

Arriving at work and "clocking in" via biometric fingerprint scanner system	Transmission of virus to and from persons and /or to persons by contact with contaminated surfaces	All employees	4	3	12	The scanner will not recognise fingerprints recently coated with anti- bacterial sanitiser. As such then the process is that fingerprints are scanned first and then sanitiser applied. The surface is then regularly cleaned outside of its normal use times. Hand sanitiser is available for employees after scanner surface contact on entering and leaving. An anti- bacterial spray is in use across all areas. This after 10 minutes of it being sprayed provides a bacteria free surface. Rotas are in place as are two different start / finish times have been introduced to avoid over crowding and to assist with the 2m rule.	(If, in the unlikely event, that issues are raised regarding cleaning of fingerprint touch entry systems consider use of visual inspection of ID or other contactless means of access/egress.	All employees	immediate	4		
Maintaining 2m social distance	Transmission of virus to and from persons and /or to persons by contact with contaminated surfaces	All subsequent employees	4	3	12	Barriered walkways created with 2m floor signs. Perspex screens are installed between desks and desk layouts have been changed to ensure social distancing. Desks and screens and all surfaces will be regularly cleaned / sprayed with anti bacterial spray	Monitor	Office Manager	Immediate	4	2	8
Working at Work Stations	Transmission of virus to and from persons and /or to persons by contact with contaminated workstation surfaces (desktop, keyboard, mouse and monitor) and telephones.	Anybody that uses the work station	4	3	12	All employees the clean their key boards, phones and calculators at the end of every day with anti bacterial wipes. Cleaner cleans all workstation every morning with anti bacterial products before the offices open.	Monitor	Employee's and cleaner	Daily	4	2	8
Cleaning	Transmission of virus to and from persons and /or to persons by contact with surfaces etc.	Cleaners (Martins Cleaning Services staff) and all employees				Revised cleaning protocol introduced via employees and Martins staff. As previously mentioned an anti- bacterial spray is in use across all areas and 10 minutes after use this provides a bacteria free surface. Martins Cleaning Services staff to be fully aware of in house rules and their own company arrangements	Monitor	Office Manager and Martins Cleaners	Daily			
Making a drink and lunch times	Transfer of bacteria to cups , plates and cutlery. Cannot maintain social distancing in welfare areas.	All employees	4	3	12	Individuals to obtain own drinks and meals. Only one person is allowed in the kitchen at any one time. There is an additional welfare portakabin provided which will be cleaned and sanitised and where social distancing will be maintained.	A drinks vending machine is installed and all crockery and cutlery removed. All contact surfaces are regularly cleaned and sanitised	Office manager	12/06/2020	4		
						As previously mentioned different start times and rotas for departments have been introduced to avoid over crowding and breaching the 2m rule	Monitor	Office manager	26/05/2020	4		
						Provision has been made for individual boxes for peoples meals for the refrigerators. These will be emptied daily and at shift end. Individual microwave covers for heating food are available.	Monitor	Office manager	26/05/2020	4		
Moving around the offices and breaching social distancing	Transfer of bacteria	All employees	4	3	15	We will operate on reduced staff levels creating a rota for some teams to work alternate weeks at home/office. This will help maintain social distancing	Monitor	Office manager	As the Government issues advise	4	3	12
Using company toilets	Transfer of bacteria	All employees	4	3	12	The toilets are cleaned daily with anti bacterial products by the cleaner. Anti bacterial wet wipe are provided for each toilet so that the individual can clean the toilet seat before and after use	Monitor	Office manager	26/05/2020	4		
Occupying the offices generally	Transfer of bacteria	All employees	4	3	12	The offices, desks, door handles are cleaned as the new cleaning (Protocol) schedule. The list of requirements to be cleaned has expanded and the frequency increased. The cleaner signs daily to confirm all tasks have been completed	Monitor	Office manager	26/05/2020	4		

Operational (factory) areas	Transfer of bacteria	All employees	4	3	12	The area is cleaned as above with all like requirements in place. Where machines are close together then screens have been installed. PPE will continue to be worn where required. Additional masks (basic and FFP3 types) are available	Monitor	Factory area Manager			
First Aid	Transfer of bacteria	First Aiders / all employees	4	4	16	Employee temperature checks can be taken when appropriate. If suitable, those with temperature readings at 38oC or over retested after 30 minutes isolation. Staff will then be allowed to go home to seek medical advice.	St Johns Ambulance advice for giving First Aid during Covid has been shared with all First Aiders. Additional PPE including face sheilds and extra masks gloves have been attached to the First Aid Boxes. First Aider Ratio checked and monitored considering changes to staff numbers.	Office manager		4	3 12
Leaving work and not maintaining social distancing	Transfer of bacteria	All employees	4	3	12	Supplies of surgical masks, hand sanitiser, wet wipes for use after washing hands and moving around the offices are readily available with a regular monthly order in place for same	Monitor	Office manager	As the Government issues advise	4	
Communication, information and Consultation		All employees				The risk assessment and any related information and / or updates will be displayed on notice boards and via the company intranet system "Bamboo". The HSE Covid 10 confirmation poster will be displayed. Tool Box Talks have been undertaken for those in the manufacturing / factory and those office staff who will be returning soon will all receive a 'return to work pack' detailing requirements and information together with a Tool Box Talk. All staff will also be requested to sign a prepared form accepting that they are aware of and agree to work to same etc. Workforce representatives were consulted (there is no Trade Union membership present or recognised) and this will be ongoing to ensure effective communication and consultation. Suggestions and feedback are welcomed and encouraged. Ensure cleaning staff are included in any procedures and changes to same.	Ongoing, monitor effectiveness were possible. Consideration to be given to what action may be taken and how if any staff breach related requirements.	Management / Office Manager	Ongoing		
Goods deliveries	Transfer of bacteria	All employees and including delivery drivers (none employee)	4	3	12	Deliveries are via sub-contract and primarily lorry deliveries only. Delivery drivers can use toilets following all in house procedures. There are external toilets	Monitor	Manager		4	
Existing procedures		All employees					Revise Business Continuity and Critical incident plans and procedures in line with any of the changes noted in this assessment. PPE and RPE (Respiratory Protective Equipment) are in use as per normal operating procedures and have previously been assessed as needed in the workplace,	Management	As appropriate		

<p>Return to Work, protecting higher risk staff and self isolation etc.</p>	<p>Transfer of bacteria, potential for increased severity and likelihood from pre- existing and /or potentially conditions unknown to the employer</p>	<p>All employees</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>All Government guidance will be followed regarding isolation and self - isolation as much as can be controlled by the employer. Clearly unknown factors especially relating to domestic circumstances or undisclosed matters including employee, family and home occupants medical information and personal circumstances cannot reasonably be controlled. Employees who advise of any symptoms whilst at work or report and family members or those who reside with them of showing any symptoms will all be considered in line with the best guidance available and further advice will be sought as appropriate.</p>	<p>A revised confidential medical questionnaire is to be issued. This will address all areas identified by Government guidance to improve information and protect high / higher risk employees. People at high risk (clinically extremely vulnerable) from coronavirus include people who:</p> <ul style="list-style-type: none"> -have had an organ transplant -are having chemotherapy or antibody treatment for cancer, including immunotherapy -are having an intense course of radiotherapy (radical radiotherapy) for lung cancer -are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors) -have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma) -have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine -have been told by a doctor they you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD) -have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell) -are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine) -have a serious heart condition and are pregnant <p>People at moderate risk from coronavirus include people who:</p> <ul style="list-style-type: none"> -are 70 or older -are pregnant -have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) -have heart disease (such as heart failure) -have diabetes -have chronic kidney disease -have liver disease (such as hepatitis) -have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy) -have a condition that means they have a high risk of getting infections -are taking medicine that can affect the immune system (such as low doses of steroids) and /or -are very obese (a BMI of 40 or above) 	<p>Management</p>	<p>As appropriate</p>
---	--	----------------------	----------	----------	-----------	--	---	-------------------	-----------------------

Risk without controls Likelihood = Very Likely (5)
Severity = Very High - Potentially Multiple Fatalities (5)
Assessed Risk = High (25)

Risk with controls Likelihood = Possible (3)
Severity = High - Major illness with potential fatality (4)
Assessed Risk = Medium (12)