

Hazards identified	Who might be harmed and how?	Current controls	Current Risk Rating	Any further controls required	New Risk Rating
Spread of coronavirus (person-to-person)	Employees Visitors Cleaners Contractors	<p>ENHANCED HYGIENE</p> <ul style="list-style-type: none"> - hand sanitiser to be used upon entry of the building & readily available throughout - appropriate hand washing facilities provided with soap, water & disposable paper towels - frequent handwashing every 30 minutes or after touching face <p>SIGNAGE</p> <ul style="list-style-type: none"> - stay 2m apart, frequent handwashing & NHS handwashing guidance signage - guidance for employees & guests on site rules <p>SOCIAL DISTANCING</p> <ul style="list-style-type: none"> - 2m distance to be maintained of 1m with risk mitigation where 2m is not viable - maximum numbers of people on premises, in meeting rooms and common areas - cohorting and staggered arrival/departure times where possible - no sitting face-to-face (members of different households) - socially distant meetings using Microsoft Teams/Skype/phone calls where possible <p>EMPLOYEES</p> <ul style="list-style-type: none"> - employees to support/remind each other not to touch their face - catch coughs/sneezes in a tissue or crook of their elbow - all employees to complete 'coronavirus: staying safe' online training module <p>- encouraged to walk, cycle or drive to/from work; face masks available to those using public transport</p> <p>PPE</p> <ul style="list-style-type: none"> - used hand towels & PPE to be disposed of in foot-operated lidded bins in bathrooms <p>- ALL PERSONS TO WEAR A FACE MASK WHEN ENTERING A RETAIL AREA OF THE BUSINESS</p> <ul style="list-style-type: none"> - gloves & face masks available with guidance on how to use effectively <p>DELIVERIES</p> <ul style="list-style-type: none"> - agreed drop-off point with contactless delivery options wherever possible - fewer personal deliveries where possible - minimum number of people to put away deliveries <p>OTHER</p> <ul style="list-style-type: none"> - increased ventilation; windows opened; non fire doors to be left open 	Medium (8)	- Employees to read all COVID-19 specific updates shared via the Hive	Medium (8)
Spread of coronavirus (surface-to-person)	Employees Visitors Cleaners Contractors	<p>ENHANCED HYGIENE</p> <ul style="list-style-type: none"> - daily cleaning with focus on high frequency touch points - D10 readily available to clean before and after touching shared equipment/surfaces - employees to report inadequate cleaning to site manager - frequent handwashing every 30 minutes or before & after touching shared equipment & surfaces <p>SIGNAGE</p> <ul style="list-style-type: none"> - frequent handwashing & NHS handwashing guidance <p>STAFF KITCHENS</p> <ul style="list-style-type: none"> - all used items immediately cleaned or dishwasher, not left in the sink or on the counter - no open or shared food (with exception of food in wipe-clean containers, e.g. cereals) - staff fridge to be emptied and disinfected every night - employees encouraged to prepare food at home wherever possible <p>DELIVERIES</p> <ul style="list-style-type: none"> - all packaging disposed of immediately 	Medium (8)		Medium (8)
Spread of coronavirus (symptomatic people)	Employees Visitors Cleaners Contractors	<p>ENHANCED HYGIENE</p> <ul style="list-style-type: none"> - areas where employee/visitor came into contact cleaned with disinfectant <p>SIGNAGE</p> <ul style="list-style-type: none"> - poster telling staff to stay at home & report symptoms <p>EMPLOYEES</p> <ul style="list-style-type: none"> - employees not to attend work and immediately report high temperature, cough or loss/change to sense of smell/taste - if employee comes in with symptoms, manager to send them home immediately <p>- coronavirus capture form part 1 to be completed on day 1 of symptoms and part 2 to be completed before employee returns to work</p> <ul style="list-style-type: none"> - symptomatic employee to immediately begin 7 days self-isolation & contact NHS/111 to request test - employee can return to work upon provision of negative test results - 14 days self-isolation if household member has symptoms (following government guidance) <p>GUESTS/VISITORS</p> <ul style="list-style-type: none"> - refused entry / asked to leave immediately 	Medium (8)		Medium (8)
Spread of coronavirus (confirmed case of COVID-19 in the workplace)	Employees Visitors Cleaners Contractors	<p>ENHANCED HYGIENE</p> <ul style="list-style-type: none"> - public areas should be cleaned thoroughly as normal - areas where the employee/visitor came into contact is disinfected with T025 - person cleaning must wear PPE (disposable gloves and apron) - items used during cleaning must be placed in a bin bag for 72 hours before being disposed of <p>PROCEDURE</p> <ul style="list-style-type: none"> - manager to contact Public Health Authority to discuss next steps (contact tracing) 	Medium (8)	- infected person must follow the most up to date advice from the government on self-isolation from the Test&Trace guidance - employees working in close proximity with the infected person must self-isolate if instructed to do so by NHS Test & Trace	Medium (8)
Spread of coronavirus (vulnerable individuals)	Employees	<p>EXTREMELY VULNERABLE PEOPLE (shielding)</p> <ul style="list-style-type: none"> - work from home where possible <p>VULNERABLE PEOPLE (with underlying health conditions)</p> <ul style="list-style-type: none"> - work from home where possible <p>- if not possible to work from home, ensure social distancing and stringent hygiene procedures are followed (as above)</p>	Low (4)		Low (4)
Mental wellbeing	Employees	<ul style="list-style-type: none"> - mental health champions available for talks and support - regular wellbeing tips and messages published on the Hive (LMS) - resources and guidance available for managers on how to support their teams - management to promote mental health and wellbeing to their teams - COVID-19 secure one-to-one catch-up before returning to the office - regular line manager catch-ups - social calls for remote workers coordinated by line manager - PPE (masks and gloves) available for employees who are anxious about contracting coronavirus 	Medium (6)		Medium (6)
Appropriate workstation for employees working from home	Employees working from home	<ul style="list-style-type: none"> - DSE assessment available for employees on the Intranet - advice from IT on how to set up a safe workspace at home - regular breaks encouraged - regular catch-ups with line manager to raise concerns - individual assessments to provide reasonable adjustments to workstations 	Medium (6)		Medium (6)
Skin irritation caused by frequent handwashing	Employees Visitors Cleaners Contractors	<ul style="list-style-type: none"> - hand lotion available in all bathrooms 	Low (2)		Low (2)