

## RISK ASSESSMENT

Company:	<b>Lloyd Ltd</b>	Reference Number:	<b>COVIDRA001.01</b>
Assessment of Process / Risk:	<b>Control of Coronavirus</b>	Date of Assessment / Last Review:	<b>18/05/2020</b>
Assessed By:	<b>IRM Safety</b>	Relevant Departments:	<b>All Departments</b>
Persons at Risk:	<b>Employees, those in contact with employees, visitors to site and any person affected by our business activities</b>		

**The below assessment details the key measures being taken to protect employees, visitors and anyone affected by our business activities.**

Hazard / Consideration	Initial Risk Rating	Control measures being implemented & steps being taken to reduce risk to the lowest possible level	Further actions / comments	Residual Risk Rating
Information, instruction and training (administration)	<b>H</b>	<ol style="list-style-type: none"> <li>1. Management regularly check, review and act on information supplied by the Government, Authorities &amp; Safety Advisors.</li> <li>2. Any information obtained is cascaded down to employees.</li> <li>3. Continual monitoring of work activities to ensure social distancing guidelines and the Company's policy is being adhered to.</li> <li>4. Employees are provided with information, instruction and training in the form of;                             <ul style="list-style-type: none"> <li>• The risk management plan</li> <li>• Company policy</li> <li>• Guidance assessments</li> <li>• Regular briefings</li> <li>• Emergency contingency plans</li> <li>• Safety signs, posters and notices</li> <li>• Training documents (toolbox talks etc.)</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Employees are encouraged to regularly check information from the listed sources</li> <li>• Training to be refreshed as new information / guidance is made available</li> <li>• Awareness and focus on the importance of mental health at times of uncertainty</li> </ul>	<b>L</b>
Vulnerable people	<b>H</b>	<ol style="list-style-type: none"> <li>1. Where employees have been classified as clinically vulnerable, every effort possible will be made to restrict the need for them to be in work.</li> <li>2. Home working will be utilised where possible.</li> <li>3. Company will consider circumstances where an employee lives with clinically vulnerable individuals and make reasonable adjustments where possible</li> </ol>	<ul style="list-style-type: none"> <li>• Employee needs to be assessed by Management</li> </ul>	<b>L</b>
Accidents, security and other incidents	<b>H</b>	<ol style="list-style-type: none"> <li>1. During incidents, safety will be prioritised.</li> <li>2. In an emergency (fire, accident or break-in) people do not have to stay 2m apart if it would be unsafe.</li> <li>3. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.</li> </ol>	<ul style="list-style-type: none"> <li>• Details to be communicated to all employees</li> </ul>	<b>L</b>

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Social distancing	<b>H</b>	<ol style="list-style-type: none"> <li>1. The Company has taken all reasonable steps to ensure a 2m distance can be maintained between people on site – this includes;                             <ul style="list-style-type: none"> <li>• Limiting the number of people on site</li> <li>• Restricting number of visitors on site</li> <li>• Using designated drop off / delivery points</li> <li>• Altering access / egress to site</li> <li>• Altering workstations, work areas and working practices</li> <li>• Staggering breaks / rest periods</li> <li>• Displaying signs, notices and posters</li> <li>• Use of floor markings in key areas</li> <li>• Supplying employees with additional equipment</li> </ul> </li> <li>2. Electronic devices to be used to communicate internally to avoid face to face contact.</li> <li>3. Number of persons using rest or welfare facilities to be restricted based on available space (i.e. one person in the toilets at a time, two people in the canteen at a time)</li> <li>4. Details of what should be done to assist with social distancing has been communicated to employees.</li> <li>5. Any information regarding social distancing, which is relevant to visitors, will be communicated.</li> </ol>	<ul style="list-style-type: none"> <li>• Where the 2m distance cannot be achieved, further controls have been implemented</li> <li>• One-way pedestrian systems to be used where practical</li> </ul>	<b>L</b>

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Hygiene / cleanliness / welfare	<b>H</b>	<ol style="list-style-type: none"> <li>1. To assist with reducing risk, the following steps have been taken;                             <ul style="list-style-type: none"> <li>• Installed additional hygiene stations at building entry / exit points</li> <li>• Increased frequency of cleaning / sanitising of work areas and work equipment</li> <li>• Obtained additional stock to ensure adequate supplies are available</li> <li>• Increased checks of hygiene provisions / stations</li> <li>• Displayed posters / notices to remind of good hygiene practices</li> <li>• Provided employees with information &amp; instruction on following good hygiene standards</li> </ul> </li> <li>2. The temperature of any person entering the building will be taken each day.</li> <li>3. Those with a temperature of 38’c or higher to be prevented from entering.</li> <li>4. Those with symptoms or living with other individuals with symptoms to be prevented from entering.</li> </ol>	<ul style="list-style-type: none"> <li>• Continual hand washing / sanitising to be encouraged</li> </ul>	<b>L</b>

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General work activities and work areas	<b>H</b>	<ol style="list-style-type: none"> <li>1. Where possible, work areas &amp; work activities have been altered to assist with safe working &amp; reducing the risk of transmission.</li> <li>2. Where possible, employees will continue to work from home.</li> <li>3. Number of staff on site to be limited.</li> <li>4. The minimum number of people needed to operate the business is a safe and effective way will be working at any one time.</li> <li>5. Where possible, the use of shared equipment has been prohibited or restricted.</li> <li>6. Where the use of shared equipment is necessary, additional cleaning / sanitising procedures have been put in place.</li> <li>7. Use of shared PPE to be prohibited.</li> <li>8. Where working together is absolutely necessary a consistent pairing system will be used.</li> <li>9. Cash payments to be restricted and only accepted where absolutely necessary.</li> <li>10. Sharing of vehicles to be restricted where social distancing cannot be maintained.</li> <li>11. Where necessary, additional equipment (including PPE) has been made available to employees.</li> <li>12. Work activities and work areas are continually monitored to ensure employees are following procedures and adhering to control measures.</li> </ol>	<ul style="list-style-type: none"> <li>• Home workers are provided with information, instruction and training</li> <li>• Management to continually monitor the wellbeing of all employees</li> <li>• Additional procedures available where shared vehicle use cannot be avoided</li> </ul>	<b>L</b>

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On site meetings	<b>H</b>	<ol style="list-style-type: none"> <li>1. Use of remote working tools to avoid in-person and face-to-face meetings.</li> <li>2. If meetings must take place in person, only absolutely necessary participants should attend meetings and social distancing measures will be maintained throughout.</li> <li>3. During meetings, equipment should not be shared, and hand sanitiser will be accessible.</li> <li>4. Meetings should be held outdoors or in well-ventilated rooms.</li> <li>5. In areas where regular meetings take place, floor signage will be used to help maintain social distancing.</li> </ol>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<b>L</b>
Off-Site Working	<b>H</b>	<ol style="list-style-type: none"> <li>1. Contact customer prior to a planned visit taking place and confirm the customer is comfortable with the planned visit.</li> <li>2. Ask customer about any instances of COVID-19 on their premises (alter visit if necessary).</li> <li>3. Obtain any site-specific procedures from the customer.</li> <li>4. Provide details of site-specific procedures to employees.</li> <li>5. Disinfect vehicles regularly and as necessary.</li> <li>6. Sharing of vehicles to be restricted where social distancing cannot be maintained.</li> <li>7. Where possible, disinfect tools and equipment used off-site.</li> <li>8. Avoid sharing of tools / equipment (employees to use their own where possible)</li> <li>9. Provide employees working off-site with hygiene supplies (e.g. hand sanitiser, wipes).</li> </ol>	<ul style="list-style-type: none"> <li>• Additional procedures available where shared vehicle use cannot be avoided</li> </ul>	<b>L</b>