

Persons at Risk	Employees, others working in close Proximity			
Hazard	Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)	Risk Rating	Further Action	Date Completed
1	Working in close proximity to others, who may have contracted the virus.	HIGH	<ul style="list-style-type: none"> • Ensure all staff provided with regular information updates, in line with government guidelines with regards to the precautions required. • Send all employees new controls they must adhere to, to keep themselves and everyone else safe before they return to work. • SOP Needed for loaders and trainers where they need to be closer than 2 metres • Need to limit the amount of employees traveling on the company minibus • Advise staff not to car share with someone outside of their household. • Need to keep job and equipment rotation to a minimum. 	<p>Ongoing</p> <p>18-05-20</p> <p>18-05-20</p> <p>22-05-20</p> <p>Ongoing</p>
	<ul style="list-style-type: none"> • Employees from defined vulnerable groups have been instructed to work from home if possible or alternatively work provided to them where they have little or no contact with other staff members, or. • All employees undertaking non-essential work are required to work from home if possible. • Where employees are not able to work from home, social distancing guidelines, are implemented and observed. And adhere to room numbers on site, each room will have a notice showing max numbers • Staff instructed to follow government guidelines and self-isolate where they develop any symptoms including, a fever, new continuous cough or difficulty breathing. • Suspension of staff meetings and other activities if meeting cannot be undertaken in line with government guidance and where suitable separation distances (2m) cannot be maintained. • Staff shifts/ rest breaks are planned to ensure staggered use of canteen and welfare facilities. • Hand sanitiser and tissues made available to employees. Staff advised of the importance of implementing preventative hygiene measures. • Where working closer than 2 metres is necessary, face coverings will be available, restrict this to 2 people and keep to the same pairs, where possible. • Use of posters and floor and wall markings to remind employees of social distancing and supervision to insure compliance. • Four entry points for employees entering the work place to reduce queuing and congestion. 			

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2	Contact with contaminated surfaces.	<ul style="list-style-type: none"> Information posters provided at strategic locations to remind staff of the importance of regular handwashing and of effective handwashing techniques. Suitable handwashing facilities available on site, with adequate supply of water and hand sanitisers. Frequent cleaning regimes in place to ensure surfaces are regularly disinfected (including door handles, taps, light switches, toilet flush handles. etc) Wipes available to disinfect frequently touched items of equipment. Suitable supply of cleaning materials and disinfectant are available to ensure cleaning regimes can be completed. Welfare facilities are maintained and cleaned regularly. 	HIGH	<ul style="list-style-type: none"> Ensure Managers and employees made aware of and adhere to government guidelines with regards to cleaning, disinfection and removal of waste. Put in place paper towel and disinfectant sprays for employees to use for cleaning surfaces and equipment Need SOP for the cleaning of surfaces and equipment 	<p>18-05-20</p> <p>22-05-20</p> <p>20-05-20</p>
3	Contact with site visitors who may have contracted the virus.	<ul style="list-style-type: none"> All non-essential visitors are not permitted to access the site. Face to face meetings avoided wherever possible – alternative meeting arrangements are in place via conference call etc. Social distancing guidelines (at a minimum of 2m) implemented and adhered to in all situations where contact with site visitors is essential. Receptionist to sign in all visitors and guest from behind Perspex screen. No visitor to sign in and out his or herself. 	MEDIUM	SOP, to be written for the tasks need to be completed by the receptionists.	18-05-20
4	Staff becoming unwell whilst at work.	<ul style="list-style-type: none"> Where staff become unwell in the workplace, with a new, continuous cough or a high temperature (temperature to be measured) they will be sent home immediately and advised to follow current government guidelines with regards to self-isolation. Staff required to self-isolate where they have been in contact with individuals known to have tested positive for COVID-19. Where a staff member reports suspected COVID-19 symptoms areas will be disinfected and cleaned in line with government guidelines. 	HIGH	<ul style="list-style-type: none"> Ensure Managers are provided with suitable information to ensure they know how to spot symptoms of COVID-19 and are clear on any relevant processes/ actions to take. Need SOP on how to decontaminate areas correctly 	22-05-20

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5	Exposure to infected individuals when travelling between sites.	MEDIUM	<ul style="list-style-type: none"> • Ensure employees required to travel for work are provided with suitable guidance with regards to the precautions they should take. • Decision on the number of people allowed to use the work minibus. 	<p>22-05-20</p> <p>18-05-20</p>
6	Lack of staff affecting safety critical activities/ emergency arrangements.	MEDIUM	<ul style="list-style-type: none"> • Ensure clear communication of any changes to the health and safety arrangements in place to all relevant employees. • SOP Needed for how first aiders will treat injured employees and remain safe 	18-05-20