

Risk Assessment

Location/Dept: Whitemeadow All Sites		Date Assessed: 13/07/21	Assessed by: Paul Smith			
Activity/Task	Hazard/Risk	Persons at risk	Review Date: Weekly	Controls in place	Risk/ Priority	Reference Number: Number 12
					Severity (1-5)	Likelihood (1-5)
	In close proximity with other employees in working areas who may have COVID-19 symptoms	All Employees who have work activities that come into contact with other employees, contractors, or suppliers.	Wash facilities, Hand Towels, Hand Sanitizers on site and to be immediately used when entering site. Suitable bins that are emptied regularly. Self-isolation if employee has governments COVID – 19 symptoms.	Health & Hygiene Procedure Meeting rooms have a maximum occupancy, where there is no ventilation or windows that cannot be opened, face coverings are Mandatory too wear. Meeting rooms have a maximum occupancy limit, where windows can be opened, no face coverings are required Face coverings are optional for the employee if they wish to wear one. Staggered break times, Canteens have a 2-meter distant seating plan. Canteen has limited amount of employee availability. Toilets have a maximum occupancy and require a face covering as it is an enclosed space. 2-meter markings in place for employee to use if they wish to keep their distance. Signage around the sites stating the wearing of face coverings in enclosed spaces.	5	1
	Risk of contracting Covid-19 from contact with doors, desks, handrails, equipment, and other surfaces	All Employees who work and touch materials and equipment	All Employees who come into close contact with other employees, and would use drinking and eating utensils that others would use after	The cleaner will be cleaning touchpoints around the site. All employees are to clean their touchpoints after use such as work equipment, appliances, vending machines etc. Canteens have had cups and cutlery removed and employees must use their own, clean and take home.	5	
	Cushion Filling	In close proximity with other employees in canteen, toilet and smoking areas who may have COVID-19 symptoms.	Employees are aware that if they have any concerns with current Covid-19 risks and controls that they can inform the site Management team, Site Health & Safety Representative or Health & Safety Manager.	Site Audits taking place to ensure the controls are being adhered to.		
			Health & Safety Representatives have been consulted with regarding this Risk Assessment.			

Activity/ Task	Hazard/ Risk	Persons at Risk	Controls in Place	Additional Controls required/ Implementation date - Before Production Commences
Severity (1-5)	Likelihood 1-5	Risk/ Priority		
<p>In close proximity with other employees in working areas who may have COVID-19 symptoms</p> <p>Risk of contracting Covid-19 from contact with doors, desks, handrails, equipment, and other surfaces</p> <p>In close proximity with other employees in canteen, toilet and smoking areas who may have COVID-19 symptoms.</p> <p>Inspection</p>	<p>Wash facilities, Hand Towels, Hand Sanitizers on site and to be immediately used when entering site.</p> <p>Suitable bins that are emptied regularly.</p> <p>Self-isolation if employee has governments COVID – 19 symptoms.</p> <p>Health & Hygiene Procedure</p> <p>Meeting rooms have a maximum occupancy, where there is no ventilation or windows that cannot be opened, face coverings are Mandatory too wear.</p> <p>Meeting rooms have a maximum occupancy limit, where windows can be opened, no face coverings are required</p> <p>Face coverings are optional for the employee if they wish to wear one.</p> <p>Staggered break times, Canteens have a 2-meter distant seating plan. Canteen has limited amount of employee availability.</p> <p>Toilets have a maximum occupancy and require a face covering as it is an enclosed space.</p> <p>2-meter markings in place for employee to use if they wish to keep their distance.</p> <p>Signage around the sites stating the wearing of face coverings in enclosed spaces.</p> <p>The cleaner will be cleaning touchpoints around the site.</p> <p>All employees are to clean their touchpoints after use such as work equipment, appliances, vending machines etc.</p> <p>Canteens have had cups and cutlery removed and employees must use their own, clean and take home.</p> <p>Employees are aware that if they have any concerns with current Covid-19 risks and controls that they can inform the site Manager, Site Health & Safety Representative or Health & Safety Manager.</p> <p>Health & Safety Representatives have been consulted with regarding this Risk Assessment.</p>	<p>All Employees who have work activities that come into contact with other employees, contractors, or suppliers.</p> <p>All Employees who work and touch materials and equipment</p> <p>All Employees who come into close contact with other employees, and would use drinking and eating utensils that others would use after</p>	<p>Site Audits taking place to ensure the controls are being adhered to.</p> <p>5</p> <p>1</p> <p>5</p>	

Activity/ Task	Hazard/ Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood 1-5	Risk/ Priority	Additional Controls required/ Implementation date - Before Production Commences
In close proximity with other employees in working areas who may have COVID-19 symptoms	Risk of contracting Covid-19 from contact with doors, desks, handrails, equipment, and other surfaces	All Employees who have work activities that come into contact with other employees, contractors, or suppliers.	<p>Wash facilities, Hand Towels, Hand Sanitizers on site and to be immediately used when entering site.</p> <p>Suitable bins that are emptied regularly.</p> <p>Self-isolation if employee has governments COVID – 19 symptoms.</p> <p>Health & Hygiene Procedure</p> <ul style="list-style-type: none"> Meeting rooms have a maximum occupancy, where there is no ventilation or windows that cannot be opened, face coverings are Mandatory to wear. Meeting rooms have a maximum occupancy limit, where windows can be opened, no face coverings are required Face coverings are optional for the employee if they wish to wear one. Staggered break times, Canteens have a 2-meter distant seating plan. Canteen has limited amount of employee availability. Toilets have a maximum occupancy and require a face covering as it is an enclosed space. 2-meter markings in place for employee to use if they wish to keep their distance. Signage around the sites stating the wearing of face coverings in enclosed spaces. The cleaner will be cleaning touchpoints around the site. All employees are to clean their touchpoints after use such as work equipment, appliances, vending machines etc. Canteens have had cups and cutlery removed and employees must use their own, clean and take home. <p>Employees are aware that if they have any concerns with current Covid-19 risks and controls that they can inform the site Management team, Site Health & Safety Representative or Health & Safety Manager.</p> <p>Health & Safety Representatives have been consulted with regarding this Risk Assessment.</p> <p>Visitors, Contractors not allowed on site unless required for urgent need where a Health Questionnaire is to be completed by the visitor/contractor once arrived at a Whitemeadow site reception.</p> <p>Suppliers who remain outside of the building do not have to wear a face covering, however if require using Whitemeadow welfare facilities then it is mandatory for suppliers to wear a face covering, hand sanitizer used and touchpoints are to be wiped clean</p> <p>Bagging/Despatch team to work in the same pairs where 2-meter social distancing cannot be achieved however working together no more than 15 minutes</p>	5	5	1	Site Audits taking place to ensure the controls are being adhered to.

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			<p>Wash facilities, Hand Towels, Hand Sanitizers on site and to be immediately used when entering site.</p> <p>Suitable bins that are emptied regularly.</p> <p>Self-isolation if employee has governments COVID – 19 symptoms.</p> <p>Health & Hygiene Procedure</p> <p>Meeting rooms have a maximum occupancy, where there is no ventilation or windows that cannot be opened, face coverings are Mandatory too wear.</p> <p>Meeting rooms have a maximum occupancy limit, where windows can be opened, no face coverings are required</p> <p>Face coverings are optional for the employee if they wish to wear one.</p> <p>Staggered break times, Canteens have a 2-meter distant seating plan. Canteen has limited amount of employee availability.</p> <p>Toilets have a maximum occupancy and require a face covering as it is an enclosed space.</p> <p>2-meter markings in place for employee to use if they wish to keep their distance.</p> <p>Signage around the sites stating the wearing of face coverings in enclosed spaces.</p> <p>The cleaner will be cleaning touchpoints around the site.</p> <p>All employees are to clean their touchpoints after use such as work equipment, appliances, vending machines etc.</p> <p>Canteens have had cups and cutlery removed and employees must use their own, clean and take home.</p> <p>Employees are aware that if they have any concerns with current Covid-19 risks and controls that they can inform the site Manager, Site Health & Safety Representative or Health & Safety Manager.</p> <p>Health & Safety Representatives have been consulted with regarding this Risk Assessment.</p>	1	5	

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In close proximity with other employees in working areas who may have COVID-19 symptoms	Risk of contracting Covid-19 from contact with doors, desks, handrails, equipment, and other surfaces	All Employees who have work activities that come into contact with other employees, contractors, or suppliers.	Wash facilities, Hand Towels, Hand Sanitizers on site and to be immediately used when entering site. Self-isolation if employee has governments COVID – 19 symptoms. Health & Hygiene Procedure Meeting rooms have a maximum occupancy, where there is no ventilation or windows that cannot be opened, face coverings are Mandatory too wear. Meeting rooms have a maximum occupancy limit, where windows can be opened, no face coverings are required Face coverings are optional for the employee if they wish to wear one. Staggered break times, Canteens have a 2-meter distant seating plan. Canteen has limited amount of employee availability. Toilets have a maximum occupancy and require a face covering as it is an enclosed space. 2-meter markings in place for employee to use if they wish to keep their distance.	5	1	5	Site Audits taking place to ensure the controls are being adhered to.

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		<p>In close proximity with other employees in working areas who may have COVID-19 symptoms</p> <p>Risk of contracting Covid-19 from contact with doors, desks, handrails, equipment, and other surfaces</p> <p>Goods In</p>	<p>Wash facilities, Hand Towels, Hand Sanitizers on site and to be immediately used when entering site.</p> <p>Suitable bins that are emptied regularly.</p> <p>Self-isolation if employee has governments COVID – 19 symptoms.</p> <p>Health & Hygiene Procedure</p> <p>Meeting rooms have a maximum occupancy, where there is no ventilation or windows that cannot be opened, face coverings are Mandatory to wear.</p> <p>Meeting rooms have a maximum occupancy limit, where windows can be opened, no face coverings are required</p> <p>Face coverings are optional for the employee if they wish to wear one.</p> <p>Staggered break times, Canteens have a 2-meter distant seating plan. Canteen has limited amount of employee availability.</p> <p>Toilets have a maximum occupancy and require a face covering as it is an enclosed space.</p> <p>2-meter markings in place for employee to use if they wish to keep their distance.</p> <p>Signage around the sites stating the wearing of face coverings in enclosed spaces.</p> <p>The cleaner will be cleaning touchpoints around the site.</p> <p>All employees are to clean their touchpoints after use such as work equipment, appliances, vending machines etc.</p> <p>Canteens have had cups and cutlery removed and employees must use their own, clean and take home.</p> <p>Employees are aware that if they have any concerns with current Covid-19 risks and controls that they can inform the site Manager, Site Health & Safety Representative or Health & Safety Manager.</p> <p>Health & Safety Representatives have been consulted with regarding this Risk Assessment.</p> <p>Goods in employees are in contact with the driver when a delivery takes place.</p>	<p>Site Audits taking place to ensure the controls are being adhered to.</p> <p>1</p> <p>5</p> <p>5</p>

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<p>In close proximity with other employees in working areas who may have COVID-19 symptoms</p> <p>Risk of contracting Covid-19 from contact with doors, desks, handrails, equipment, and other surfaces</p> <p>Cutting</p>	<p>All Employees who have work activities that come into contact with other employees, contractors, or suppliers.</p> <p>All Employees who work and touch materials and equipment</p> <p>All Employees who come into close contact with other employees, and would use drinking and eating utensils that others would use after</p> <p>In close proximity with other employees in canteen, toilet and smoking areas who may have COVID-19 symptoms</p>	<p>Wash facilities, Hand Towels, Hand Sanitizers on site and to be immediately used when entering site.</p> <p>Suitable bins that are emptied regularly.</p> <p>Self-isolation if employee has governments COVID – 19 symptoms.</p> <p>Health & Hygiene Procedure</p> <p>Meeting rooms have a maximum occupancy, where there is no ventilation or windows that cannot be opened, face coverings are Mandatory to wear.</p> <p>Meeting rooms have a maximum occupancy limit, where windows can be opened, no face coverings are required</p> <p>Face coverings are optional for the employee if they wish to wear one.</p> <p>Staggered break times, Canteens have a 2-meter distant seating plan. Canteen has limited amount of employee availability.</p> <p>Toilets have a maximum occupancy and require a face covering as it is an enclosed space.</p> <p>2-meter markings in place for employee to use if they wish to keep their distance.</p> <p>Signage around the sites stating the wearing of face coverings in enclosed spaces.</p> <p>The cleaner will be cleaning touchpoints around the site.</p> <p>All employees are to clean their touchpoints after use such as work equipment, appliances, vending machines etc.</p> <p>Canteens have had cups and cutlery removed and employees must use their own, clean and take home.</p> <p>Employees are aware that if they have any concerns with current Covid-19 risks and controls that they can inform the site Management team, Site Health & Safety Representative or Health & Safety Manager.</p> <p>Health & Safety Representatives have been consulted with regarding this Risk Assessment.</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Site Audits taking place to ensure the controls are being adhered to.</p>	

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			<p>Wash facilities, Hand Towels, Hand Sanitizers on site and to be immediately used when entering site.</p> <p>Suitable bins that are emptied regularly.</p> <p>Self-isolation if employee has governments COVID – 19 symptoms.</p> <p>Health & Hygiene Procedure</p> <p>Meeting rooms have a maximum occupancy, where there is no ventilation or windows that cannot be opened, face coverings are Mandatory too wear.</p> <p>Meeting rooms have a maximum occupancy limit, where windows can be opened, no face coverings are required</p> <p>Face coverings are optional for the employee if they wish to wear one.</p> <p>Staggered break times, Canteens have a 2-meter distant seating plan. Canteen has limited amount of employee availability.</p> <p>Toilets have a maximum occupancy and require a face covering as it is an enclosed space.</p> <p>2-meter markings in place for employee to use if they wish to keep their distance.</p> <p>Signage around the sites stating the wearing of face coverings in enclosed spaces.</p> <p>The cleaner will be cleaning touchpoints around the site.</p> <p>All employees are to clean their touchpoints after use such as work equipment, appliances, vending machines etc.</p> <p>Canteens have had cups and cutlery removed and employees must use their own, clean and take home.</p> <p>Employees are aware that if they have any concerns with current Covid-19 risks and controls that they can inform the site Management team, Site Health & Safety Representative or Health & Safety Manager.</p> <p>Health & Safety Representatives have been consulted with regarding this Risk Assessment.</p>	5	1		

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<p>In close proximity with other employees in working areas who may have COVID-19 symptoms</p> <p>Risk of contracting Covid-19 from contact with doors, desks, handrails, equipment, and other surfaces</p> <p>Mill</p>	<p>All Employees who have work activities that come into contact with other employees, contractors, or suppliers.</p> <p>All Employees who work and touch materials and equipment</p> <p>All Employees who come into close contact with other employees, and would use drinking and eating utensils that others would use after</p> <p>In close proximity with other employees in canteen, toilet and smoking areas who may have COVID-19 symptoms.</p>	<p>Wash facilities, Hand Towels, Hand Sanitizers on site and to be immediately used when entering site.</p> <p>Suitable bins that are emptied regularly.</p> <p>Self-isolation if employee has governments COVID – 19 symptoms.</p> <p>Health & Hygiene Procedure</p> <p>Meeting rooms have a maximum occupancy, where there is no ventilation or windows that cannot be opened, face coverings are Mandatory too wear.</p> <p>Meeting rooms have a maximum occupancy limit, where windows can be opened, no face coverings are required.</p> <p>Face coverings are optional for the employee if they wish to wear one.</p> <p>Staggered break times, Canteens have a 2-meter distant seating plan. Canteen has limited amount of employee availability.</p> <p>Toilets have a maximum occupancy and require a face covering as it is an enclosed space.</p> <p>2-meter markings in place for employee to use if they wish to keep their distance.</p> <p>Signage around the sites stating the wearing of face coverings in enclosed spaces.</p> <p>The cleaner will be cleaning touchpoints around the site.</p> <p>All employees are to clean their touchpoints after use such as work equipment, appliances, vending machines etc.</p> <p>Canteens have had cups and cutlery removed and employees must use their own, clean and take home.</p> <p>Employees are aware that if they have any concerns with current Covid-19 risks and controls that they can inform the site Management team, Site Health & Safety Representative or Health & Safety Manager.</p> <p>Health & Safety Representatives have been consulted with regarding this Risk Assessment.</p>	<p>Severity (1-5)</p> <p>Likelihood (1-5)</p> <p>Risk/ Priority</p> <p>1</p> <p>5</p> <p>5</p> <p>1</p> <p>5</p>	

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Kitting	Risk of contracting Covid-19 from contact with doors, desks, handrails, equipment, and other surfaces	All Employees who work and touch materials and equipment	Signage around the sites stating the wearing of face coverings in enclosed spaces. The cleaner will be cleaning touchpoints around the site. All employees are to clean their touchpoints after use such as work equipment, appliances, vending machines etc.	5	1		
	In close proximity with other employees in canteen, toilet and smoking areas who may have COVID-19 symptoms	All Employees who come into close contact with other employees, and would use drinking and eating utensils that others would use after	Canteens have had cups and cutlery removed and employees must use their own, clean and take home. Employees are aware that if they have any concerns with current Covid-19 risks and controls that they can inform the site Management team, Site Health & Safety Representative or Health & Safety Manager. Health & Safety Representatives have been consulted with regarding this Risk Assessment.				

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Frame Assembly	In close proximity with other employees in canteen, toilet and smoking areas who may have COVID-19 symptoms	All Employees who work and touch materials and equipment	All Employees who come into close contact with other employees, and would use drinking and eating utensils that others would use after	5	1	5	Employees are aware that if they have any concerns with current Covid-19 risks and controls that they can inform the site Management team, Site Health & Safety Representative or Health & Safety Manager. Health & Safety Representatives have been consulted with regarding this Risk Assessment.
	Goods in	employees are in contact with the driver when a delivery takes place					

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Severity (1-5)	Likelihood 1-5	Risk/ Priority		
<p>In close proximity with other employees in working areas who may have COVID-19 symptoms</p> <p>Effects from working at home i.e. mental health, stresses and strains associated with poor posture and inappropriate home office equipment</p> <p>Risk of contracting Covid-19 from contact with doors, desks, handrails, equipment, and other surfaces</p>	<p>All Employees who have work activities that come into contact with other employees, contractors, or suppliers.</p> <p>All Employees who work and touch materials and equipment</p> <p>All Employees who come into close contact with other employees, and would use drinking and eating utensils that others would use after</p>	<p>Wash facilities, Hand Towels, Hand Sanitizers on site and to be immediately used when entering site.</p> <p>Suitable bins that are emptied regularly.</p> <p>Self-isolation if employee has governments COVID – 19 symptoms.</p> <p>Health & Hygiene Procedure</p>	<p>Meeting rooms have a maximum occupancy, where there is no ventilation or windows that cannot be opened, face coverings are Mandatory too wear.</p> <p>Meeting rooms have a maximum occupancy limit, where windows can be opened, no face coverings are required</p> <p>Face coverings are optional for the employee if they wish to wear one.</p> <p>Staggered break times, Canteens have a 2-meter distant seating plan. Canteen has limited amount of employee availability.</p> <p>Toilets have a maximum occupancy and require a face covering as it is an enclosed space.</p> <p>2-meter markings in place for employee to use if they wish to keep their distance.</p> <p>Signage around the sites stating the wearing of face coverings in enclosed spaces. The cleaner will be cleaning touchpoints around the site.</p> <p>All employees are to clean their touchpoints after use such as office equipment, computers, tables, chairs, printers etc.</p> <p>Canteens have had cups and cutlery removed and employees must use their own, clean and take home.</p> <p>Employees are aware that if they have any concerns with current Covid-19 risks and controls that they can inform the site Management team, Site Health & Safety Representative or Health & Safety Manager.</p> <p>Health & Safety Representatives have been consulted with regarding this Risk Assessment.</p> <p>Visitors, Contractors not allowed on site unless required for urgent need where a Health Questionnaire is to be completed by the visitor/contractor once arrived at a Whitemeadow site reception.</p>	<p>Site Audits taking place to ensure the controls are being adhered to.</p> <p>5</p> <p>1</p> <p>5</p> <p>1</p>
Site/ Manager				

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Severity (1-5)	Likelihood (1-5)	Risk/ Priority	
<p>In close proximity with other employees in working areas who may have COVID-19 symptoms</p> <p>Risk of contracting Covid-19 from contact with doors, desks, handrails, equipment, and other surfaces</p> <p>Site/ Supervisor</p>	<p>All Employees who have work activities that come into contact with other employees, contractors, or suppliers.</p> <p>All Employees who work and touch materials and equipment</p> <p>All Employees who come into close contact with other employees, and would use drinking and eating utensils that others would use after</p>	<p>Wash facilities, Hand Towels, Hand Sanitizers on site and to be immediately used when entering site.</p> <p>Suitable bins that are emptied regularly.</p> <p>Self-isolation if employee has governments COVID – 19 symptoms.</p> <p>Health & Hygiene Procedure</p> <p>Meeting rooms have a maximum occupancy, where there is no ventilation or windows that cannot be opened, face coverings are Mandatory too wear.</p> <p>Meeting rooms have a maximum occupancy limit, where windows can be opened, no face coverings are required</p> <p>Face coverings are optional for the employee if they wish to wear one.</p> <p>Staggered break times, Canteens have a 2-meter distant seating plan. Canteen has limited amount of employee availability.</p> <p>Toilets have a maximum occupancy and require a face covering as it is an enclosed space.</p> <p>2-meter markings in place for employee to use if they wish to keep their distance.</p> <p>Signage around the sites stating the wearing of face coverings in enclosed spaces. The cleaner will be cleaning touchpoints around the site.</p> <p>All employees are to clean their touchpoints after use such as office equipment, computers, tables, chairs, printers etc.</p> <p>Canteens have had cups and cutlery removed and employees must use their own, clean and take home.</p> <p>Employees are aware that if they have any concerns with current Covid-19 risks and controls that they can inform the site Manager, Site Health & Safety Representative or Health & Safety Manager.</p> <p>Health & Safety Representatives have been consulted with regarding this Risk Assessment.</p> <p>Visitors, Contractors not allowed on site unless required for urgent need where a Health Questionnaire is to be completed by the visitor/contractor once arrived at a Whitemeadow site reception.</p>	<p>5</p> <p>1</p> <p>5</p> <p>Site Audits taking place to ensure the controls are being adhered to.</p>

Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls required/ Person Responsible/Imple- mentation date
<p>In close proximity with other employees in working areas who may have COVID-19 symptoms</p> <p>Effects from working at home i.e mental health, stresses and strains associated with poor posture and inappropriate home office equipment.</p> <p>Risk of contracting Covid-19 from contact with doors, desks, handrails, equipment, and other surfaces</p> <p>Office Working Employees</p>	<p>Wash facilities, Hand Towels, Hand Sanitizers on site and to be immediately used when entering site.</p> <p>Suitable bins that are emptied regularly.</p> <p>Self-isolation if employee has governments COVID – 19 symptoms.</p> <p>Health & Hygiene Procedure</p> <p>Meeting rooms have a maximum occupancy, where there is no ventilation or windows that cannot be opened, face coverings are Mandatory too wear.</p> <p>Meeting rooms have a maximum occupancy limit, where windows can be opened, no face coverings are required</p> <p>Face coverings are optional for the employee if they wish to wear one.</p> <p>Staggered break times, Canteens have a 2-meter distant seating plan. Canteen has limited amount of employee availability.</p> <p>Toilets have a maximum occupancy and require a face covering as it is an enclosed space.</p> <p>2-meter markings in place for employee to use if they wish to keep their distance.</p> <p>Signage around the sites stating the wearing of face coverings in enclosed spaces. The cleaner will be cleaning touchpoints around the site.</p> <p>All employees are to clean their touchpoints after use such as Regular cleaning of office equipment, computers, tables, chairs, printers etc.</p> <p>Canteens have had cups and cutlery removed and employees must use their own, clean and take home.</p> <p>Employees are aware that if they have any concerns with current Covid-19 risks and controls that they can inform the site Management team, Site Health & Safety Representative or Health & Safety Manager.</p> <p>Health & Safety Representatives have been consulted with regarding this Risk Assessment.</p> <p>Visitors, Contractors not allowed on site unless required for urgent need where a Health Questionnaire is to be completed by the visitor/contractor once arrived at a Whitemeadow site reception.</p> <p>Office working employees are sat distanced beside and opposite each other at 2 metres and have Perspex screens and do not have to wear face coverings. It is Mandatory for windows and doors to be open and allow natural ventilation in offices and canteens.</p> <p>Fans are not to be used in office environments.</p>	<p>1</p> <p>5</p> <p>5</p>	<p>Site Audits taking place to ensure the controls are being adhered to.</p>				

Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls required/ Person Responsible/Implement ation date
In close proximity with other employees in working areas who may have COVID-19 symptoms	All Employees who have work activities that come into contact with other employees, contractors, or suppliers.	Risk of contracting Covid-19 from contact with doors, desks, handrails, equipment, and other surfaces	<p>Wash facilities, Hand Towels, Hand Sanitizers on site and to be immediately used when entering site.</p> <p>Suitable bins that are emptied regularly.</p> <p>Self-isolation if employee has governments COVID – 19 symptoms.</p> <p>Health & Hygiene Procedure</p> <p>Meeting rooms have a maximum occupancy, where there is no ventilation or windows that cannot be opened, face coverings are Mandatory too wear.</p> <p>Meeting rooms have a maximum occupancy limit, where windows can be opened, no face coverings are required</p> <p>Face coverings are optional for the employee if they wish to wear one.</p> <p>Staggered break times, Canteens have a 2-meter distant seating plan. Canteen has limited amount of employee availability.</p> <p>Toilets have a maximum occupancy and require a face covering as it is an enclosed space.</p> <p>2-meter markings in place for employee to use if they wish to keep their distance.</p> <p>Signage around the sites stating the wearing of face coverings in enclosed spaces.</p> <p>The cleaner will be cleaning touchpoints around the site.</p> <p>All employees are to clean their touchpoints after use such as work equipment, appliances, vending machines etc.</p> <p>Canteens have had cups and cutlery removed and employees must use their own, clean and take home.</p> <p>Employees are aware that if they have any concerns with current Covid-19 risks and controls that they can inform the site Management team, Site Health & Safety Representative or Health & Safety Manager.</p> <p>Health & Safety Representatives have been consulted with regarding this Risk Assessment.</p>	5	1	5	Site Audits taking place to ensure the controls are being adhered to.

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			<p>Wash facilities, Hand Towels, Hand Sanitizers on site and to be immediately used when entering site.</p> <p>Suitable bins that are emptied regularly.</p> <p>Self-isolation if employee has governments COVID – 19 symptoms.</p> <p>Health & Hygiene Procedure</p> <p>Meeting rooms have a maximum occupancy, where there is no ventilation or windows that cannot be opened, face coverings are Mandatory too wear.</p> <p>Meeting rooms have a maximum occupancy limit, where windows can be opened, no face coverings are required.</p> <p>Face coverings are optional for the employee if they wish to wear one.</p> <p>Staggered break times, Canteens have a 2-meter distant seating plan. Canteen has limited amount of employee availability.</p> <p>Toilets have a maximum occupancy and require a face covering as it is an enclosed space.</p> <p>2-meter markings in place for employees to use if they wish to keep their distance.</p> <p>Signage around the sites stating the wearing of face coverings in enclosed spaces.</p> <p>All employees are to clean their touchpoints after use such as work equipment, appliances, vending machines etc.</p> <p>Canteens have had cups and cutlery removed and employees must use their own, clean and take home.</p> <p>Employees are aware that if they have any concerns with current Covid-19 risks and controls that they can inform the site Management team, Site Health & Safety Representative or Health & Safety Manager.</p> <p>Health & Safety Representatives have been consulted with regarding this Risk Assessment.</p> <p>Cleaning to take place in the Vehicles and use hand sanitizer before and after use of equipment.</p> <p>Arriving at a customer's address their Covid-19 procedures must be followed, Manager/Supervisor will advise of these.</p> <p>Paperwork exchange controls (highlighted below)</p> <p>Delivery notes will be emailed over to the point of delivery/warehouse the day before delivery as PDF's where we can, these will then need to be printed, signed, scanned, and emailed back to the office. Where this is unavailable delivery notes will be placed in the blue folders and left in the back of the box. Blue folder is to be wiped down with disinfectant before given to the warehouse keeping a 2-metre distance.</p> <p>Paperwork to be signed and placed back into the blue folder wiped down with</p>				

				disinfectant and use hand sanitiser. On return all blue folders to be wiped down again and out through the letterbox at Orchard.
• Where an employee has been diagnosed with Coronavirus the employee will:	stay at home. not go to work, school, or public places. not use public transport or taxis. ask friends, family members or delivery services to do errands for you. try to avoid visitors to your home – it's OK for friends, family or delivery drivers to drop off food, you may need to do this for up to 10 days to help reduce the possible spread of infection	Driver's cards are downloaded each week		

- Where an employee has been diagnosed with Coronavirus the employee will:
 - stay at home.
 - not go to work, school, or public places.
 - not use public transport or taxis.
 - ask friends, family members or delivery services to do errands for you.
 - try to avoid visitors to your home – it's OK for friends, family or delivery drivers to drop off food, you may need to do this for up to 10 days to help reduce the possible spread of infection

Risk/Priority Indicator Key

Severity (Consequence)	
1. Negligible (delay only)	
2. Slight (minor injury / damage / interruption)	
3. Moderate (lost time injury, illness, damage, lost business)	
4. High (major injury / damage, lost time business interruption, disablement)	
5. Very High (fatality / business closure)	

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

		RISK / PRIORITY INDICATOR MATRIX					
		5	4	3	2	1	0
LIKELIHOOD	5	5	10	15	20	25	
	4	4	8	12	16	20	
	3	3	6	9	12	15	
	2	2	4	6	8	10	
	1	1	2	3	4	5	
	0	1	2	3	4	5	SEVERITY (CONSEQUENCE)

Summary		Suggested Timeframe	
12-25	High	As soon as possible	
6-11	Medium	Within next 3-6 months	
1-5	Low	Whenever viable to do so	

Risk Assessment Completion By: Paul Smith Health & Safety Manager and consultation with Whitemeadow Safety Representative

Commercial Director

Risk Assessment signed off by: 