



Activity Description	For COVID-19 risk in relation to work-related activities carried out by: <ul style="list-style-type: none"> - workers at Bourne site (including Agency workers) - workers at New Malden office - workers at Medicare Purfleet site - Home-based workers when attending site - 'Flexible' workers (working on site and at home) when attending site - Furloughed workers, for any activity which is related to or affected by work 		Lead Assessor Name Charles Rigby Assessment Team Members Andy Blewett; Steve McCarthy; Rachel Wells; Pam Hallas; Alice Goldsmith; James Anthony		
Hazard Category	Who is at risk, and how (Task, Behaviour, Hazards)	Control Measures	Likelihood	Severity	Risk Rating
Continuous management of the risk of transmission within the workplace	<ul style="list-style-type: none"> - Any colleagues currently within our workplaces - Visitors - Contractors - Contact with infected (asymptomatic) person in workplace - Contact with infected individual who has symptoms but is unaware of their significance - Contact with knowingly infected individual who chooses to conceal their infection - Contact with contaminated surfaces 	<ul style="list-style-type: none"> - Compliance with the COVID-19 Secure Workplace 5 Steps programme - Identifying those at specific risk (>70, vulnerable, highly vulnerable, shielding or caring for others) and keeping them away from site (WFH or furlough) - Reducing numbers in the workplace at any one time (furlough, working from home, staggered shift times) - Reviewed workplace layout for 2 metre distancing so far as practicable - Enhanced cleaning and sanitising of site - Promoting hand washing and hygiene - Use of PPE (masks, gloves) by colleagues as personal choice supported - General availability of sanitising gel, disinfectant wipes and PPE - Informing, briefing and consulting colleagues - Introduced Internal Bubbles to reduce mixing between groups of workers during any period of increased risk - Consider restricting key fob access to other bubbles during any period of increased risk 	1 - Very unlikely (<10%)	3 - A serious recoverable health condition	3 - Proceed carefully
Infection carried by returnees (working from home or furlough)	<ul style="list-style-type: none"> - Any colleagues / teams currently working on Bourne, New Malden or Purfleet sites - Introduction of COVID 19 onto site by returning staff 	<ul style="list-style-type: none"> - A health questionnaire will be completed by phone prior to any return to work - If any staff, or their resident family members, are exhibiting symptoms they will remain barred from site - Communication to all colleagues of the availability of COVID-19 testing 	3 - Possible (>50%)	3 - A serious recoverable health condition	9 - Authorised people only on site
Travelling to work	<ul style="list-style-type: none"> - Any colleague using public transport - Any colleague car sharing At risk of contracting virus from: <ul style="list-style-type: none"> - other passengers while using public transport - colleague(s) while car sharing - contact with the surfaces of the car 	<ul style="list-style-type: none"> - Reduced numbers working on our sites - PPE provided to those who need to car share - face coverings required on public transport - flexibility to travel at less congested times 	3 - Possible (>50%)	3 - A serious recoverable health condition	9 - Authorised people only to travel to site



Hazard Category	Who is at risk, and how (Task, Behaviour, Hazards)	Control Measures	Likelihood	Severity	Risk Rating
<ul style="list-style-type: none"> - Arriving at work & checking in - Departing from work 	<p>- Any colleagues currently within our workplaces</p> <p>At risk of contracting virus from:</p> <ul style="list-style-type: none"> - inadequate social distancing while parking car - touching contaminated surfaces: entry doors, keypads, swipe card readers, internal door handles - contact with colleagues' clothing or other personal items 	<ul style="list-style-type: none"> - Reduced numbers working on site - Covid-19 Return to Work Induction HS11 training provided - Contactless swipe locks - Enhanced cleaning of frequent touch points - Provision of hand sanitiser at entry / exit points - Provision of PPE (gloves, masks) as a personal choice - All warehouse & production staff have lockers allocated for changing clothes - Internal doors generally left open to reduce contact with door handles 	2 - Unlikely (>10%)	3 - A serious recoverable health condition	6 - Authorised people only to come on site
<ul style="list-style-type: none"> - Operating work equipment - Working alongside colleagues - Use of workstations 	<p>- Any colleagues currently within our workplaces</p> <p>At risk of contracting virus from:</p> <ul style="list-style-type: none"> - inadequate social distancing - touching contaminated equipment - touching shared items - using frequent touch points (e.g. keypads, handrails, door handles etc.) 	<ul style="list-style-type: none"> - Reduced numbers working on site - In areas with potential for congestion, 2 metre stickers applied to floors - One way routes established in Production and in Warehouses where practicable - Social distancing so far as practicable in areas (e.g. warehouse offices) where colleagues may briefly converge - Provision of PPE (gloves, masks) as a personal choice - Avoidance of "hot desking", so far as is practicable - Provision of disinfectant wipes and sanitising gels 	3 - Possible (>50%)	3 - A serious recoverable health condition	9 - Authorised people only to carry out these tasks
<ul style="list-style-type: none"> - Moving around the wider workplace, in the course of work 	<p>- Any colleagues currently within our workplaces</p> <p>At risk of contracting virus from:</p> <ul style="list-style-type: none"> - inadequate social distancing - touching contaminated surfaces in warehouse, in corridors or staircases, in public areas / meeting spaces - cross contamination from PPE being worn 	<ul style="list-style-type: none"> - Reduced numbers working on site - Social distancing culture is well established - Contract cleaners cleaning high-contact areas throughout day - Enhanced cleaning regime by contractors during pandemic (push bars, handrails, door handles, high traffic areas). - Hand sanitiser and optional PPE is provided - Internal doors generally left open to reduce contact with door handles - Introduced Internal Bubbles to reduce mixing between groups of workers during any period of increased risk - Consider restricting key fob access to other bubbles during any period of increased risk 	1 - Very unlikely (<10%)	3 - A serious recoverable health condition	3 - Proceed carefully



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Close contact with others in restricted spaces (e.g. in offices)	<p>- Any colleagues currently within our workplaces</p> <p>- Any colleagues attending site temporarily (personal meetings, interviews, confidential discussions etc.)</p> <p>At risk of contracting virus from:</p> <ul style="list-style-type: none"> - inadequate social distancing - touching contaminated surfaces - exposure to cough or sneeze droplets - extended exposure to a shared breathing zone 	<ul style="list-style-type: none"> - Meetings to be virtual (Teams, Zoom, Skype, phone etc) wherever possible - If physical meeting is essential, use largest available indoor space. - No more than 3 persons in room, so far as is practicable - Keep meeting to 15 or 20 minutes, or take frequent breaks - Ventilate room by opening as many windows as possible 	3 - Possible (>50%)	3 - A serious recoverable health condition	9 - Authorised people only to come on site
<p>Exposure to:</p> <ul style="list-style-type: none"> - Visitors & contractors - Colleagues from other parts of site - Deliveries - Collections 	<p>- Any colleagues currently within our workplaces</p> <p>- Any colleagues dealing with deliveries</p> <p>- External drivers</p> <p>- Visitors & contractors</p> <p>At risk of contracting virus from:</p> <ul style="list-style-type: none"> - inadequate social distancing - handling items which are contaminated by virus 	<ul style="list-style-type: none"> - External access to Warehouses and offices by contactless key fob - No external drivers permitted onsite without prior arrangement - 2 metre spaces defined in drivers' waiting area to prevent close contact - On surrendering of vehicle keys, external drivers are permitted to wait in their cabs - Visitors admitted by appointment only - Expected visitors to complete questionnaire in advance about any close contact in past 14 days with anyone with symptoms of the virus, or who has a cough, cold or fever (or if they have had such symptoms themselves in past 7 days) - All contractors required to wear own PPE - Where practicable, quiet areas (e.g. DC2) set aside for contractors' work - Social distancing culture is well established - Introduced Internal Bubbles to reduce mixing between groups of workers during any period of increased risk - Consider restricting key fob access to other bubbles during any period of increased risk 	1 - Very unlikely (<10%)	3 - A serious recoverable health condition	3 - Proceed carefully
Giving First Aid or otherwise dealing with a person with COVID-19 symptoms	<p>Any colleague, with First Aiders at particular risk</p> <p>At risk of contracting virus from:</p> <ul style="list-style-type: none"> - touching contaminated surfaces - exposure to cough or sneeze droplets - contact with body fluids - extended exposure to a shared breathing zone 	<ul style="list-style-type: none"> - Provide information posters on correct actions (clean with normal disinfectant; use disposable gloves and aprons; double-bag and dispose of used items; use PPE for eyes, nose and mouth; wash & sanitise hands) 	3 - Possible (>50%)	3 - A serious recoverable health condition	9 - Authorised people only (First Aiders)



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Fire / emergency evacuation	<p>Any colleague or visitor At risk of contracting virus from reduced distancing:</p> <ul style="list-style-type: none"> - at assembly points - while working with others to investigate cause of alarm 	<ul style="list-style-type: none"> - Fire Marshals to manage behaviour - Social distancing 2 metres signage at assembly points 	1 - Very unlikely (<10%)	3 - A serious recoverable health condition	3 - Proceed carefully
<ul style="list-style-type: none"> - Pressures on mental health - Stress & anxiety 	<p>- Any colleague working on site - Any colleague on furlough - Any colleague working from home</p> <ul style="list-style-type: none"> - Financial concerns - Anxiety about dependants - Fear of catching the virus 	<ul style="list-style-type: none"> - Company offers support as detailed in Employee Handbook - Telephone counselling service provided via HAPI Employee Assistance Programme 	2 - Unlikely (>10%)	2 - A recoverable health condition	4 - Proceed carefully
Single brief attendance at site, e.g. to collect items	<p>Home-based or furloughed colleague</p> <ul style="list-style-type: none"> - Contact with infected (asymptomatic) person in workplace - Contact with contaminated surfaces 	<ul style="list-style-type: none"> - A health questionnaire will be completed by phone prior to any return to work - If any staff, or their resident family members, are exhibiting symptoms they may not visit site, however briefly - Colleague to visit only agreed and specified locations - Contactless swipe locks - Provision of hand sanitiser at entry / exit points - Provision of PPE (gloves, masks) as a personal choice 	1 - Very unlikely (<10%)	3 - A serious recoverable health condition	3 - Proceed carefully