

COVID 19 GENERIC RISK ASSESSMENT

We have undertaken this risk assessment in our response to dealing with the current risk from COVID-19 in the workplace. This risk assessment demonstrates how we are complying with government guidance for managing the risk of COVID-19.

The objective is to look at how all areas of our business are implementing methods to protect staff, visitors, contractors, and the general public.

In addition to this generic assessment, more specific departmental risk assessments have been completed and are updated as necessary. This is undertaken by multi-functional teams across our business, including the Health & Safety Department.

We have taken all reasonable steps to help our staff work from home. Cleaning, handwashing and hygiene procedures have been implemented in line with government guidance.

Those at potential risk are our staff (including those with vulnerability as defined in government guidance), visitors, contractors and members of the public.

Hazard and Potential Consequence	Current Measures	Additional Measures	Measures Actioned
Transmission of COVID-19 from close contact with an infected person on our premises	<p>Government Guidance The Health & Safety Management Team are alerted to any government changes in COVID-19 guidance and communicates any relevant changes to the management team.</p>	N/A	N/A
	<p>Extremely Vulnerable Staff Staff who are instructed by a medical professional to continue isolating must do so and are not permitted on site.</p>	N/A	N/A
	<p>Symptoms Signs are displayed at the entry points to our sites to state that any person with symptoms must not enter. They are instructed to go home and follow government self-isolation guidelines. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance There is a process for reporting absences through COVID-19 to our Absent Management Team. Management are instructed to monitor staff for symptoms and if identified, ensure they immediately leave the workplace. There is a workplace cleaning process in place for anyone who has displayed symptoms, or has tested positive for COVID-19. This follows government guidance. Visitors and contractors are required to complete a health questionnaire before entering our premises.</p>	<p>N/A</p> <p>A visitor and contractor guide to explain what measures we are taking to manage the risk is required</p>	<p>N/A</p> <p>No</p>
	<p>Social Contact Where possible, staff are working from home.</p>	Home working Health & Safety checklist required.	No

	<p>Screens have remained in place where possible to mitigate transmission.</p> <p>Employees are advised to take lateral flow tests. Operational and production areas complete lateral flow tests on site.</p>		
	<p>Hand Washing and Sanitising</p> <p>Posters displayed to remind everyone of the importance to wash hands frequently for 20 seconds with soap and to dry with paper towels.</p> <p>Correct hand washing posters displayed in toilets.</p> <p>Staff have been allocated hand washing stations in some areas.</p> <p>Sanitising stations are provided at the entrance to all our premises and at other strategic locations.</p>	N/A	N/A
	<p>Cleaning</p> <p>The frequency has been increased for the cleaning of multi contact surfaces such as door handles, handrails and photocopiers.</p> <p>Hot desks have been provided with signage instructing to clean before using hot desks.</p>	N/A	N/A