

**Risk Assessment Form**

|                                   |   |
|-----------------------------------|---|
| Risk assessment no.               | COVID-19  |
| Company name:                     | Pyramid International   |
| Company address:                  | Bruce Way, Whetstone, Leicestershire  |
| Task/equipment/ area:             | COVID-19 and employees working in the office, production and warehouse areas. |
| Assessment team names and titles: |   |
| Date of assessment:               |   |
| Assessment new or revised?        |   |
| Reviewed by inc. title:           |   |
| Review date:                      | 12 months from the date of the assessment, subject to change.                 |

| Severity rating matrix<br>Multiply the likelihood by the severity |            |             |            |             | Potential severity of harm |    |    |    |    |
|---|------------|-------------|------------|-------------|----------------------------|----|----|----|----|
| Trivial risk  | Minor risk | Medium risk | Major risk | Severe risk | 1                          | 2  | 3  | 4  | 5  |
| Likelihood of harm occurring                                      |            |             |            |             | 1                          | 2  | 3  | 4  | 5  |
|   |            |             |            |             | 2                          | 4  | 6  | 8  | 10 |
|   |            |             |            |             | 3                          | 6  | 9  | 12 | 15 |
|   |            |             |            |             | 4                          | 8  | 12 | 16 | 20 |
|   |            |             |            |             | 5                          | 10 | 15 | 20 | 25 |

| Hazards  | Who might be harmed and how?  | What measures are already in place?<br>Include planning, physical, inspection/maintenance, managerial/supervisory and training measures.   | Current level of risk<br>(likelihood x consequences) | What further action is required and by who and when?  | Residual level of risk<br>(likelihood x consequences) |
|--|---|--|--|---|---|
| COVID-19. Our employees exposed during travel to and from the place of work in vehicles. | COVID-19.<br>Either traveling on their own or sharing a vehicle.<br><br>Employees in direct contact with a person who they are traveling with in the same vehicle whilst they are infectious. | Getting to the place of work, employees will be asked not to share vehicles, one person per vehicle unless they are travelling with persons from their household.<br><br>However, if employees have personally arranged with colleagues to share a vehicle, for example to avoid using public transport, then the following measures are to be in place while they do so. It should be mentioned that employees sharing vehicles to get to work is outside of the company's legal control and employees engaging in this practice are doing so at their own risk.<br><br>Where employees have taken their own decision to share transport, then the following rules apply: | Major (3 x 5 = 15)                                   | The company will keep up to date with the fast-moving advice from HM Government and other sources and continue to regularly communicate with our employees on COVID-19 and the recommendations and the company's policy.<br><br>The Directors and company management will maintain consultation with our employees.<br><br>Employees are to follow the COVID-19 and personal hygiene training provided and these precautions. | Medium (2 x 5 = 10)                                   |

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|---------|---|--|--|--|---|
|         | <p>Touching objects or surfaces contaminated.</p> <p>Direct contact with persons unaware they are infected.</p> | <ul style="list-style-type: none"> <li>• Employees are to check with each other that they are well and are not ill at all, particularly COVID-19 symptoms. If they have symptoms, then they are not to attend work.</li> <li>• Journeys should be shared with the same individuals and with the minimum number of people at any one time.</li> <li>• Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of any transmission.</li> <li>• Wear RPE (FFP3) face masks. Do not remove until you are 2m apart again.</li> <li>• Sit as far apart as possible.</li> <li>• Avoid touching surfaces and their faces.</li> <li>• Avoid skin to skin contact.</li> <li>• Do not eat, drink or smoke (including vape) when travelling together.</li> <li>• Wash hands for 20 seconds using soap and water before entering and after getting out of the vehicle. Use hand sanitiser if soap and water are not available.</li> <li>• The vehicle is to be cleaned at the start and end of each day and for any journeys in between using gloves and standard cleaning products (e.g. disinfectant wipes), with particular emphasis on handles, switches, knobs, driving controls and other areas where passengers and driver may touch surfaces. Place the wipes either directly into a closed bin or in a designated waste bag for disposal into a closed bin as soon as is practical.</li> <li>• The employees should also disinfect their vehicle with antiseptic wipes regularly.</li> </ul> <p>The line manager is to be informed as to who is sharing a vehicle to site on a daily basis.</p> |  |  |   |

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|---|--|--|--|--|---|
|   |  | <p>All employees travelling in vehicles to the office are requested to follow these precautions:</p> <ul style="list-style-type: none"> <li>• Clean the inside of your vehicle at the start and end of every day with disinfectant wipes.</li> <li>• Clean any items to be removed from the vehicle and taken into your workplace or home with disinfectant wipes including tools and equipment. Be sure to follow the manufacturer’s guidance for electronic equipment.</li> <li>• Clean the outside of the vehicle at the start and end of each day. Clean all handles and doors especially in those areas likely to be touched. Also, pay close attention to the outside of fuel flap and filler and door handles where hand contact may have occurred.</li> <li>• Clean any areas likely to be touched by the driver. These should include the steering wheel, gear selector, handbrake, ventilation controls, radio/infotainment, seat controls, seat belts, grab handles and mirror adjusters.</li> <li>• Keep cleaning products in the vehicle.</li> <li>• Ensure you remove any rubbish from the vehicle that could be harbouring the virus.</li> </ul> <p>Double bag all waste and store for 72 hours in a secure area before disposing of as normal rubbish.</p> |  |  |   |
| <p>COVID-19. Our employees exposed during travel to and from site using public transport.</p> | <p>COVID-19.<br/>Employees in direct contact with a person whilst they are infectious.<br/><br/>Touching objects or surfaces contaminated.</p> | <p>The office is accessible via public transport, but we will ask employees to avoid using public transport where they can by using their own vehicles.<br/><br/>Employees without a vehicle are requested to use alternatives to public transport (walking, cycling) or if a person in your household can drop you off.<br/><br/>Employees will inform their Line Manager if using public transport on a daily basis.</p>   | <p>Major (3 x 5 = 15)</p>                            | <p>The company will keep up to date with the fast-moving advice from HM Government and other sources and continue to regularly communicate with our employees on COVID-19 and the recommendations and the company’s policy.<br/><br/>The Directors and company management will maintain consultation with our employees.<br/><br/>Employees are to follow the COVID-19 and personal hygiene training provided and these precautions.</p> | <p>Medium (2 x 5 = 10)</p>                            |

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|--|--|---|--|---|---|
|  | Direct contact with persons unaware they are infected.   | <p>Where employees are using public transport, they will be advised to do the following:</p> <ul style="list-style-type: none"> <li>Keep 2 meters away from each other where possible and avoid traveling together. Sit apart if possible. Avoid moving around if you can.</li> <li>Change outer layer of clothes before and after being on public transport i.e. so that you have a dedicated set of clothes for travelling.</li> <li>Regularly use alcohol-based hand rub &amp; try not to touch your face if using public transport. Also avoid touching surfaces where you can. Gloves may help to avoid contaminating your hands but then don't touch your face with your gloves as you can then become contaminated this way instead.</li> <li>Employees are to follow social distancing rules and keep 2 metres apart from others including at ticket barriers and when waiting for the vehicle (bus, train).</li> <li>Regularly clean any items you use when travelling such as keys, mobile devices, travel cards but obviously avoid damaging them.</li> <li>Pay using a contact less payment.</li> <li>Wear a face mask or face covering. There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not yet developed symptoms. This is most relevant for short periods indoors in crowded areas.</li> </ul> <p>Staff should read guidance on using public transport from the HM Government advice.</p> |  |   |   |
| COVID-19. Our employees exposed from others and the office when working in the office. | Our employees exposed to the COVID-19 virus through working at the office, infection from fellow staff and vice versa. Touching contaminated | <p>Employees are only to attend work at the office during the COVID-19 pandemic if the work cannot be completed from home. Use of Microsoft Teams, Goggle Hangouts, Skype Meetings or Zoom are quite good for this along with email and phone calls.</p> <p>As per the HM Government guide only persons whose role is critical for the business and operational continuity, safe facility management,</p>   | Major (3 x 5 = 15)                                   | <p>The company's Directors and senior management will liaise regularly with employees on the measures and keep up to date on new guidance as it becomes available.</p> <p>Directors and senior management will ensure the rules are enforced but given the situation we are expecting employees to comply with the precautions.</p> | Medium (2 x 5 = 10)                                   |

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|---------|---|--|--|---|---|
|         | <p>surfaces including sharing of pens, papers, workstations. Contact with contaminated materials and surfaces.</p> <p>Infections can travel quickly in offices.</p> <p>Fire risk from hand sanitiser.</p> <p>Risk to first aiders.</p> <p>Symptoms include a fever, cough, shortness of breath, breathing difficulties, Muscle Pain and Tiredness. In most cases the person will recover after a few days. In some people the effect can be much worse, and it has led to deaths in people with underlying health conditions.</p> | <p>regulatory requirement or similar and cannot undertake this work from home can work in the office.</p> <p>Where staff do need to work in the office, we will implement the following.</p> <ul style="list-style-type: none"> <li>Keep the number of people at the office to a minimum, with people who can work from home at home.</li> <li>Employees arriving at work will be asked to wash their hands on entering the building. This will either by a pop-up hand washing station or hand sanitisers. We will also ask staff to use hand sanitiser each time they enter our office areas off the building's common areas. Hand sanitisers will be in place around the building. Staff will be reminded not to smoke or vape until their hands are dry after applying hand sanitiser due to the fire risk.</li> <li>Employees must maintain a 2m distance from colleagues at all times. Staff will be encouraged to avoid speaking face to face and use a phone, verbal, video call or email.</li> <li>Where it is not possible to move workstations further apart, we will either arrange staff to work side to side, avoiding being face to face. Departmental Managers should consider this in their staff planning to ensure safe distancing is maintained.</li> <li>Where possible workstations will not be shared but dedicated to an individual staff member.</li> <li>Where 'hot desking' cannot be avoided for example a particular staff member having to work in the office for a particular reason the workstation will be cleaned down before and after use and the workstation limited to as small a number of people as possible.</li> <li>Staff will be asked to keep movement around the building to a minimum e.g. access/egress, using the welfare facilities. Communication with others should be via other means e.g. telephone, email, video call.</li> </ul> |  | <p>The company will put up reminder posters and provide staff with leaflets on COVID-19.</p> <p>Staff will be provided with training on hand washing and reminders on personal hygiene via electronic means.</p> <p>The company will ensure that hand sanitiser, soap and moisturiser is available along with tissues, closed bins and a cleaning regime.</p> |   |

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|---------|------------------------------|---|--|--|---|
|         |                              | <ul style="list-style-type: none"> <li>We will remind staff on a daily basis only to come to work if they are well and no one in their household is self-isolating. We will ask all staff to complete a daily self-declaration form.</li> <li>We will encourage staff to regularly wash or sanitise their hands (20 seconds every time), at least once per hour.</li> <li>No sharing of pens, phones, stationary or desktop equipment or other tools unless they are thoroughly cleaned with disinfectant wipes before and afterwards.</li> <li>No shaking hands, fist bumping, high fives or similar contact with others. Do remember to be kind and friendly during this difficult time and try to remember to smile and use social distance friendly movements such as nodding.</li> <li>We will put in a cleaning regime and ensure common contact surfaces such as the door handles, hand rails, toilet door handles, flush handle, taps and outlets, kettle handles, and fridge door handles, are cleaned once a day. Employees are responsible for cleaning their own work areas and any other communal areas that they use, utilising the cleaning materials provided. This should be done prior and after use and employees should not be reliant upon the fact that an employee may have done this for them. Ensure all food and drink rubbish is placed into a closed waste bin. Employees are encouraged to take responsibility for personal hygiene and safety in all areas of the building and all employees will be expected to take part in this.</li> <li>Staff are only to print what is needed and minimise contact with the printers and photocopiers. The touch pad will be lightly wiped between uses.</li> </ul> |  |  |   |

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|---------|------------------------------|--|--|--|---|
|         |                              | <ul style="list-style-type: none"> <li>Staff can wear PPE and RPE if they wish. Staff need to be aware that the virus can enter the system via glove to face contact as much as skin to face contact. Cloth, homemade, face masks may help to reduce the risk from people who may be infectious but do not show any symptoms (asymptomatic) from spreading the virus from droplets they breath out but are unlikely to protect a person from breathing in any infectious droplets. In fact, they may lead to a false sense of security leading to less hand washing and application of the above precautions.</li> </ul> <p>Staff will be encouraged to ensure that they follow good personal hygiene practices and ensure they wash their hands regularly and avoid touching their face unless their hands are clean. Also, how to socially cough or sneeze. We will put up reminder posters in the office.</p> <p>Operatives have been provided with training on how to maintain good personal hygiene including hand washing as well as information on COVID-19. Signs will be on display in the toilet and kitchen areas showing good hand washing techniques. Posters will also be on display around the office reminding people of good personal hygiene measures.</p> <p>If a staff member develops a high temperature or a persistent cough while at work, they are to:</p> <ul style="list-style-type: none"> <li>Ensure their manager or supervisor is informed using a mobile phone or at least more than 2m away.</li> <li>Return home immediately, avoiding public transport.</li> <li>Avoid touching anything.</li> <li>Cough or sneeze into a tissue and put it in a closed bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>If possible, wear a FFP3 mask to help protect others.</li> </ul> <p>This person must then follow the self-isolation rules along with the person/s they live with. See HM Government guidance.</p> |  |  |   |

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|--|--|--|--|---|---|
| <p>COVID-19. Our employees exposed when working in the production and warehouse areas.</p> | <p>Our employees exposed to the COVID-19 virus through working in the production &amp; warehouse, infection from fellow staff and vice versa.<br/>Touching contaminated surfaces including sharing of pens, papers, hand tools, machines, power tools, materials, paints and containers. Contact with contaminated materials and surfaces.<br/>Infections can travel quickly in offices.<br/>Fire risk from hand sanitiser.<br/>Risk to first aiders.<br/>Symptoms include a fever, cough, shortness of breath, breathing difficulties, Muscle Pain and Tiredness.<br/>In most cases the person will recover</p> | <p>Employees are only to attend work at the office during the COVID-19 pandemic if the work cannot be completed from home. Employees who work in the production and warehouse areas are likely to be unable to complete their work safely at home and will not have access to the hand, power tools, machines or materials necessary to undertake the work and so will have to be at work. As we manufacture our own products their role is critical for the business and for operational integrity.</p> <p>To keep production/warehouse operatives safe and make our premises COVID-19 secure we will implement the following.</p> <ul style="list-style-type: none"> <li>Keep the number of people in these areas to a minimum, looking at workloads. This will be reviewed weekly and may be even daily by our Warehouse &amp; Production Managers with the Operations Manager working with the Sales/Contract team.</li> <li>We will stagger break times to avoid congestion in communal areas.</li> <li>Management will also coordinate with other departments on how we can avoid congregation of people outside the building and on corridors and staircases for start and finish times as well as the provision of parking (particularly with public transport being avoided). We will be expecting that 2m markers will be placed on the pavement on the footpath outside (away from vehicle movement areas) to allow staff to safely queue while waiting to enter the building and similarly on exit from the building e.g. along the corridor and staircases. We may be able to use alternative entrance points such as fire escape doors during busier start and finish times.</li> <li>Employees arriving at work will be asked to wash their hands on entering the building. This will either be a pop-up hand washing station or hand sanitisers. We will also ask staff to use hand sanitiser each time they enter our office areas of the building's common areas. Hand sanitisers will be in place around the building. Staff will be reminded not to smoke or vape until their hands are dry after applying hand sanitiser due to the fire risk.</li> </ul> | <p>Major (3 x 5 = 15)</p>                            | <p>The company's Directors and senior management will liaise regularly with employees on the measures and keep up to date on new guidance as it becomes available.</p> <p>Directors and senior management will ensure the rules are enforced but given the situation we are expecting employees to comply with the precautions.</p> <p>The company will put up reminder posters and provide staff with leaflets on COVID-19.</p> <p>Staff will be provided with training on hand washing and reminders on personal hygiene via electronic means.</p> <p>The company will ensure that hand sanitiser, soap and moisturiser is available along with tissues, closed bins and a cleaning regime.</p> | <p>Medium (2 x 5 = 10)</p>                            |

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|---------|---|--|--|--|---|
|         | <p>after a few days. In some people the effect can be much worse, and it has led to deaths in people with underlying health conditions.</p> | <ul style="list-style-type: none"> <li>We have reviewed each work area/bench to ensure a 2m working distance is maintained including wherever possible staff moving past to get to other locations. We will do the same for machine work areas. Where necessary we will ensure some benches are not in use.</li> <li>Where a 2m distance cannot be maintained, we will arrange staff to work side to side, avoiding face to face.</li> <li>Staff will be asked to keep movement around the premises to a minimum e.g. access/egress, using the welfare facilities, fetching materials and using machines.</li> <li>For more enclosed areas, we will mark out passing points.</li> <li>We will remind staff on a daily basis only to come to work if they are well and no one in their household is self-isolating. We will ask all staff to complete a daily self-declaration form.</li> <li>We will encourage staff to regularly wash or sanitise their hands (20 seconds every time). Hand sanitiser will be kept away from hot works areas however and staff reminded that it is flammable and to allow their hands to dry before undertaking hot works if they use sanitiser instead of hand washing.</li> <li>No sharing of hand tools, power tools or containers unless they are thoroughly cleaned with disinfectant wipes before and afterwards.</li> <li>Machinery will have contact surfaces and controls cleaned down before each use and afterwards. Non-flammable disinfectant wipes will be kept at machines.</li> <li>We will put in signs and clear areas to act as passing points in the warehouse and make sure people can see ahead so 2m distance can be maintained.</li> <li>Lockers and workers personal item storage areas will be cleaned before use by the user and then after use with disinfectant wipes or similar.</li> </ul> |  |  |   |

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|---------|------------------------------|---|--|--|---|
|         |                              | <ul style="list-style-type: none"> <li>No shaking hands, fist bumping, high fives or similar contact with others. Do remember to be kind and friendly during this difficult time and try to remember to smile and use social distance friendly movements such as nodding.</li> <li>We will put in a cleaning regime and ensure common contact surfaces such as the door handles, hand rails, toilet door handles, flush handle, taps and outlets, kettle handles, and fridge door handles, are cleaned once a day. Employees are responsible for cleaning their own work areas and any other communal areas that they use, utilising the cleaning materials provided. This should be done prior and after use and employees should not be reliant upon the fact that an employee may have done this for them. Ensure all food and drink rubbish is placed into a closed waste bin. Employees are encouraged to take responsibility for personal hygiene and safety in all areas of the building and all employees will be expected to take part in this.</li> <li>We will maintain good fresh air ventilation in the work areas. Wall mounted AC systems for individual rooms can be kept on but AC fan coil or cassette unit systems will be turned off unless they are supplied with fresh air rather than recirculated air from the room.</li> <li>Extract ventilation systems will be kept on encouraging dilution of the air in the office.</li> </ul> <p>Staff can wear PPE and RPE if they wish. Staff need to be aware that the virus can enter the system via glove to face contact as much as skin to face contact. Cloth, homemade face masks may help to reduce the risk from people who may be infectious but do not show any symptoms (asymptomatic) from spreading the virus from droplets they breath out but are unlikely to protect a person from breathing in any infectious droplets. In fact, they may lead to a false sense of security leading to less hand washing and application of the above precautions. RPE/PPE should be worn as per the usual safety precautions for the safe use of the item or completion of the task.</p> <p>Staff will be encouraged to ensure that they follow good personal hygiene practices and ensure they wash their hands regularly and avoid touching their face unless their hands are clean. Also, how to socially</p> |  |  |   |

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|--|--|--|--|---|---|
|  |  | <p>cough or sneeze. We will put up reminder posters throughout the building.</p> <p>Operatives have been provided with training on how to maintain good personal hygiene including hand washing as well as information on COVID-19. Signs will be on display in the toilet and kitchen areas showing good hand washing techniques. Posters will also be on display around the building reminding people of good personal hygiene measures.</p>   |  |   |   |
| COVID-19 Meetings                        | Employees involved in meetings with colleagues, visitors, contractors. | <p>Face to face meetings will be avoided by using video conference calls e.g. Microsoft Teams, Zoom etc.</p> <p>If face to face meetings must take place, then social distancing must be observed throughout the meeting and only those that are absolutely needed will be present. If social distancing cannot be observed, then a specific risk assessment will be needed to determine why the meeting must go ahead face to face.</p> <p>Visitors to site must be restricted to only those that are absolutely essential and must be clearly justified prior to the visit. Directors must grant approval for all visitors to site.</p> <p>Good ventilation will be in place with fresh air to help dilute any droplets in the room. If practical hold the meeting outside but avoid vehicles.</p> <p>Tables and chairs will be cleaned with disinfectant wipes before and after use and wipes placed in a closed lid bin with a foot pedal.</p> <p>Use floor/desk markings where possible to maintain social distancing.</p> <p>Pens, papers etc. will not be shared.</p> <p>Staff can wear face masks if they wish.</p> <p>These precautions will be posted on meeting room doors.</p> | Major (3 x 5 = 15)                                   | <p>The company's Directors and senior management will liaise regularly with employees on the measures and keep up to date on new guidance as it becomes available.</p> <p>Directors and senior management will ensure the rules are enforced but given the situation we are expecting employees to comply with the precautions.</p> | Medium (2 x 5 = 10)                                   |
| COVID-19 Communal Areas and Break times. | COVID-19 Operatives. Contact   | Due to the small kitchen/rest area available, access will be staggered with allocated times per person so that social distancing can be maintained.  | Major (3 x 5 = 15)                                   | The company will keep up to date with the fast-moving advice from HM Government and continue to regularly communicate with our  | Medium (2 x 5 = 10)                                   |

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| Hazards | Who might be harmed and how?  | What measures are already in place?<br>Include planning, physical, inspection/maintenance, managerial/supervisory and training measures.  | Current level of risk<br>(likelihood x consequences) | What further action is required and by who and when?   | Residual level of risk<br>(likelihood x consequences) |
|---------|---|---|--|--|---|
|         | <p>with contaminated surfaces.</p> <p>Contaminated food items.</p> <p>Flammable alcohol-based hand sanitiser, fire.</p> <p>Congregating during smoking.</p> | <p>Staff will also be encouraged to eat at their desks or in their vehicles as an alternative but not to congregate and ensure any surfaces are cleaned first as well as following personal hygiene rules by washing their hands before eating, drinking, and smoking/vaping.</p> <p>Toilets will be stocked with hand soap. Where possible hand towels will be used, and closed lid bins regularly emptied.</p> <p>A manager will be allocated to be responsible for completing the daily check at the start of the day check that the stock is kept up and to ensure that items are not going missing.</p> <p>A Manager will be responsible for keeping some hand soap and hand sanitiser in case there is a shortage in the facilities. Staff will be encouraged to report any missing items to this manager.</p> <p>Unless specifically designated due to sufficient space, toilets are not to be used by more than one person at any time. To avoid toilets being used by more than one person at a time a sign or cone will be placed in front of the entry door prior to use by the user to indicate it is in use to others. Once finished the sign/cone can be moved to the side to indicate it is free. Those waiting to use the facilities must keep 2m back from each other.</p> <p>When being used the employee will ensure that the lid on the toilet seat is closed before flushing the toilet. This is because plumes of infectious droplets can be generated on flushing a toilet.</p> <p>If using hand sanitiser staff will be advised to let their hands dry and the vapours disperse, after using alcohol hand rub, which will minimise any fire risk, if smoking or vaping.</p> <p>Staff will remember to maintain social distancing (2m rule).</p> <p>Staff are to take their own drinking containers and any cutlery etc. as they need. They are also encouraged to bring their own food. Any items brought in must be put away in your sealed bag after use. No sharing of drinks containers, bottles or cutlery. No sharing of foods such as crisps, biscuits, cakes, sweets, mints or similar.</p> |  | <p>employees on COVID-19 and the recommendations and the company's policy.</p> <p>Operatives are to follow the COVID-19 and personal hygiene training provided and these precautions.</p> <p>Reminder tool box talks will be provided by management.</p> |   |

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|-------------------------------|--|--|--|---|---|
|                               |  | <p>Do not make drinks or food for others. This includes bringing in homemade cakes or similar for others.</p> <p>Before using a table or chair in any communal area, staff will be asked to ensure they clean it down with disinfectant before and after use. Staff will be asked to ensure they wash their hands before eating, drinking or smoking/vaping (no smoking/vaping on site). If using a microwave or kettle then clean down the surfaces before handling with a disinfectant wipe, the boiling of the water is likely to kill the virus if inside the kettle.</p> <p>Place all rubbish in a closed lid bin straight away as you should do anyway.</p> <p>The WCs and rest areas are to be fully cleaned once a day and handles, taps etc. are all disinfected by the allocated person. All staff should wipe down the communal areas before and after use.</p>   |  |   |   |
| COVID-19. Vulnerable persons. | Employees who are clinically vulnerable or extremely vulnerable. | <p>Persons who are extremely vulnerable to COVID-19 must not attend the office they are to follow the information on shielding and protecting extremely vulnerable people. If a person is in one of the groups, then they are to inform the Directors. They can still work from home if this is practical for their role.</p> <p>Persons who are at increased risk of severe illness from COVID-19 are also not to attend the office but work from home. If a person is at increased risk, then they are to inform the Directors. They can still work from home if this is practical for their role.</p> <p>Persons who live with an extremely vulnerable or at increased risk person MUST follow the social distancing rules at all times and cannot be involved in any work that involves close proximity with others (i.e. where social distancing is not possible). If they can work from home then they are to but, if they must come to the office to do their work then they MUST maintain the social distancing rules.</p> | Major (3 x 5 = 15)                                   | <p>The company will keep up to date with the fast-moving advice from HM Government and continue to regularly communicate with our employees on COVID-19 and the recommendations and the company's policy.</p> <p>Employees are to follow these precautions.</p> <p>Directors and senior management to ensure precautions are in place and followed.</p> | Medium (2 x 5 = 10)                                   |

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| Hazards   | Who might be harmed and how?   | What measures are already in place?<br>Include planning, physical, inspection/maintenance, managerial/supervisory and training measures.  | Current level of risk<br>(likelihood x consequences) | What further action is required and by who and when?  | Residual level of risk<br>(likelihood x consequences) |
|---|--|---|--|---|---|
| COVID-19.<br>Employee has symptoms.                     | Employee arrives to work at the office with COVID-19 symptoms. Infects others at the office.               | <p>Staff are expected to follow HMG self-isolation rules. According to the NHS website, you'll need to stay at home if you have symptoms of coronavirus (COVID-19) or live with someone who does.</p> <p>Operatives attending site will declare that they are well and fit to work on a daily basis, this will be recorded on the self-declaration form.</p> <p>The Coronavirus symptoms are:</p> <ul style="list-style-type: none"> <li>• A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).</li> <li>• A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).</li> <li>• Loss of taste or smell.</li> </ul> <p>Staff will be provided with information on COVID-19 so that they are aware of the symptoms and self-isolation rules. Posters stating the symptoms will also be put up in the office.</p> | Major (3 x 5 = 15)                                   | <p>The company will keep up to date with the fast-moving advice from HM Government and continue to regularly communicate with our employees on COVID-19 and the recommendations and the company's policy.</p> <p>Employees are to follow the COVID-19 and personal hygiene training provided and these precautions.</p> <p>Directors and senior management to ensure precautions are in place and followed.</p> | Medium (2 x 5 = 10)                                   |
| COVID-19.<br>Employee develops symptoms whilst at work. | Employee becomes ill with COVID-19 symptoms whilst at work in the office. Risk person could infect others. | <p>If a staff member develops a high temperature or a persistent cough while at work, they are to:</p> <ul style="list-style-type: none"> <li>• Ensure their manager or supervisor is informed using a mobile phone or at least more than 2m away.</li> <li>• Return home immediately, avoiding public transport.</li> <li>• Avoid touching anything.</li> <li>• Cough or sneeze into a tissue and put it in a closed bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• If possible, wear a FFP3 mask to help protect others or if not available a face covering.</li> <li>• Avoid speaking to anyone.</li> </ul>   | Major (3 x 5 = 15)                                   | <p>The company will keep up to date with the fast-moving advice from HM Government and continue to regularly communicate with our employees on COVID-19 and the recommendations and the company's policy.</p> <p>Employees are to follow the COVID-19 and personal hygiene training provided and these precautions.</p> <p>Directors and senior management to ensure precautions are in place and followed.</p> | Medium (2 x 5 = 10)                                   |

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| Hazards      | Who might be harmed and how?   | What measures are already in place?<br>Include planning, physical, inspection/maintenance, managerial/supervisory and training measures.   | Current level of risk<br>(likelihood x consequences) | What further action is required and by who and when?   | Residual level of risk<br>(likelihood x consequences) |
|--------------|--|--|--|--|---|
|              |  | <p>This person must then follow the self-isolation rules along with the person/s they live with. See HM Government guidance.</p> <p>The company will then isolate the work area where the person works and arrange for a deep clean to be completed.</p>   |  |  |   |
| Emergencies. | <p>First aid.<br/>Evacuation.</p> <p>Congregation at an assembly point.<br/>Transmission of infection when evacuating the building or when in the assembly area.</p> <p>Persons assisting others during emergencies e.g. as part of PEEPs. The person being assisted.</p> <p>First aiders treating injured or ill persons, skin to skin, face to face contact.</p> | <p>First Aiders will be asked to treat patients whilst maintaining social distancing if they can, this may be through guiding a person to be able to help themselves e.g. putting on a plaster.</p> <p>For closer contact, First Aiders will be provided with disposable gloves, goggles/face shields and disposable gowns to protect themselves from operatives that they are treating.</p> <p>Persons they are treating will also wear respiratory protection where this is practical and can still be treated.</p> <p>We understand that St Johns Ambulance have advised that the rescue breaths as part of the current CPR procedure are not undertaken at this time and we will advise our first aiders to follow this rule. Our First Aiders will also take to work a change of clothes in case they have to change after treating a person however, the gown should help protect them.</p> <p>In the case of emergencies such as evacuation in the event of a fire and there is a risk that a lot of people will be using the same routes for example if one of the routes is blocked because of the emergency. Where practical the staff evacuating will maintain social distancing but in the event or an emergency with a potential for loss of life, evacuation from the building will take precedence and any exposure is for a short period of time (evacuation is to take less than 3 minutes to be effective).</p> <p>Once at the assembly point, we expect the location to be large enough to maintain social distancing. The assembly point is also external which will help to reduce the risk. To complete a check of the names of those present 2-3 persons will go down the line of people checking who is present and who is not.</p> <p>Staff who assist others to evacuate a building as part of a Personal Emergency Evacuation Plan (PEEP) will wash their hands immediately afterwards and will be provided with respiratory protection mask. The</p> | Severe (4 x 5 = 20)                                  | <p>First Aiders to follow the guidance provided by the employer.</p> <p>Designated persons for fire assembly point to be aware of the new procedure and follow this.</p> <p>Employer to ensure equipment is available for the first aiders and put in place notices.</p> <p>Employees to follow the precautions.</p> | Medium (2 x 5 = 10)                                   |

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|-----------------------------|--|---|--|---|---|
|                             |  | <p>person being evacuated will also be provided with respiratory protection and should also wash their hands after evacuation where necessary.</p> <p>Staff will be advised of the new procedure for the assembly point and first aiders via a memo and notice next to fire and first aid action notices.</p>   |  |   |   |
| <p>COVID-19. Non-staff.</p> | <p>Visitors, contractors, clients, suppliers (not delivery).</p> <p>A person coming to the office who may be unknowingly infectious.</p> | <p>Visitors to site must be restricted to only those that are absolutely essential and must be clearly justified prior to the visit, this includes clients, customers, suppliers, and contractors. Senior Management must grant approval for all visitors to site.</p> <p>See meetings section of this risk assessment.</p> <p>Contractors will be treated the same as visitors. Statutory maintenance must still be completed during this time. The manager responsible for the works will consult with the contractor and identify the best time and dates for the work to be completed and ensure COVID-19 secure measures are in place for the work. This may need to include out of hours working, specific cleaning regimes before and after working, segregation barriers, notification to staff etc. depending on the work being completed.</p> <p>The Manager responsible for the contractor will check that the contractor has their own risk assessment in place for COVID-19 as part of the RAMS for their works.</p> <p>Where other people are coming to the office then they are to be advised on the site rules and requirements by the person inviting them..</p> <p>Furniture in the reception area will be reviewed and do not use tape spread over chairs that are not to be used to maintain social distancing and prevent people sitting next to each other.</p> <p>Hosts of the visitor will follow social distancing rules and rules will be issued to staff on visitors. Notices will be put in place in the reception areas.</p> | <p>Major (3 x 5 = 15)</p>                            | <p>The company will keep up to date with the fast-moving advice from HM Government and continue to regularly communicate with our employees on COVID-19 and the recommendations and the company's policy.</p> <p>Employees are to follow the COVID-19 and personal hygiene training provided and these precautions.</p> <p>Directors and senior management to ensure precautions are in place and followed.</p> | <p>Medium (2 x 5 = 10)</p>                            |

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|---|--|--|--|--|---|
| Hazards from re-activating the building.<br>Legionella bacteria, fire safety systems. | Office has been partially closed during the lockdown. Surfaces not been cleaned. Hot/cold water outlets not being flushed and legionella risk.<br><br>Lack of fresh air to dilute any air in the office space, during use as well as reactivating. |  | Major (3 x 5 = 15)                                   | The company will keep up to date with the fast-moving advice from HM Government and continue to regularly communicate with our employees on COVID-19 and the recommendations and the company's policy.<br><br>Directors and senior management to ensure the precautions are in place and followed. | Medium (2 x 5 = 10)                                   |
| COVID-19.<br>Deliveries.<br>Handling materials on site.<br>Loading vehicles.          | Delivery drivers exposed to staff who unknowingly are infected with the virus. Delivery driver's exposure staff to the virus as they are unknowingly infected.<br>Staff handling materials and items.<br>Harm as per above.                        | Any deliveries will also require social distancing. Where suppliers are delivering and/or collecting they must also follow the social distancing 2m rules. For main deliveries i.e. more than 2 items the driver will be asked to stay in the cab until the delivery has been offloaded.<br><br>Before unloading and after unloading the driver can be met but must be kept at least the 2m distance and shaking hands is prohibited, use temporary barriers to mark out the 2m distance, provided these will not create their own hazard.<br><br>Small deliveries of e.g. a few small items, can be offloaded by the driver but the staff member must then keep their distance (2m).<br><br>Delivery drivers can use the welfare facilities as per the legal requirement to make them available or use hand sanitiser, however they must follow site rules.<br><br>Staff should wash their hands before and after delivery and avoid touching their face.<br><br>Staff are to assume that materials being used are contaminated and to wash their hands before and after contact and avoid touching their face whilst handling. | Major (3 x 5 = 15)                                   | Staff are to follow the COVID-19 and personal hygiene training provided and these precautions.<br><br>Local Manager to ensure the precautions are implemented.<br><br>Delivery company to ensure they implement their own COVID-19 precautions.  | Medium (2 x 5 = 10)                                   |

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|-------------------------------|---|---|--|---|---|
|                               |   | <p>No shaking hands, fist bumping, high fives or similar contact with others. Do remember to be kind and friendly during this difficult time and try to remember to smile.</p> <p>Where we can, we will have single workers load and unload if safe to do so.</p> <p>Collections at suppliers will be treated in the same way.</p> <p>The supervisor will directly supervise these rules to ensure enforcement.</p> <p>We expect the delivery company to be aware of these rules prior to arriving on site.</p> |  |   |   |
| COVID-19.<br>Company Vehicles | Touching contaminated surfaces and items.   | <p>The outside contact surfaces of the vehicle will be wiped down with disinfectant wipes; door handles.</p> <p>No rubbish is to be left in the vehicle.</p> <p>The inside area will be disinfected with wipes, focusing on contact surfaces such as door handles, switches, steering wheel, gear stick, hand brake, glove box buttons, leavers, seat adjustment etc.</p> <p>It is expected that the virus will die on surfaces after approximately 72 hours.</p>   | Major (3 x 5 = 15)                                   | <p>Staff are to follow the COVID-19 and personal hygiene training provided and these precautions.</p> <p>Local Manager to ensure the precautions are implemented.</p> | Medium (3 x 4 = 12)                                   |
| Employees working from home.  | Mental health impacts.<br>Equipment to do their work.<br>Environment in which to do their work. | <p>Line Managers will make regular contact with their team including those working from home to keep in touch. Remote working tools such as video calls will be used.</p> <p>The company will provide equipment necessary for employees to work from home as is needed.</p> <p>The company will also provide guides to working from home including setting up a workstation, breaks and so on.</p>  | Major (4 x 4 = 16)                                   | <p>Line Managers to support their employees.</p> <p>Employees to follow the guidance provided by the employer.</p>  | Minor (3 x 3 = 9)                                     |
| COVID-19. Travel.             | Staff travelling to other sites and staying in accommodation.                                   | <p>Staff are to avoid unnecessary work travel and any travel must be approved by their line manager. Remote options must be considered first but there are likely to be circumstances where travel is necessary e.g. to see first hand a site or engineering problem.</p>   | Major (3 x 5 = 15)                                   | <p>Staff are to follow the COVID-19 and personal hygiene training provided and these precautions.</p> <p>Line Manager to ensure the precautions are implemented.</p>  | Medium (2 x 5 = 10)                                   |

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|---------|------------------------------|--|--|--|---|
|         |                              | <p>Travel to site will be the same as per the rules for travelling to the office. Own vehicle, avoid public transport where possible and do not share vehicles. If staff must use public transport e.g. travelling to London then the measures in using public transport are to be used and in particular avoid peak travel times.</p> <p>Where you need to stay away then this will be noted by the company via the persons line manager.</p> <p>The person staying away must ensure social distancing measures are followed and should take disinfectant wipes and surface cleaners with them.</p> <p>They should also consider taking their own food and drink.</p> |  |  |   |

**Additional requirements and comments:**

We will consult with staff on the measures regularly and will review any ideas or suggestions.

Definition of an essential task is something that is absolutely necessary; extremely important.

Hand sanitiser must be 60-70% alcohol based.

The HM Government are advising that people who are extremely vulnerable from COVID-19 they must undertake shielding to protect themselves from the virus.

People falling into this extremely vulnerable group include:

1. Solid organ transplant recipients.
2. People with specific cancers:
  - people with cancer who are undergoing active chemotherapy
  - people with lung cancer who are undergoing radical radiotherapy
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - people having immunotherapy or other continuing antibody treatments for cancer
  - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD.
4. People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
6. Women who are pregnant with significant heart disease, congenital or acquired.

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HM Government are advising those who are at increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures.

This group includes those who are:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds):
- chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
- diabetes
- problems with your spleen – for example, sickle cell disease or if you have had your spleen removed
- a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy
- being seriously overweight (a body mass index (BMI) of 40 or above)
- those who are pregnant
- people who have received an organ transplant and remain on ongoing immunosuppression medication
- people with cancer who are undergoing active chemotherapy or radiotherapy
- people with cancers of the blood or bone marrow such as leukaemia who are at any stage of treatment
- people with severe chest conditions such as cystic fibrosis or severe asthma (requiring hospital admissions or courses of steroid tablets)
- people with severe diseases of body systems, such as severe kidney disease (dialysis)

HM Government: Working safely during COVID-19 in offices and contract centres. Guidance for employers, employees and the self-employed. 11 May 2020 and also the version for factories, plants and warehouses.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres> ; <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

<https://www.gov.uk/government/collections/coronavirus-COVID-19-list-of-guidance>

<https://www.nhs.uk/conditions/coronavirus-COVID-19/>

<https://www.who.int/health-topics/coronavirus>

<https://www.bbc.co.uk/news/av/health-51966112/coronavirus-what-is-social-distancing>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19#social-distancing-in-the-workplace---principles>

Video on general measures:

<https://www.youtube.com/watch?v=m-CoB9ukD28&feature=youtu.be>

[https://www.youtube.com/watch?v=doF\\_vyqjAf0&t=11s](https://www.youtube.com/watch?v=doF_vyqjAf0&t=11s)

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