



		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

Risk matrix used in risk assessment below
RR = residual risk

Coronavirus (COVID-19) risk assessment

Assessment date: 2nd June 2021

Review date: 22nd December 2021

Version: 1.0

Hazard	Risk	Control measures	RR	Persons at risk
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	$4 \times 3 = 12$	<ul style="list-style-type: none"> Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance. Travel: reduce the amount of time using public transport and to implement social distancing where ever possible To continue following ongoing government guidance Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; 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 	$4 \times 1 = 4$	Individual workers

		<p>inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them</p> <ul style="list-style-type: none"> • Follow good NHS hygiene measures at all times • Encourage delivery staff to leave parcels etc in the reception area • Do not take any antibiotics as they do not work against viruses. 		
Confirmed case of Covid-19 whilst working in the office	$\begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array}$	<p>If an employee has a confirmed case of Covid-19 then:</p> <ol style="list-style-type: none"> 1) The office should be closed down for a minimum period of 72hrs 2) All employees who have been working in the office should self-isolate for 10 days following government guidelines 3) The office should be deep cleaned thoroughly after 72hrs & before any employees are asked to return to the office. 	$\begin{array}{r} 4 \\ \times \\ 1 \\ = \\ \mathbf{4} \end{array}$	All employees working in the office
Suspected case whilst working in the office	$\begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array}$	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5) Employees to arrange a Covid Test asap. 6) Workstation must be thoroughly sanitized & removed from use for 72hrs minimum. 	$\begin{array}{r} 4 \\ \times \\ 1 \\ = \\ \mathbf{4} \end{array}$	Individual workers

<p>General travel including foreign travel</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> No foreign travel to red or amber listed countries allowed, unless agreed with line manager. Limited visits to suppliers or manufacturers allowed. Meetings to be conducted via media links. Please continue to follow any further national government advice provided. All persons to limit their use of public transport. Where travel is essential, please use a face mask or face covering 	<p>4 x 1 = 4</p>	<p>Individual workers</p>
<p>Building Infrastructure:</p> <p>Main Entrance Contact with another staff member: Touch Points Main door handles Light switches</p> <p>Stairs: Contact with another staff member Touch Points: Stair banisters</p> <p>Ground Floor Office Area: Contact with another member of staff. Touch Points Light switches Doors Leading to: Kitchen Board Room Staff Kitchen Photo booth</p> <p>Board Room Contact with another member of staff Touch Points Light Switches TV controls Door Handles</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> Hand sanitizer available on wooden table All employees & visitors to sanitize their hands prior to entering the BIC Handles sanitized regularly Staff to us safe zones at top & bottom of stairs when others are using stairs. Staff descending should be given priority Banisters to be sanitized regularly Staff to only use designated desk, chair & equipment Staff to sanitize hands & equipment before use Touch points to be sanitized regularly Max number of people allowed in the Board room is restricted to 5. Touch point to be sanitized regularly 	<p>4 x 1 = 4</p>	<p>Individual workers</p>

<p>Staff Kitchen: Contact with another member of staff Alarm Panel Light switches Freezer Door Fridge Doors Chiller Shutter Kitchen Cabinet Doors Back Door Handles</p> <p>Coffee Machine: Contact with another member of staff. Handles of Boiler & Coffee machines</p> <p>Development Kitchen: Contact with another member of staff. Light Switches Door handles All preparation equipment</p> <p>Toilet & Cleaning Cupboard Area Contact with another member of staff. Door Handles Light switches Taps & Handwash dispensers.</p> <p>POD Contact with another member of staff. Door handle Table surface</p>		<ul style="list-style-type: none"> • Max. number of people allowed in staff kitchen is restricted to 3 • Staff to sanitize hands, each time, before entering. • Staff to wash with soap any cutlery or plate (etc) immediately after use. • Staff to only use one personal mug. • Touch point to be sanitized regularly <ul style="list-style-type: none"> • Only 1 members of staff to be allowed to use the area at a time .Staff to respect 2 mtr ruling if awaiting • Staff to only use one personal mug. <ul style="list-style-type: none"> • Staff to wash hands – in guidance to Gov. guidelines - before commencing with using equipment. • Only Chefs to be allowed in kitchen. • Chef's to use their own dedicated knives during product preparation. • Chef's to wash all equipment with Soap or in dishwasher immediately after use. <ul style="list-style-type: none"> • Employees to indicate the toilet is in use by moving signage before & after use. • Employees to observe hygiene standards & Gov guidelines on hand washing after use. • Toilet seat to be sanitized after us & wipe binned. <ul style="list-style-type: none"> • Only one designated staff member to use the POD • All touch points to be sanitized regularly 		
--	--	---	--	--

<p>Mezzanine Floor Contact with another member of staff. Stair handrail Photocopies Window Opener Fans Printer</p> <p>Smoking Area: Contact with another member of staff.</p> <p>Pool Cars Contact with another member of staff.</p>		<ul style="list-style-type: none"> • Staff to only use designated desk, chair & equipment • Touch points to be sanitized regularly • Smokers to use front entrance & walk around the side of building to main smoking area. Smokers to observe social distancing. • Smokers to sanitize hands on return to office. • Only one Employees to use a Pool car at any one time & they are to follow the issued guidelines. 		
<p>Poor hygiene</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> • Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water is not available and hand washing technique to be adopted as directed by NHS • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site • Regularly clean the hand washing facilities and check soap and sanitiser levels • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. • Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently 	<p>4 x 1 = 4</p>	<p>Individual workers</p>

Working with social distancing rules	4 x 4 = 16	<p>All Employees to undergo re-introduction to the work place briefing. A video has been sent out to all employees and also saved on the Personnel System (People HR)</p> <p>Always consider if the task can be performed differently whilst maintaining social distancing rules</p> <p>Employees are to limit face to face working and work facing away from each other when possible</p> <p>Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins</p> <p>All equipment to be thoroughly cleaned prior and after using it.</p> <p>Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination</p> <p>Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places</p> <p>Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled</p>	4 x 2 = 8	Individual workers
--------------------------------------	-------------------------------	---	------------------------------	--------------------

Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person .
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 10 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS

guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs