



BEAMA COVID-19 Return to Business Operations Guide May 2020 version 1

## Supplementary paper 2 – COVID Secure status and HSE Risk Assessment

These guidelines are based on industry Best Practice and current Government advice and if followed will help companies become COVID-Secure. This is a supplementary paper issued alongside the '[BEAMA guide on returning business operations to the new normal](#)'.

These are for information only and should be used as a guide for the development of Company specific advice. Each companies' operations are different, and although this set of guidelines is appropriate for all members, each company needs to reflect specific situations in their company guidance and rules.

The guidance here should be followed and integrated into a company policy for all operations in and around company premises.

1. A COVID Secure risk assessment must be carried out following the same processes and principles of any health & safety risk assessment.
2. It is a requirement to consult with employee/trade union health & safety representatives in the risk assessment process and advisable to get consensus on the risks, mitigations and resulting guidelines.
3. Where there is a dispute as to the validity of the risk assessment or the COVID Secure status of a workplace, it is advisable to involve the HSE at an early stage. They have often proved to be helpful mediators where there is a difference of views between the business and employee representatives.
4. It will be essential, as always with health & safety matters, to have full documentation of all steps taken and robust monitoring and enforcement of safety measures recommended by the risk assessment.
5. Any breach of COVID Secure procedures by employees, such as failure to follow mandatory social distancing guidelines, would potentially be a breach of the employment contract as with any other failure to follow company health & safety policy. This could then be pursued as a disciplinary matter, although clearly the severity and frequency of any such breach along with intent or lack of intent will be relevant considerations. However, any persistent failure by the business to monitor or enforce compliance with COVID Secure policies would be likely to be a breach by the employer and cause an increased risk to employees.
6. The full risk assessment process must involve employee representatives with the results shared with all affected employees. As the nature and demands of specific industry processes are not usually apparent to those not closely

involved, it is likely that reasonable mitigations of risk may not be immediately appreciated outside of the industry. This presents a challenge with Government expectations that COVID-19 risk assessments should be published on company websites for businesses with over 50 employees. Some work will be required to ensure that all necessary information is published that will be of use to wider stakeholders and the public, while more detail on specific operations will be shared within the business.

7. In the event of any outbreak of COVID-19 infections in your workplace, it may be necessary to make a RIDDOR report <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

Indications from HSE are that a RIDDOR report would be expected only where there is a clear and specific link between an infection and the workplace. In the case of a single infection a report would be expected only if it involved, for example, a healthcare professional working on a COVID-19 hospital ward. However other businesses will need to consider whether to make a report if there is a cluster of suspected infections, for example, a large number of employees working in proximity who report symptoms within a short space of time.



8. The risk assessment should consider other appropriate actions in the case of any outbreak of COVID-19, such as closure of affected sections of the workplace to allow for comprehensive disinfection and precautionary isolation and/or testing of employees in close contact with those who have displayed symptoms.

## About BEAMA

BEAMA is the UK trade association for manufacturers and providers of energy infrastructure technologies and systems. We represent more than 200 companies, from start-ups and SMEs to large multinationals. Our member's products ensure low carbon energy and environmental services are delivered safely, securely and efficiently to UK homes, businesses, transport and grid networks.

We support our members in ensuring that the UK has a strong electrotechnical industry that is recognised as an essential part of modern society and brings invaluable economic, social and environmental benefits.

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