

RISK ASSESSMENT				
Company:	Lloyd Ltd		Reference Number:	COVIDRA001.03
Assessment of Process / Risk:	Control of Coronavirus		Date of Assessment / Last Review:	10/07/2020
Assessed By:	IRM Safety		Relevant Departments:	All Departments
Persons at Risk:	Employees, those in contact with employees, visitors to site and any person affected by our business activities			
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)	H	1. Management regularly check, review and act on information supplied by the Government, Authorities & Safety Advisors. 2. Any information obtained is cascaded down to employees. 3. Continual monitoring of work activities to ensure social distancing guidelines and the Company's policy is being adhered to. 4. Employees are provided with information, instruction and training in the form of; <ul style="list-style-type: none"> The risk management plan Company policy Guidance assessments Regular briefings Emergency contingency plans Safety signs, posters and notices Training documents (toolbox talks etc.) 	<ul style="list-style-type: none"> Employees are encouraged to regularly check information from the listed sources Training to be refreshed as new information / guidance is made available Awareness and focus on the importance of mental health at times of uncertainty 	L
Vulnerable people	H	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. 2. Home working will be utilised where possible. 3. Company will consider circumstances where an employee lives with clinically vulnerable individuals and make reasonable adjustments where possible	<ul style="list-style-type: none"> Employee needs to be assessed by Management 	L
Accidents, security and other incidents		1. During incidents, safety will be prioritised. 2. In an emergency (fire, accident or break-in) people do not have to adhere to social distancing guidelines if it would be unsafe. 3. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.	<ul style="list-style-type: none"> Details to be communicated to all employees 	L

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Social distancing	H	<ol style="list-style-type: none"> The Company has taken all reasonable steps to ensure current social distancing guidelines can be maintained between people on site – this includes; <ul style="list-style-type: none"> Limiting the number of people on site Restricting number of visitors on site Using designated drop off / delivery points Altering access / egress to site Altering workstations, work areas and working practices Staggering breaks / rest periods Displaying signs, notices and posters Use of floor markings in key areas Supplying employees with additional equipment Electronic devices to be used to communicate internally to avoid face to face contact. 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) Details of what should be done to assist with social distancing has been communicated to employees. Any information regarding social distancing, which is relevant to visitors, will be communicated. 	<ul style="list-style-type: none"> Where social distancing cannot be achieved, further controls have been implemented One-way pedestrian systems to be used where practical 	L

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

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General work activities and work areas	H	<div>1. Where possible, work areas & work activities have been altered to assist with safe working & reducing the risk of transmission.</div> <div>2. Where possible, employees will continue to work from home.</div> <div>3. Number of staff on site to be limited.</div> <div>4. The minimum number of people needed to operate the business is a safe and effective way will be working at any one time.</div> <div>5. Where possible, the use of shared equipment has been prohibited or restricted.</div> <div>6. Where the use of shared equipment is necessary, additional cleaning / sanitising procedures have been put in place.</div> <div>7. Use of shared PPE to be prohibited.</div> <div>8. Where working together is absolutely necessary a consistent pairing system will be used.</div> <div>9. Cash payments to be restricted and only accepted where absolutely necessary.</div> <div>10. Sharing of vehicles to be restricted where social distancing cannot be maintained.</div> <div>11. Where necessary, additional equipment (including PPE) has been made available to employees.</div> <div>12. Work activities and work areas are continually monitored to ensure employees are following procedures and adhering to control measures.</div>	<div>• Home workers are provided with information, instruction and training</div> <div>• Management to continually monitor the wellbeing of all employees</div> <div>• Additional procedures available where shared vehicle use cannot be avoided</div> <div>• When required by Government requirements or when social distancing cannot be maintained, persons (customers, visitors, employees et.) should wear a face covering – requirements to be assessed by Site Management</div>	L

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