

## COVID-19 Risk Assessment

| Risk Factor  | Description of risk   | Severity<br>(low / medium / high)                                     | Control measures / Comments  |
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| People not being aware of the situation, controls and requirements | Employee may not be aware of the risks so needs to be fully briefed before starting work                    | High  | <ul style="list-style-type: none"> <li>Risk assessment to be completed prior to employee arriving on site and findings briefed to them by their manager to ensure they understand a risk assessment has been completed and what they need to do to comply with it.</li> <li>Ensure employee is aware of what to do in the event symptoms are developed during time on site</li> <li>Letters and briefings to employees routinely as required – every 2 to 3 weeks</li> </ul> |
| Accurate reporting of COVID-19 and isolation                       | Minimise the risk of the virus coming onto site   | High  | <ul style="list-style-type: none"> <li>Speak to employees each day to ensure they have not had symptoms and no one they live with or have been in contact with have been in self-isolation or have had symptoms</li> <li>Record employee forehead temperatures each day</li> <li>Ensure people are aware of the reporting guidelines through letters, posters and supervision</li> </ul>   |
| Completing unnecessary travel and work                             | Consider if the work is essential and can only be performed on site   | High  | <ul style="list-style-type: none"> <li>If not essential or can be done remotely, plan for work to be cancelled, postponed, or done remotely. Check and confirm employees are not part of the vulnerable / high risk groups. If so, do not proceed with bringing them back on-site during shutdown</li> </ul>   |
| Travel to and from work  | Employees using public, taxi or shared transport are potentially at higher risk of contraction of the virus | Public Transport – High<br>Lift Share – Medium<br>Own Transport - Low | <ul style="list-style-type: none"> <li>Speak to each individual and ask them to reduce use of public transport. Look at other options on an individual basis to see what reduces risk and works for both parties</li> <li>Provide PPE to all employees to wear during commuting</li> </ul>   |
| Working area   | Risk of virus spread if people are within 2 metres of each other and one has the virus                      | High  | <ul style="list-style-type: none"> <li>Assess all working areas and workstations to allow enforcement of the 2 metres rule.</li> <li>Install screens in offices to create physical barrier between desks</li> <li>Toilet areas to be checked for proximity and floor markings / maximum occupants to be reviewed</li> <li>Introduce screens in close-proximity workstations. Need screens for intermediate perch stations.</li> </ul>  |

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| Confinement of the area                 | Confined spaces are more likely to allow the contamination / spreading of the virus, particularly if there are several people working in the confined space together | Medium | <ul style="list-style-type: none"> <li>• Check all working areas for confined spaces and limit people working in that area or move the work</li> <li>• Screen requires installation in reception</li> <li>• Fans to be used in open doors to blow air out of the building rather than circulate the air</li> </ul>  |
| Cleanliness of hard surfaces            | Risk of contamination from previous contact with hard surfaces   | Low    | <ul style="list-style-type: none"> <li>• Sporadic working means than &gt; 72 hours since hard surfaces have been touched and regular cleaning of site and hard surfaces has continued during site temporary closure</li> <li>• Full site sanitisation carried out using Zoono on all hard surfaces and offices to ensure 30 days protection</li> <li>• Sanitisation chemicals and electrostatic sprayer purchased and nights boiler-person to spray the site over 3 weeks in rotation</li> <li>• Cars and vans to be included on the Zoono cleaning schedule</li> </ul> |
| Availability of hand-wash and sanitiser | Likelihood of spread increased if people do not show good hand hygiene or do not use sanitiser   | Medium | <ul style="list-style-type: none"> <li>• Daily check of all rest room facilities to ensure soap and sanitiser are available for all people.</li> <li>• Supplies secured for hand sanitiser to be filled up and all people given their own personal hand sanitiser dispenser</li> <li>• Additional hand sanitiser stations ordered for fitting to all normal entrance and exits</li> <li>• Hand sanitiser required in all meeting rooms</li> </ul>   |
| Canteen facilities and proximity        | Which facilities will be used, are they cleaned and how many other people will be using them at the same time?   | Medium | <ul style="list-style-type: none"> <li>• Staggering breaks, limit number of people allowed in the canteen at the same time and enforce 2 m rule</li> </ul>  |
| Lone working                            | Need to ensure supervision at a distance   | Medium | <ul style="list-style-type: none"> <li>• To be considered case by case</li> </ul>   |
| Work instructions & communication       | If not enough work instruction, employee may need to unnecessarily be walking around site speaking to various people   | Medium | <ul style="list-style-type: none"> <li>• Ensure clear instructions are available for the work to be completed and what to do in the event of problems or running out of work</li> <li>• TV screen to show critical information and show hand washing, 2m rule etc only</li> <li>• Instructions to remind people to stay away from work if they show symptoms or someone in the same house does so. Check against current government guidance for timeframes for this</li> </ul>   |

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| Personal Protective Equipment                   | Provide PPE for people to choose to use  | Low    | <ul style="list-style-type: none"> <li>• Provide gloves, masks and shields for people to use at their discretion. Ensure rules for good hygiene and sticking to the remainder of the guidance is still critical</li> <li>• Face masks now required to be with each person available to wear as working around the mill</li> </ul>  |
| Crowding  | Reduce likelihood for people coming into contact with each other in large groups   | Medium | <ul style="list-style-type: none"> <li>• Signage to remind people that 2m rule to be used at all times</li> <li>• Stagger mealtimes and limit access in canteens to only a low number of people</li> </ul>   |
| Paperwork transmission                          | Potential for virus to spread on paperwork as it changes hands   | Low    | <ul style="list-style-type: none"> <li>• Remove all non-critical paperwork from the process. Where paper is required, minimise number of people handling and insert in plastic wallets which can be wiped down and sanitised</li> </ul>  |
| Checking for virus entry to site                | Potential for people to bring the virus onto site with them being absent for 3 weeks   | Medium | <ul style="list-style-type: none"> <li>• Administer temperature checks for everyone coming onto site every day and enforce sick leave for 7 days if temperature shows fever. Need to check the thermometer and check for calibrated level e.g. 37 deg. C and then set a target for fever, which is considered to be 38 deg. C or higher (<a href="https://www.nhs.uk/common-health-questions/accidents-first-aid-and-treatments/how-do-i-take-someones-temperature/">https://www.nhs.uk/common-health-questions/accidents-first-aid-and-treatments/how-do-i-take-someones-temperature/</a>)</li> <li>• People administering the temperature checks to wear a face-mask or face-shield during the testing</li> <li>• Reception to have plastic screen installed prior to reception being re-opened</li> </ul> |
| Reduce proximity in normal movements            | Where people are crossing each other or in confined spaces together, potential for transmission  | Low    | <ul style="list-style-type: none"> <li>• Shift staggering introduced</li> <li>• Clocking requirements changed so people do not wait for the hour to tick over before clocking out</li> </ul>   |
| Minimising the risk to certain groups of people | Same people attending site can pose a risk through familiarity or changing employee pools can increase the number of people in contact with each other | Low    | <ul style="list-style-type: none"> <li>• Rotate people where we have several skilled people that can do the same job e.g. Tenter as long as other risk factors not increased</li> <li>• Pairings set up in certain groups to allow rotation of attendance and reduction in the size of the groups</li> </ul>   |
| Visitors to site                                | Potential to bring the virus in from outside   | Medium | <ul style="list-style-type: none"> <li>• All visitors and service contractors to be minimised to absolute essentials</li> </ul>  |

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|   |  |     | <ul style="list-style-type: none"> <li>• Visitor / contractor authorisation to work check complete for each contractor working on site with temperature and symptoms checked and recorded</li> <li>• Sign required for warehouse roller shutter entrance to make rules clear about staying in vehicle etc.</li> </ul>   |
| High risk and vulnerable groups of people | Current government & NHS guidelines have highlighted that certain groups of people including BAME, obese and people with certain medical conditions may be at increased risk of mortality if they contract the disease | Low | <ul style="list-style-type: none"> <li>• Vulnerable people were asked to identify themselves at these people were furloughed on 24 March. These people will be asked not to return to work until guidelines change, wherever possible</li> <li>• Families of vulnerable people have been asked to stay on furlough for now to protect vulnerable household members</li> <li>• Where certain groups of people need to return to work, social distancing measures are in place</li> <li>• Other risk-reduction measures will be used such as working on different shifts (e.g. nights) or working in different areas within the same or other depts.</li> </ul> |