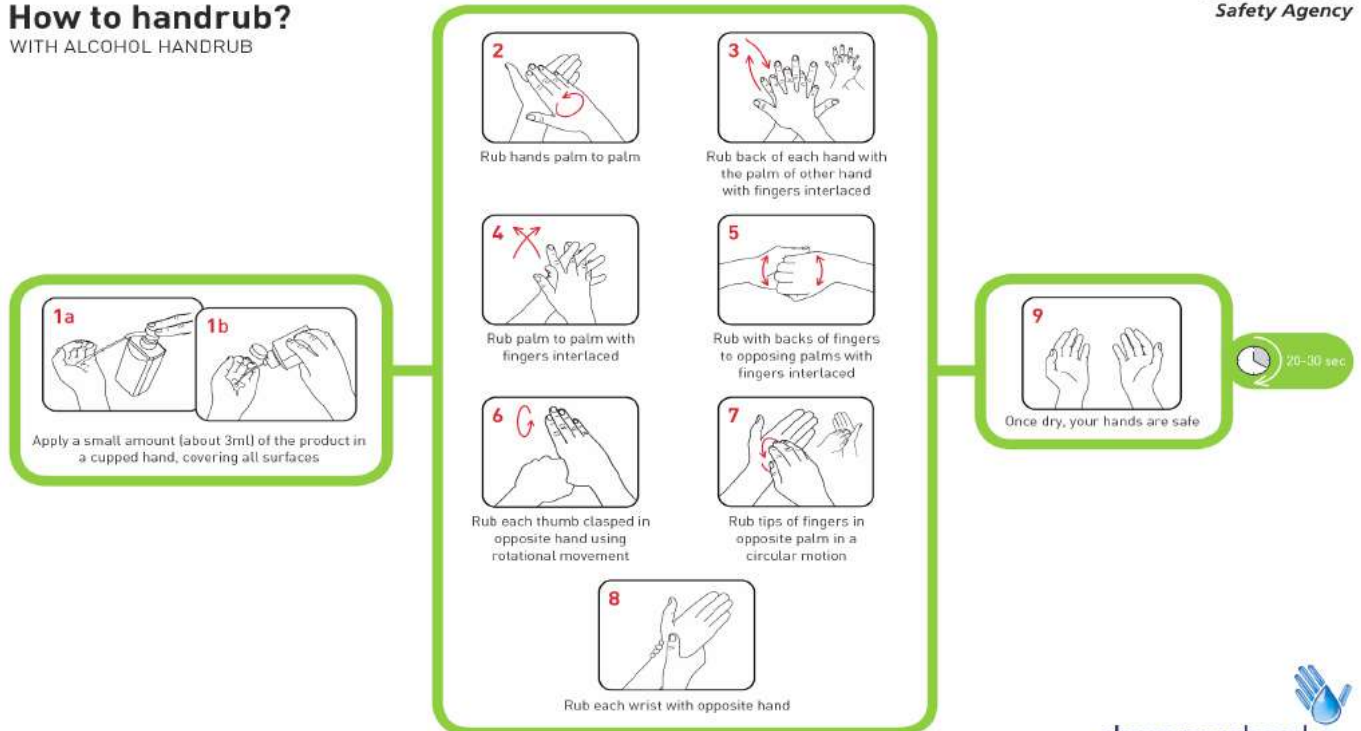
GOVERNMENT GUIDANCE ON IMPROVING HYGIENE

HAND CLEANING **TECHNIQUES**

**How to handrub?**

WITH ALCOHOL HANDRUB

**NHS**  
National Patient  
Safety Agency



[www.npsa.nhs.uk/cleanyourhands](http://www.npsa.nhs.uk/cleanyourhands)

Adapted from World Health Organization *Guidelines on Hand Hygiene in Health Care*

**cleanyourhands**<sup>®</sup>  
campaign

### Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin immediately and wash your hands afterwards
- ✓ avoid close contact with people who have symptoms of coronavirus
- ✓ only travel on public transport if you need to
- ✓ work from home, if you can
- ✓ avoid social activities, such as going to pubs, restaurants, theatres and cinemas
- ✓ avoid events with large groups of people
- ✓ use phone, [online services](#), or apps to contact your GP surgery or other NHS services

### Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ do not have visitors to your home, including friends and family