

Kettering Risk Assessment Covid-19

cxLoyalty will consult the H&S representative selected by the employees and this risk assessment and any associated procedures put in place will be communicated to all employees and other interested parties as appropriate.

Possible Exposure								
Risk / Subject	Who might be harmed and how	Risk Rating Without Controls	Owner	Action	Completed?	Control Measure Details	Risk Rating With Controls	
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.								
1.1	Work at home whenever possible.	L=4, S=4, R= 12 High	HR	Comms	YES	Cxloyalty have the systems in place for most workers to work from home, and this will continue as far as is practicable during the current COVID-19 situation.	L=1, S=5, R= Low	
1.2	Social distancing (at least 2m) to be implemented and limit non-essential travel where possible.	L=4, S=4, R= 12 High	HR	Comms	YES	Where working from home is not possible, then CxLoyalty have implemented social distancing measure in line with current Government guideline and other control measure detailed throughout this risk assessment.	L=1, S=5, R= Low	
1.3	CxLoyalty to ensure that employees do not come into work where someone they live with has been diagnosed.	L=4, S=4, R= 12 High	HR	document in place and comms from Georgie to Employee	YES	<ul style="list-style-type: none"> Employees have been instructed not to come in to work if they or a person in the same household has been diagnosed or shows symptoms of Covid-19. Employees should: <ul style="list-style-type: none"> Follow the Governments "Stay at home" guidance for household with possible or confirmed cases of Coronavirus (COVID-19) Infection. Follow NHS/111 advice as required. Do not attend GP surgery or public places if confirmed to help reduce spread of the disease. 	L=1, S=5, R= Low	
1.4	CxLoyalty to ensure vulnerable persons (elderly, pre-existing health condition, lower immunity) employed are individually assessed.	L=4, S=4, R= 12 High	HR	HR to collect info	YES	CxLoyalty will ensure vulnerable persons (elderly, pre-existing health condition, lower immunity) employed are individually assessed.	L=1, S=5, R= Low	
1.5	CxLoyalty to ensure that employees follow good hygiene measures	L=4, S=4, R= 12 High	Facilities		YES	<ul style="list-style-type: none"> CxLoyalty have implemented full hygiene control measures, which are detailed in this document, in line with the HSE Working safely during the coronavirus outbreak guidance. This will include but not limited to: <ul style="list-style-type: none"> Always thoroughly wash hands regularly for at least 20 seconds. Regularly disinfect surfaces that may be contaminated. Enter welfare facilities at staggered time. Management / supervisors to monitor the arrangements and ensure that they are implemented employees follow good hygiene measures thoroughly wash hands regularly for at least 20 seconds. 	L=1, S=5, R= Low	

Travel To Work								
RISK / Subject	Who might be harmed and how	Risk Rating Without Controls	Owner	Action	Completed?	Control Measure Details	Risk Rating With Controls	
Possible introduction of COVID-19 into cxLoyalty's locations								
2.1	Journeys should be shared with the same individuals and with the minimum number of people at any one time.	L=4, S=4, R= 12 High	Facilities		YES	<ul style="list-style-type: none"> Wherever possible workers should travel to work alone using their own transport. If workers have no option but to share transport, then Journeys should be shared with the same individuals and with the minimum number of people at any one time. Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. The vehicle should be cleaned regularly using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces. Where public transport is the only option for workers, cxloyalty will look at possibly changing or stagger individuals start and finish times. Employees will be encouraged to avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30) CxLoyalty will encourage other means of travel to avoid public transport e.g. cycling. 	L=1, S=5, R= Low	
2.2	Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.	L=4, S=4, R= 12 High	Facilities		YES		L=1, S=5, R= Low	
2.3	The vehicle should be cleaned regularly using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces.	L=4, S=4, R= 12 High	HR		YES	<ul style="list-style-type: none"> CxLoyalty can park every other space within our agreed car parking area. As we are not going to be occupying more than 50% of the office this will allow distanced car parking. KBC will notify all tenants of this arrangement. Hand Sanitiser Stations have been installed by KBC on all entry points and by cxLoyalty in few location within the office. Facilities to monitor usage and refill when needed. 	L=1, S=5, R= Low	
2.4	Parking arrangements for additional vehicles and bicycles.	L=4, S=4, R= 12 High	Facilities		YES		L=1, S=5, R= Low	
2.5	CxLoyalty to provide hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitizer if soap and water are not available.	L=4, S=4, R= 12 High	Facilities		YES	<ul style="list-style-type: none"> CxLoyalty already have staggered hours across the business functions this will help to ensure limited number on site. However, this will be monitored on a weekly basis and adjustments will be made if/when required cxloyalty will look at possibly changing or stagger individuals start and finish times if required. Employees will be encouraged to avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30) 	L=1, S=5, R= Low	
2.6	Where public transport is the only option for workers, you should consider: Changing and staggering site hours to reduce congestion on public transport	L=4, S=4, R= 12 High	HR	HR has this under control	YES		L=1, S=5, R= Low	
2.7	Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)	L=4, S=4, R= 12 High	HR	HR has this under control	YES			

Driving At Work								
Risk / Subject	Who might be harmed and how	Risk Rating Without Controls	Owner	Action	Completed?	Control Measure Details	Risk Rating With Controls	
Possible transmtion of COVID-19 Between cxloyalty's Locations or other visited location								
3.1	Share with the same individuals and with the minimum number of people at any one time.	L=4, S=4, R= 12 High	Facilities		YES	<ul style="list-style-type: none"> CxLoyalty will restrict the requirement for driving while at work or between site locations. If driving is essential to business requirements, the use of personal cars would be best practice (if it is approved to be used under the "Approved to drive process") and they travel alone, where that is not possible then: <ul style="list-style-type: none"> Journeys should be shared with the same individuals and with only two people at any one time. Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. The vehicle should be cleaned regularly using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces. Wash their hands for 20 seconds using soap and water or hand sanitizer if soap and water are not available before entering and after getting out of the vehicle. * Share with the same individuals and with the minimum number of people at any one time. * 	L=1, S=5, R= Low	
3.2	Wherever possible maintain two meters and avoid touching their faces.	L=4, S=4, R= 12 High	Facilities				L=1, S=5, R= Low	
3.3	Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey.	L=4, S=4, R= 12 High	Facilities				L=1, S=5, R= Low	
3.4	Employees should wash their hands for 20 seconds using soap and water or hand sanitizer if soap and water are not available before entering and after getting out of the vehicle.	L=4, S=4, R= 12 High	Facilities				L=1, S=5, R= Low	

3.5	Car Parking On-Site		L=4, S=4, R= 12 High	Facilities		YES	As there will be a limited number of staff on site, employees will be asked to leave a space between cars and reverse park.	L=1, S=5, R= Low
Site Access & Egress Points								
4	Risk / Subject	Who might be harmed and how	Risk Rating Without Controls	Owner	Action	Completed?	Control Measure Details	Risk Rating With Controls
	Introduction/transmission of COVID-19 into cxLoyalty's location due to lack of adequate controls around site access & egress points							
4.1			L=4, S=4, R= 12 High	Facilities & Line Managers	See - Contractor & Visitor Site Guidelines Covid 19 Document	YES	The Contractor & Visitor Site Guidelines Covid 19 Document is already in place and currently being used by Facilities - TO BE Shared with HR and Line Managers . Contractors and visitors entering the building will need to sign for their agreement to abide by our policies and procedures, meaning they will confirm that they are not displaying and/or have not been in close contact with anybody displaying the following symptoms: <ul style="list-style-type: none"> • A new continuous cough • A high temperature (over 37.8C) • A loss of, or change in, your normal sense of taste or smell (anosmia). The information provided is kept securely and in full accordance with GDPR regulations.. Appointments will only be provided to those who meet the criteria.	L=1, S=5, R= Low
4.2	Visitors and contractors possibly bring in COVID-19		L=4, S=4, R= 12 High	Facilities & Line Managers	See - Contractor & Visitor Site Guidelines Covid 19 Document	YES	cxLoyalty will Stop all non-essential visitors. <ul style="list-style-type: none"> • Visitors and contractors will be booked in advance to site by appointment only to ensure the minimum number at any one time. • They will be asked screening questions regarding their current health and that of any immediate associates who may have been in contact with COVID-19. Appointments will only be provided to those who meet the criteria. • All contractors and visitors due to attend site will be sent an electronic copy of the measures in place to protect them and our workforce and what will be expected of them while on the premises. These will need to be returned to the relevant person in Kettering or HR team as appropriate confirming they have read, understand and agree to the conditions before they will be permitted entry to site. • cxLoyalty will reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. • Regular clean of common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets and desks, particularly during peak flow times. 	L=1, S=5, R= Low
4.3	Staff congestion and contact. Always consider introducing staggered start and finish times to reduce congestion and contact.	Employees, Contractors Delivery Agents and Postal Workers, Visitors, Members of the Public, Vulnerable Persons as Below: Elderly and age groups as determined by the Government	L=4, S=4, R= 12 High	Facilities	Facilities & Line Managers	YES	As cxLoyalty already have staggered hours across the business functions this will help to ensure limited number on site. However, this will be monitored on a weekly basis and adjustments will be made if/when required. cxLoyalty will look at possibly changing or stagger individuals start and finish times if required.	L=1, S=5, R= Low
4.4	Plan site access and egress points to enable social distancing	Auto-immunity deficient through inherent health conditions or due to treatment resulting in low immune response.	L=4, S=4, R= 12 High	Facilities		YES	Signage has been installed in all areas, including access and egress points, this includes: social distancing, give way to people coming down from stairs. Reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines. Building management can make arrangements for cxLoyalty to exit our office floor via the fire escape from the office. The purpose is to prevent building occupants crossing paths on the buildings main stairwell. The stairwell will be used for building entry and all floor access via the rear entry door (not through Reception). Late shift workers (only cxLoyalty have late shift workers)	L=1, S=5, R= Low
4.5	Allow plenty of space between people waiting to enter site such as floor markings, to ensure 2-meter distance is maintained between people when queuing		L=4, S=4, R= 12 High	Facilities		YES	The main stairwell can be used, and then exit via the ground floor rear door. (At weekends and post 6.00pm Monday to Friday the rear door can be used for entrance and exit to aid CX Loyalty late shift personnel). Access & Egress – Building occupants The main stairwell will be used for access with signage and marking to maintain 2 metre distancing. Lifts: Signage has been put up to clearly mark lifts as single use only. Hand sanitiser stations also has been placed outside lift exits on each floor. Reception: The reception area is generally used for staff and other occupants for entry to the building. This will only be used for visitor entry only upon return to business. cxLoyalty will keep retainer of PPE for essential visits.	L=1, S=5, R= Low
4.6	Reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines		L=4, S=4, R= 12 High	HR		YES	Employees instructed to allow plenty of space between people waiting to enter site, floor marks in place to ensure 2-meter distance is maintained between people when queuing	L=1, S=5, R= Low
4.7	Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site		L=4, S=4, R= 12 High	HR		YES	Communicate to all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site	L=1, S=5, R= Low
4.8	Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets and desks, particularly during peak flow times.		L=4, S=4, R= 12 High	Facilities		YES	The cleaning on-site team will regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets and desks, particularly during peak flow times.	L=1, S=5, R= Low
4.9	Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.		L=4, S=4, R= 12 High	HR	training to be involved on this	YES	Office re-entry training will take place via Teams before coming back to site. In terms of induction training for new starters – this would need to be advised by the training team. Currently training is taking place remotely but this would need to be determined according to training need/facilities available/timescales.	L=1, S=5, R= Low
4.11	Reception Deliveries		L=4, S=4, R= 12 High	Facilities		YES	All deliveries to the reception have been stopped, ALL deliveries will be handled by the goods in personnel at the warehouse in Affinion House. Drivers should press the reception call button with gloved hand. But considered low risk. They will wait until the door is opened for them, and follow the warehouse procedure.	
Hygiene/Social Distancing								
5	Risk / Subject	Who might be harmed and how	Risk Rating Without Controls	Owner	Action	Completed?	Control Measure Details	Risk Rating With Controls
	Introduction/transmission of COVID-19 into cxLoyalty's location due to lack of adequate controls in work areas.							
5.1	HR to communicate to all staff that hands must be washed for 20 seconds and/or sanitized upon entering and before leaving the building and frequently throughout the day. Any skins problems arising from a higher rate of washing and sanitizing must be reported to their immediate line manager.		L=4, S=4, R= 12 High	HR		YES	Handwashing <ul style="list-style-type: none"> • Hands must be washed for 20 seconds and/or sanitized upon entering and before leaving the building and frequently throughout the day. Any skins problems arising from a higher rate of washing and sanitizing must be reported to their immediate line manager. • We have ensured that adequate supplies of soap and fresh water are always readily available and kept topped upper have provided hand sanitizer (minimum 60% alcohol based) where hand washing facilities are unavailable. 	L=1, S=5, R= Low
5.2	cxLoyalty to ensure adequate supplies of soap and fresh water are always readily available and kept topped up.		L=4, S=4, R= 12 High	Facilities		YES		
5.3	cxLoyalty or provide hand sanitizer (minimum 60% alcohol based) where hand washing facilities are unavailable.		L=4, S=4, R= 12 High	Facilities		YES		
5.4	cxLoyalty to ensure that cleaners regularly clean the hand washing facilities.		L=4, S=4, R= 12 High	Facilities		YES		
5.5	cxLoyalty to provide suitable and enough rubbish bins for hand towels with regular removal and disposal.		L=4, S=4, R= 12 High	Facilities		YES		
5.6	HR to communicate to all staff to avoid touching face/eyes/nose/mouth with unwashed hands. Staff to stifle a sneeze with a tissue then throw it in the bin or by sneezing into the crook of your elbow.		L=4, S=4, R= 12 High	HR		YES		

5.7	HR to communicate that employees must not sneeze into their hands as they could become contaminated.		L=4, S=4, R= 12 High	HR		YES	provided hand sanitizer (minimum 60% alcohol based) where hand washing facilities are unavailable.	L=1, S=5, R= Low
5.8	cxLoyalty to restrict the number of people using toilet facilities at any one time and use signage, such as floor markings, to ensure distance is maintained between people when queuing.		L=4, S=4, R= 12 High	Facilities		YES	•Regularly clean the hand washing facilities in place with our cleaning contractor.	L=1, S=5, R= Low
5.9	HR to communicate to employees to wash or sanitize hands before and after using the facilities.		L=4, S=4, R= 12 High	HR		YES	•We have enough rubbish bins for hand towels with regular removal and disposal.	L=1, S=5, R= Low
5.10	cxLoyalty to enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.		L=4, S=4, R= 12 High	Facilities		YES	•Staff to avoid touching face/eyes/nose/mouth with unwashed hands. Staff to stifle a sneeze with a tissue then throw it in the bin or by sneezing into the crook of the elbow.	L=1, S=5, R= Low
5.11	cxLoyalty to provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.		L=4, S=4, R= 12 High	Facilities		YES	•Staff must not sneeze into their hands as they could become contaminated.	L=1, S=5, R= Low
5.12	HR to communicate to employees and encourage where possible, to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.		L=4, S=4, R= 12 High	HR		YES	Toilet Facilities	L=1, S=5, R= Low
5.13	Break times should always be staggered to reduce congestion and contact.		L=4, S=4, R= 12 High	HR		YES	•Restricted the number of people using toilet facilities at any one time and use signage, such as floor markings, to ensure distance is maintained between people when queuing.	L=1, S=5, R= Low
5.14	Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.		L=4, S=4, R= 12 High	Facilities		YES	•Staff to wash or sanitize hands before and after using the facilities.	L=1, S=5, R= Low
5.15	cxLoyalty to ensure that frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves.		L=4, S=4, R= 12 High	Facilities		YES	•cxLoyalty have in place an enhanced cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.	L=1, S=5, R= Low
5.16	cxLoyalty to ensure that hand cleaning facilities or hand sanitizer should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area.		L=4, S=4, R= 12 High	Facilities		YES	•cxLoyalty have provided suitable and enough rubbish bins for hand towels with regular removal and disposal.	L=1, S=5, R= Low
5.17	cxLoyalty to ensure that 2 meters should be maintained between users, wherever possible.		L=4, S=4, R= 12 High	HR		YES	Rest Areas	L=1, S=5, R= Low
5.18	cxLoyalty to ensure that all rubbish should be put straight in the bin and not left for someone else to clear up.		L=4, S=4, R= 12 High	HR		YES	•Where appropriate, workers will be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.	L=1, S=5, R= Low
5.19	Tables should be cleaned between each use.		L=4, S=4, R= 12 High	Facilities		YES	•Break times should always be staggered to reduce congestion and contact.	L=1, S=5, R= Low
5.20	CxLoyalty provided crockery, eating utensils, cups etc. not be used.		L=4, S=4, R= 12 High	Facilities		YES	•Drinking water is provided with enhanced cleaning measures of the tap mechanism introduced.	L=1, S=5, R= Low
5.22	cxLoyalty to ensure that employees will all be seated facing the same way at 2 metre intervals.		L=4, S=4, R= 12 High	Facilities		YES	•Cleaning team will frequently clean surfaces that are touched regularly, using standard cleaning products.	L=1, S=5, R= Low
5.23	Where this seating format is not practical, they will be seated at 2 metre intervals but not directly facing each other over the central desk dividers.		L=4, S=4, R= 12 High	Facilities		YES	•The Cafe/Restaurant will remain closed until it is considered safe to reopen. When the café does reopen, we will encourage the staggering of break times to reduce pressure on the facility. This will help avoid the usual 12.00PM rush. - Internal office space option. As we would close the shared kitchenette, it can be arranged with KBC to create an area within our floor space with spaced seating for staff to take a break/lunch	L=1, S=5, R= Low
5.24	cxLoyalty to ensure that staff will be placed into teams and will remain within these to limit interaction with other staff members therefore compartmentalising potential infection within the workforce.		L=4, S=4, R= 12 High	HR		YES	•Where appropriate, KBC will either tape off facilities that are closer than two metres together or use clear signage to make it clear that social distancing should be maintained.	L=1, S=5, R= Low
5.25	All personnel on site including contractors and visitors will be required to follow the designated hand washing and sanitising routine frequently throughout the day.	Employees, Contractors Delivery Agents and Postal Workers, Visitors, Members of the Public, Vulnerable Persons as Below:	L=4, S=4, R= 12 High	Facilities		YES	•All rubbish should be put straight in the bin and not left for someone else to clear up.	L=1, S=5, R= Low
5.26	Workstation areas will be supplied with anti-bacterial sprays, wipes and gloves. Staff will be required to wipe down their keyboard, telephone, headset, handset and every work surface they use in their personal area prior to starting work and at the end of every shift.	Elderly and age groups as determined by the Government	L=4, S=4, R= 12 High	HR		YES	•Tables should be cleaned between each use.	L=1, S=5, R= Low
5.27	An enhanced cleaning routine must be implemented and carried out by the contracted cleaning operatives. To ensure that all touchpoints such as key-pad entry points, door handles, handrails, toilet doors, toilet seats, taps, tiles and hand dryers and frequently wiped down throughout the working day.	Auto-immunity deficient through inherent health conditions or due to treatment resulting in low immune response.	L=4, S=4, R= 12 High	Facilities		YES	•cxLoyalty provided, microwaves, kettles, fridges, crockery, eating utensils, cups etc. not be used.	L=1, S=5, R= Low
5.28	Where shared use of equipment is necessary such as printers, team- leader safe and First Aid boxes it must be cleaned with anti-bacterial wipes prior to and after use. Gloves to be worn during the use of shared equipment. Wherever possible use must be limited on shared equipment or one person designated to the task for the duration of that shift to reduce the potential of infection.		L=4, S=4, R= 12 High	HR		YES	•Cleaning staff (visual) and Facilities (CCTV) to monitor that rules for canteens are followed.	L=1, S=5, R= Low
0.00	Office equipment such as printers will have a demarcation placed around them to clearly mark the social distance parameter.		L=4, S=4, R= 12 High	Facilities		YES	•Coffee and Vending machines can still be used maintaining social distance.	L=1, S=5, R= Low
5.30	cxLoyalty to ensure that internal meetings will only be held in areas that allow social distancing to be strictly adhered to and the number of participants will be reduced. Where a large number of people are required to be addressed, they must be divided into small groups and the meeting held over several appointment times to ensure social distancing measures are followed.		L=4, S=4, R= 12 High	HR		YES	Internal Working Areas	L=1, S=5, R= Low
5.31	External meetings to be held via electronic devices and video conferencing.		L=4, S=4, R= 12 High	HR		YES	•Wherever possible staff will all be seated facing the same way at 2 metre intervals. It is not necessary to wear a face mask whilst at the desk employees MUST wear a mask when moving around the office.	L=1, S=5, R= Low
							•Where this seating format is not practical, they will be seated at 2 metre intervals but not directly facing each other over the central desk dividers.	L=1, S=5, R= Low
							•Staff will be placed into teams and will remain within these to limit interaction with other staff members therefore compartmentalising potential infection within the workforce.	L=1, S=5, R= Low
							•All personnel on site including contractors and visitors will be required to follow the designated hand washing and sanitising routine frequently throughout the day.	L=1, S=5, R= Low
							•Workstation areas will be supplied with anti-bacterial gel, desk wipes and paper towels. Staff will be required to wipe down their keyboard, telephone, headset, handset and every work surface they use in their personal area prior to starting work and at the end of every shift.	L=1, S=5, R= Low
							•An enhanced cleaning routine has been devised and implemented. This will be carried out by the contracted cleaning operatives. They will ensure that all touchpoints such as key-pad entry points, door handles, handrails, toilet doors, toilet seats, taps, tiles and hand dryers and frequently wiped down throughout the working day.	L=1, S=5, R= Low
							•Where shared use of equipment is necessary such as printers, team- leader safe and First Aid boxes it must be cleaned with anti-bacterial wipes prior to and after use. Wherever possible use must be limited on shared equipment or one person designated to the task for the duration of that shift to reduce the potential of infection.	L=1, S=5, R= Low
							•Office equipment such as printers will have a "maintain social distance" sign placed on the floor to clearly mark the social distance parameter.	L=1, S=5, R= Low
							•Internal meetings (if necessary) will only be held in areas that allow social distancing to be strictly adhered to and the number of participants will be reduced. Where many people are required to be addressed, they will be divided into small groups and the meeting held over several appointment times to ensure social distancing measures are followed.	L=1, S=5, R= Low
							•Meeting rooms occupancy has been restricted to ensure social distancing; signs are also in place.	L=1, S=5, R= Low
							•External meetings will be held via electronic devices and video conferencing.	L=1, S=5, R= Low
							•Issuing of stationery will be managed by each team leader and wiped done by employee before use.	L=1, S=5, R= Low
							•Stationery will not be shared, and must be put away at the end of each working day in employee's plastic bag	L=1, S=5, R= Low

6.00 First Aid								
	Risk / Subject	Who might be harmed and how	Risk Rating Without Controls	Owner	Action	Completed?	Control Measure Details	Risk Rating With Controls
Exposure of First Aiders/Employee to COVID-19 or possible lack of an individual receiving adequate First Aid treatment when required.								
6.1	The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.	Employees, Contractors Delivery Agents and Postal Workers, Visitors, Members of the Public, Vulnerable Persons as Below:	L=4, S=4, R= 12 High	Facilities		N/A		L=1, S=5, R= Low
6.2	When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site.		L=4, S=4, R= 12 High	Facilities		YES		L=1, S=5, R= Low
6.3	Emergency plans including contact details should be kept up to date.		L=4, S=4, R= 12 High	Facilities		YES	•The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend unless the first aider feels at risk.	L=1, S=5, R= Low
6.4	Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources.		L=4, S=4, R= 12 High	Facilities		YES	•All first Aiders will be consulted on implementing and managing the First Aid system during the current situation to include but not limited to:	L=1, S=5, R= Low
6.5	Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.		L=4, S=4, R= 12 High	Facilities		YES	oThe provision of adequate first aid resources	L=1, S=5, R= Low
6.6	A full PPE kit must be provided within the First – Aid bags at every First-Aid Station. These must be regularly checked and maintained by the H&S team. The kit must contain a face mask, a face visor, long-sleeved gown and tape to seal the sleeves. These must be sealed in a sanitized zip-lock bag and determined as "one-use" only.	Elderly and age groups as determined by the Government Auto-immunity deficient through inherent health conditions or due to treatment resulting in low immune response.	L=4, S=4, R= 12 High	Facilities	On order	YES	oResponse to situations requiring degrees of first aid response.	L=1, S=5, R= Low
6.7	Each First Aider must wear a minimum of a facemask, visor and gloves at every response to a First-Aid call.		L=4, S=4, R= 12 High	Facilities		YES	oSelf-help first aid	L=1, S=5, R= Low
6.8	A facemask and gloves must be provided to all Fire Wardens. These must be sealed in sanitized zip-lock bags and provided specifically for their use.		L=4, S=4, R= 12 High	Facilities		YES	oPossible delays in emergency services response	L=1, S=5, R= Low
6.9	In the event of evacuation due to fire these must be donned immediately upon hearing the audible fire alarm warning.		L=4, S=4, R= 12 High	Facilities		YES	oEmergency plans including contact details will be kept up to date.	L=1, S=5, R= Low
6.10	The higher management must actively promote effective mental health and well-being awareness to all staff throughout the COVID-19 outbreak and the ensuing restrictions.		L=4, S=4, R= 12 High	HR		YES	oConsider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.	L=1, S=5, R= Low
							•A full PPE kit will be provided within the First – Aid bags at every First-Aid Station. These will be regularly checked and maintained by the H&S team. The kit will contain a face mask, a face visor, long-sleeved gown and tape to seal the sleeves. These will be sealed in a sanitized zip-lock bag and determined as "one-use" only.	L=1, S=5, R= Low

6.11	All management must adopt an "open-door" policy to all staff to ensure they may discuss any concerns they have around COVID-19 and must effectively assist with any anxiety they may be experiencing – particularly within the workplace.	L=4, S=4, R= 12 High	HR		YES	<ul style="list-style-type: none"> These will be sealed in a sanitized zip-lock bag and determined as "one-use" only. Each First Aider will be required to wear a minimum of a facemask, visor and gloves at every response to a First-Aid call. A facemask and gloves will be provided to all Fire Wardens. These will be sealed in sanitized zip-lock bags and provided specifically for their use. In the event of evacuation due to fire these must be donned immediately upon hearing the audible fire alarm warning. 	L=1, S=5, R= Low
6.12	Mental Health and Well -Being Around COVID-19	L=4, S=4, R= 12 High	HR		YES	<ul style="list-style-type: none"> The higher management will actively promote effective mental health and well -being awareness to all staff throughout the COVID-19 outbreak and the ensuing restrictions. All management will adopt an "open-door" policy to all staff to ensure they may discuss any concerns they have around COVID-19 and will effectively assist with any anxiety they may be experiencing – particularly within the workplace. 	
7	Managerial/Supervisory						
	Subject		Owner	Action	Completed?	Details	
7.1	• Ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S or Line Managers.		Line managers	To be communicated to all line managers	YES	The office re-entry training clearly outlines actions to be taken in cases of employees feeling unwell and/or being confirmed as being Covid positive.	
7.2	• Information notes are to be sent out and any updates communicated in a timely manner to the workforce. This must include letting staff know about symptoms and actions the medical professionals are advising people to take.		HR		YES		
7.3	• Assessment to be reviewed every month or where significant change has occurred.		Facilities	Monthly review	YES	Facilities teams will undertake monthly reviews	
7.4	• Managers / Supervisors to monitor the arrangements to ensure that they are effective		Line managers	Weekly Mtgs	YES		
7.6	• Detail arrangements for how Management will ensure controls are implemented and managed		Line managers	Weekly Mtgs	YES		
8.0	Training						
	Subject		Owner	Action	Completed?	Details	
8.1	• Managers to be briefed in the Company specific process / procedures for Covid 19 management		HR	LM to be invited	YES		
8.2	• Operatives to be given an information document detailing risks and controls in relation to Covid 19.		HR		YES		