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| <b>Company Name:</b> |  |
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**RISK ASSESSMENT**

|                               |  |                                   |                   |
|-------------------------------|--|-----------------------------------|-------------------|
| Assessment of Process / Risk: | <b>Control of Coronavirus</b>  | Reference Number:                 | <b>RA495.03</b>   |
| Assessed By:                  | <b>IRM Safety</b>  | Date of Assessment / Last Review: | <b>21/07/2020</b> |
| Persons at Risk:              | <b>Employees, those in contact with employees, visitors to site and any person affected by our business activities</b> |                                   |                   |

**The below assessment details the key measures being taken to protect employees, visitors and anyone affected by our business activities. Further information is detailed in the Coronavirus Risk Management Plan, which is available upon request**

| <b>Hazard / Consideration</b>          | <b>Initial Risk Rating</b> | <b>Control measures being implemented &amp; steps being taken to reduce risk to the lowest possible level</b>   | <b>Further actions / comments</b>   | <b>Residual Risk Rating</b> |
|--|----------------------------|---|---|-----------------------------|
| Information, instruction and training  | <b>H</b>                   | <ol style="list-style-type: none"> <li>1. Management regularly check, review and act on information supplied by the Government, Authorities &amp; Safety Advisors.</li> <li>2. Any information obtained is cascaded down to employees.</li> <li>3. A Coronavirus Risk Management Plan has been developed and communicated to all employees.</li> <li>4. The risk management plan is subject to regular review and update.</li> <li>5. Employees are provided with information, instruction and training in the form of; <ul style="list-style-type: none"> <li>• The risk management plan</li> <li>• Safe working procedures / systems of work</li> <li>• Risk assessments</li> <li>• Emergency contingency plans</li> <li>• Safety signs, posters and notices</li> <li>• Internal training (toolbox talks, briefings etc.)</li> </ul> </li> </ol>  | <ul style="list-style-type: none"> <li>• Employees are encouraged to regularly check information from the listed sources</li> <li>• Training to be refreshed as new information / guidance is made available</li> </ul>   | <b>L</b>                    |
| General work activities and work areas | <b>H</b>                   | <ol style="list-style-type: none"> <li>1. Work activities carried out by the business and work areas have been considered as part of the risk management plan.</li> <li>2. Where detailed on the plan, work areas &amp; work activities have been altered to assist with safe working &amp; reducing the risk of transmission.</li> <li>3. Where possible, employees will continue to work from home.</li> <li>4. Where possible, the use of shared equipment has been prohibited or restricted.</li> <li>5. Where the use of shared equipment is necessary, additional cleaning / sanitising procedures have been put in place.</li> <li>6. Where necessary, additional equipment (including PPE) has been made available to employees.</li> <li>7. Work activities and work areas are continually monitored to ensure employees are following procedures and adhering to control measures.</li> </ol> | <ul style="list-style-type: none"> <li>• Home workers are provided with information, instruction and training</li> <li>• Management to continually monitor the wellbeing of all employees</li> <li>• The minimum number of people needed to operate the business is a safe and effective way will be working at any one time</li> </ul> | <b>L</b>                    |

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|------------------------|---------------------|--|--|----------------------|
| Social distancing      | <b>H</b>            | <ol style="list-style-type: none"> <li>1. The Company has taken all reasonable steps to ensure social distancing guidelines can be adhered to – this includes;                             <ul style="list-style-type: none"> <li>• Limiting the number of people on site</li> <li>• Altering access / egress to site</li> <li>• Altering workstations, work areas and working practices</li> <li>• Introducing occupancy limits in relevant areas</li> <li>• Utilising electronic devices etc. for communication</li> <li>• Assessing business related travel and adjusted accordingly</li> <li>• Displaying signs, notices and posters</li> <li>• Supplying employees with additional equipment</li> </ul> </li> <li>2. The risk management plan has been developed to assist with social distancing on site.</li> <li>3. Details of what should be done to assist with social distancing has been communicated to employees.</li> <li>4. Any information regarding social distancing, which is relevant to visitors, will be communicated.</li> </ol> | <ul style="list-style-type: none"> <li>• Where the current distance cannot be achieved, mitigating controls have been detailed in the risk management plan</li> <li>• Meetings / gatherings on site have been altered and considered as part of the management plan</li> <li>• When necessary, persons on site (staff, visitors etc.) will be required to wear a face covering</li> </ul>  | <b>L</b>             |
| Hygiene / cleanliness  | <b>H</b>            | <ol style="list-style-type: none"> <li>1. The Company have reviewed hygiene &amp; cleaning processes as part of the risk management plan.</li> <li>2. To assist with reducing risk, the following steps have been taken;                             <ul style="list-style-type: none"> <li>• Installed additional hygiene stations in the relevant areas</li> <li>• Increased frequency of cleaning / sanitising of work areas and work equipment</li> <li>• Obtained additional stock to ensure adequate supplies are available</li> <li>• Replaced / removed items which may increase the risk of spread</li> <li>• Increased checks of hygiene provisions / stations</li> <li>• Displayed posters / notices to remind of good hygiene practices</li> <li>• Provided employees with information &amp; instruction on following good hygiene standards</li> </ul> </li> </ol>  | <ul style="list-style-type: none"> <li>• Any additional hygiene or cleaning procedures are detailed in the risk management plan</li> <li>• All persons to ensure they regularly wash or sanitise their hands – observe good personal hygiene standards</li> <li>• Those with symptoms or living with other individuals with symptoms to be prevented from entering the premises</li> </ul> | <b>L</b>             |

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|---|---------------------|---|--|----------------------|
| An employee feeling unwell whilst at work                     | <b>H</b>            | <ol style="list-style-type: none"> <li>1. Employee will be instructed to go home and avoid contact with others (including the use of public transport where possible)</li> <li>2. Employee will be instructed to speak with a medical professional / seek guidance from the NHS (online or call 111)</li> <li>3. Any guidance provided is to be adhered to (this may mean self-isolation of the employee and those in their household)</li> <li>4. Employee will be instructed <b>NOT</b> go to a GP, pharmacy or hospital.</li> <li>5. Management will discuss (via phone / email) with the employee once they have received guidance from a medical professional.</li> <li>6. Avoid contact with a person who is unwell (even if diagnosis has not been confirmed)</li> </ol> | <ul style="list-style-type: none"> <li>• Persons should maintain an adequate distance between themselves and anyone who is feeling unwell or has symptoms</li> </ul> | <b>L</b>             |
| An employee coming into contact with a person who is infected | <b>H</b>            | <ol style="list-style-type: none"> <li>1. If an employee knows a person who has been diagnosed with the infection, they should contact 111 or visit NHS UK website and follow guidance provided.</li> <li>2. Employee should inform Line Manager (considering social distancing) if they have come into contact with a person who has the infection.</li> <li>3. Line Management will seek advice from a medical professional / NHS UK and follow any guidance provided.</li> <li>4. Avoid contact with infected persons or persons who feel unwell.</li> </ol>   | <ul style="list-style-type: none"> <li>• Persons should maintain an adequate distance between themselves and anyone who is feeling unwell or has symptoms</li> </ul> | <b>L</b>             |
| Vulnerable people   | <b>H</b>            | <ol style="list-style-type: none"> <li>1. Where employees have been classified as clinically vulnerable, every effort possible will be made to restrict the need for them to be in work.</li> <li>2. Home working will be utilised where possible.</li> <li>3. Company will consider circumstances where an employee lives with clinically vulnerable individuals and make reasonable adjustments where possible.</li> </ol>  | <ul style="list-style-type: none"> <li>• Individual employee needs will be assessed by Management</li> </ul>   | <b>L</b>             |