

Subject of Assessment	Coronavirus (Covid-19)	RA No.	
Task/Activity	Managing the risk of Coronavirus (Covid-19) exposure whilst undertaking all work activities		
Assessor	Sarah Leach and David O’Neill	Location of Assessment	Head Office

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	<p>Covid-19 (Someone infected entering the workplace)</p>	<p>Employees (A visitor or employee enters the workplace and passes the virus onto employees)</p>	<ul style="list-style-type: none"> All employees have been briefed on being alert to the symptoms of Covid-19 and the importance of self-isolating. Best practice Hygiene requirements (handwashing etc.) are being enforced and will be included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. Hand washing posters have been placed in all toilets, kitchen and canteen areas. Until further notice, visitors are not permitted unless it is business critical and cannot be conducted remotely. Any visitors who do attend will have to sign themselves in to the visitor’s book using their own pen, if they do not have a pen on them, the person they are visiting will need to sign them in. The “signing in” pen has been removed. A no hand-shake policy has been implemented until further notice. As a business we have decided not to temperature test anyone arriving on site, as having a high temperature could be for a number of reasons, not specifically Covid-19, and would result in us having to medically suspend staff. w/c 8th June, each building will have a vinyl poster displayed at point of entry, highlighting the symptoms of Covid-19 and instructing not to enter the building if showing any symptoms. All employees to complete the “Coronavirus and Pandemic” e-learning module on Mentor Live. All employees have re-sat the Covid awareness training on the Mentor site 	M	M	M	Yes

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2	<p>Covid-19 (Someone becomes ill in the workplace)</p>	<p>Employees & Visitors (Contract Covid-19 in workplace)</p>	<ul style="list-style-type: none"> Government guidance is being followed. Any employee or visitor who begins to show symptoms whilst at work must alert a member of staff and exit the building immediately. They will be sent home and advised to follow NHS Guidance regarding Self-Isolating. All employees have been briefed on what to do if they become unwell whilst at work. If the person is a visitor, their organisation will be informed. In accordance with Government guidance, the workplace will be decontaminated if necessary. We are asking all office staff to conduct twice weekly Flow tests to monitor and control any potential risks 	M	M	M	Yes

<p>3</p>	<p>Covid-19 (Contaminated Workplace)</p>	<p>Employees & visitors (Contract Covid-19 in workplace)</p>	<ul style="list-style-type: none"> • Government guidance is being followed. • Social Distancing tape has been placed throughout. • Hand sanitisers have been placed throughout the workplace and immediately inside the doors which have keypad entry. w/c 8th June, each door which is keypad entry will have a vinyl poster displayed instructing to use hand sanitiser on entry. • Employees have been instructed to wash their hands frequently for at least 20 seconds duration. Hand washing posters have been placed in all toilets, kitchen and canteen areas. • Towels have been removed from all toilets and replaced with paper towel dispensers. • Tea towels have been removed from all kitchen and canteen areas and replaced with paper towel dispensers. • All crockery and kitchen utensils have been removed from the kitchen and canteen areas. Employees are to bring in their own crockery for their personal use and be responsible for. Single-use plastic teaspoons to be provided for making drinks. Disposable cups will be available for any visitors, although unless it is business critical, they are not permitted. • The onus has been put on employees to “clean as they use” for example: <ol style="list-style-type: none"> 1. All shared kitchen/canteen equipment (kettles, toasters, microwaves and fridges) must be cleaned by the employee after it has been used. This will be monitored daily; Office Manager to monitor the kitchen, Warehouse Manager/Warehouse Operations Manager to monitor the canteen and Goods-In Team Leader to monitor WH3 canteen area. Failure to comply will result in equipment being removed. Vinyl “Clean As You Use Equipment” stickers being displayed w/c 8th June to further prompt. 2. Desks – no employees “hot-desk”, each employee is assigned their “own” desk. Anti-bac wipes have been provided and employees are encouraged to clean their own 	<p>M</p>	<p>M</p>	<p>M</p>	<p>Yes</p>
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			<p>desk, keyboard, mouse, phone etc. Additional bins have been placed throughout the office for the disposal of wipes. "Clean Your Desk" posters being displayed on each bank of desks w/c 8th June to further prompt.</p> <ol style="list-style-type: none"> 3. Shared office equipment (photocopier, printers, franking machine etc) – Anti-bac wipes have been provided and employees encouraged to clean after they have used. Vinyl "Clean As You Use Equipment" stickers to be displayed w/c 8th June to further prompt. 4. Shared warehouse equipment (PPT's, Forklifts etc) - Anti-bac wipes have been provided and employees encouraged to clean after they have used. Vinyl "Clean As You Use Equipment" stickers to be displayed w/c 8th June to further prompt. 5. Meeting rooms – where employees are required to use a meeting room; anti-bac spray and paper towels have been provided and employees are encouraged to clean after they have finished using. Vinyl "Clean As You Use Room" stickers to be displayed w/c 8th June to further prompt. 6. Vans – each van has an "on-board" cleaning caddy (anti-bac wipes/spray) for end of shift cleaning. Cleaning lockers have been ordered for WH3 (due to arrive 4th June) where van cleaning equipment and supplies for replenishing the van caddies will be located. <ul style="list-style-type: none"> • Warehouse employees have all been given a key fob for the clocking in machine, so they no longer need to use their finger. • Tables in canteen and break-out areas have been spaced 2 meters apart, and chairs removed to discourage too many people sitting together. "X No of People to a Table" posters to be displayed w/c 8th June. Break times have been reviewed to ensure number of spaces to a table/room aligns with the number of people on break. 				
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			<ul style="list-style-type: none"> • Warehouse staff now enter/exit the building via the warehouse roller shutter door to reduce the number of people using the main entrance. Once all office staff have returned from furlough, start/finish times to be reviewed to ensure no congestion. We now have a pedestrian access for all drivers and WH employees to ensure controlled access • Clean Slate (external cleaners) - daily cleaning tasks have been reviewed and additional tasks added including sanitising of door handles, light switches, door release buttons, keypad entry and intercoms. W/C 1st June, weekly audit from the cleaner’s supervisor to ensure cleaning levels are to an acceptable standard. The windows are left open in the office areas and fans have been supplied to increase the air movement within the workplace. • Desk “cubicles” (screens) being installed w/c 8th June. We have reviewed the pods - the sides in most of them have been remove apart from face-to-face directions and for staff who requested for theirs to remain in place • Face masks provided for jobs which cannot be performed whilst maintaining 2-meter distance (container unloading team and home delivery team). “Teams” will also be the same employees (i.e. not mixed). • Employees encouraged to open windows to let the air circulate. • Employees encouraged to get fresh air on their breaks. • Employees encouraged to bring food with them to work so they do not need to go to the shop on break which exposes them to more people. 				

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4	<p>Covid-19 (proximity, workplace gatherings)</p>	<p>Employees & visitors (A person catches Covid-19 due to working closely with an infected person)</p>	<ul style="list-style-type: none"> Government guidance is being followed. Employees who can work from home are doing so. In most cases the staff are now back working from the office unless they are experiencing symptoms and they will be encouraged to take a PCR test and work from home until a negative test or isolation period is over. Social Distancing tape has been placed throughout. Temporary "Keep Your Distance" signs have been placed throughout; these are being replaced with permanent signs w/c 8th June. Face masks provided for jobs which cannot be performed whilst maintaining 2-meter distance (container unloading team and home delivery team). "Teams" will also be the same employees (i.e. not mixed). A temporary reduction in office staff numbers has meant that staff who are in are able to spread out and keep distance from each other, pending installation of desk "cubicles" (w/c 8th June). We have reviewed the pods - the sides in most of them have been remove apart from face-to-face directions and for staff who requested for theirs to remain in place Customer/Supplier meetings to be undertaken remotely by phone or video (Teams/Zoom etc) where possible. No handshake policy. No attendance at large meetings. "Maximum number of people" in a room/area signs being installed w/c 8th June. This is still being adhered to, even though restrictions have been lifted. 	M	M	M	Yes

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5	Covid-19 (Vulnerable employees)	Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc. (Contract Covid-19 in workplace)	<ul style="list-style-type: none"> Government guidance is being followed. Vulnerable employees who have received letters off the NHS advising they need to shield have been supported and furloughed. Vulnerable employees who have chosen to ignore NHS guidelines and continue to come to work at their own risk have the option of working in the two empty offices if they so wish. 	M	M	M	Yes
6	Covid-19 (Employees who have contracted Covid-19)	Employees, visitors, members of the Public, Family members (Contract Covid-19 in workplace)	<ul style="list-style-type: none"> If NHS 111/online or a GP determines an employee has contracted Covid-19 they will be treated as off sick as per the Company's normal sickness policy. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS Online Guidance. The workplace will be decontaminated in accordance with Government guidance. 	M	M	M	Yes
7	Covid-19 (Presenteeism. Symptomatic or exposed employees remaining in workplace.)	Employees, members of the Public, Family members (Employees who are symptomatic or have been in contact with someone with Covid-19 but continue to work despite being unwell)	<ul style="list-style-type: none"> Government guidance is being followed. Employees are advised to follow NHS Guidance online. Symptomatic employees will be instructed to go home. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS Guidance online. As a last resort, if we decide to suspend an employee this will be on full pay unless the employee's specific contract provides a right to suspend without full pay for this reason. Such as suspension will not be considered a medical suspension 	M	M	M	Yes

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8	Covid-19 (Self-Isolation and wellbeing)	Employees (Employees not aware of the need to or how self-isolate. Wellbeing/Loneliness issues from self-isolation)	<ul style="list-style-type: none"> NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (Stay at Home Advice). A homeworkers risk assessment – either general or specific depending on risk levels – will be completed. Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely. Managers & Colleagues are advised to keep in regular contact with home workers with regular individual/team phone calls or video calls (Teams). 	M	M	M	Yes
9	Covid-19 (Travelling abroad)	Employees & visitors (A person catches Covid-19 due to travelling abroad)	<ul style="list-style-type: none"> Government guidance to be followed. FCO provides Foreign Travel advice for travellers. CIPD provides advice for travellers returning to work from affected areas. We do not insist on employees travelling to work to an area with a higher risk of Covid-19. Employees are granted permission to cancel at short notice any pre-booked annual leave to an affected area i.e. no pressure to travel to affected destinations. 	M	M	M	Yes
10	Covid-19 (Information failure)	Employees & visitors (Escalation/de-escalation of Pandemic)	<ul style="list-style-type: none"> The company has a designated Covid-19 Appointed Person whose responsibilities include; <ul style="list-style-type: none"> - Signing up to relevant websites to receive timely updates. - Monitoring relevant websites and news outlets. 	M	M	M	Yes
Additional Site Specific Arrangements							

Hazard Ref	Additional control	Assigned to	Date Completed	L	S	RR

Risk Assessment References – Notes
GOV.UK website Mentor Live Covid-19 Hub

Date of Assessment	28/05/2020	Signature	<i>So leach</i>
Reviewed Date	At least weekly to ensure compliant with Covid-19 measures.	Reviewed By	<i>So leach</i> and <i>David O'Neill</i>