



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

Risk matrix used in risk assessment below
RR = residual risk

Coronavirus (COVID-19) risk assessment

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Version: 2.0

| Hazard | Risk | Control measures | RR | Persons at risk |
|--|--|---|---|--------------------|
| <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p> | <p>4 x 3 = 12</p> | <ul style="list-style-type: none"> To follow government action of self isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers' 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 is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) To continue following ongoing government guidance Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required 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 leukemia, lymphoma or myeloma who are at any stage of treatment; people having | <p>4 x 1 = 4</p> | Individual workers |

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| | | <p>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 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 no later than 29/3/2020</p> <ul style="list-style-type: none"> • Follow good NHS hygiene measures at all times • Avoid all visitors to your home unless they are providing a medical requirement • Do not approach delivery staff, allow packages to be left on the doorstep • Do not take any antibiotics as they do not work against viruses. | | |
| Suspected case whilst working on site | <p>4 x 4 = 16</p> | <p>If a worker develops a high temperature or a persistent cough or loss of smell and taste 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) An assessment to be made of where the individual has been and what they may have touched followed by cleaning using the COVID 19 cleaning procedure. | <p>4 x 1 = 4</p> | Individual workers |
| General travel including foreign travel | <p>4 x 4 = 16</p> | <ul style="list-style-type: none"> • Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings • Where an individual has recently been abroad, they should self / home isolate themselves until further notice from the government (lockdown measures continue to apply) • 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 private single occupancy where possible. • For lift shares from different family groups the driver should be in the front the passenger in the back as you would in a taxi. | <p>4 x 1 = 4</p> | Individual workers |

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| Access / egress to site | 4 x 4 = 16 | <ul style="list-style-type: none"> Stop all non-essential visitors Require all workers to sanitise their hands before entering or leaving the site Regularly clean common contact surfaces kitchen, toilet door handles Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. Delivery notes to be placed on a clipboard at the back of the loading bay for drivers to sign with sanitiser so there is no contact with staff. | 4 x 1 = 4 | Individual workers |
| Inclement weather – cold temperature allows disease to survive | 2 x 2 = 4 | <ul style="list-style-type: none"> All persons to dress appropriately for the weather Maintain good hygiene measures at all times | 2 x 1 = 2 | Individual workers |
| Poor hygiene | 4 x 4 = 16 | <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 sanitiser 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. Regularly clean the hand washing facilities and check soap and sanitiser levels Extra supplies of soap, hand sanitiser are available and these should be securely stored. | 4 x 1 = 4 | Individual workers |
| Eating Areas/ Smoking Hut | 4 x 4 = 16 | <ul style="list-style-type: none"> Workers should sit 2 meters apart from each other whilst eating and avoid all contact Tables should be cleaned between each use All rubbish should be put straight in the bin and not left for someone else to clear up.. Staff should wipe the tables down after use. | 4 x 1 = 4 | Individual workers |
| Equipment | 4 x 4 = 16 | <ul style="list-style-type: none"> Pens – Only use dedicated pens do not share with drivers FLT's and vehicles – Wipe common touch points inside the vehicle such as the steering wheel, gear stick –remain dedicated to the FLT and the job rather than sharing responsibility and equipment to reduce the need to sanitise. At the end of the shift wipe all common touch points on machines and FLT's with sanitiser. Pick load scanners – Use dedicated scanner all day sanitise at break times and end of shift. | 4 x 1 = 4 | Individual workers |
| Driver Contact | 4 x 4 = 16 | <ul style="list-style-type: none"> Maintain a distance of two meters at all times from drivers Request that they wait in their cabs whilst being loaded Don't sign electronic paperwork | 4 x 1 = 4 | Individual workers |

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| | | <ul style="list-style-type: none">• Ask them to use sanitiser and wash their hands if they need to use the facilities• Load paperwork to be put on a clip board next to the loading bay with sanitiser to minimise driver contact | | |