

RISK ASSESSMENT

Company:	Lloyd Ltd	Reference Number:	COVIDRA001.04
Assessment of Process / Risk:	Control of Coronavirus	Date of Assessment / Last Review:	01/02/2021
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	<ol style="list-style-type: none"> Management regularly check, review and act on information supplied by the Government, Authorities & Safety Advisors. Any information obtained is cascaded down to employees. Continual monitoring of work activities to ensure social distancing guidelines and the Company's policy is being adhered to. Employees are provided with information, instruction and training in the form of; <ul style="list-style-type: none"> 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	<ol style="list-style-type: none"> Where employees have been classified as clinically vulnerable, every effort possible will be made to restrict the need for them to be in work. Home working will be utilised where possible. 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	H	<ol style="list-style-type: none"> During incidents, safety will be prioritised. In an emergency (fire, accident or break-in) people do not have to adhere to social distancing guidelines if it would be unsafe. 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

RISK ASSESSMENT

Company:	Lloyd Ltd	Reference Number:	COVIDRA001.04
Assessment of Process / Risk:	Control of Coronavirus	Date of Assessment / Last Review:	01/02/2021
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
Social distancing	H	<ol style="list-style-type: none"> 1. The Company has taken all reasonable steps to ensure social distancing guidelines can be adhered to – this includes; <ul style="list-style-type: none"> • Limiting the number of people on site • Altering access / egress to site • Altering workstations, work areas and working practices • Introducing occupancy limits in relevant areas • Utilising electronic devices etc. for communication • Assessing business related travel and adjusted accordingly • Displaying signs, notices and posters • Supplying employees with additional equipment 2. The risk management plan has been developed to assist with social distancing on site. 3. The following distancing measures must be followed: <ol style="list-style-type: none"> a. Avoid face to face contact or having face to face conversations within 1 metre b. Avoid contact within 1 metre for 1 minute or longer without face to face contact c. Avoid being within 2 metres of any other persons for more than 15 minutes (either as a one-off contact or the contact time added together over one day) d. Do not travel in the same vehicle as other employees or others, 4. Any information regarding social distancing, which is relevant to visitors, will be communicated. 	<ul style="list-style-type: none"> • Where the current distance cannot be achieved, mitigating controls have been detailed in the risk management plan • Meetings / gatherings on site have been altered and considered as part of the management plan • Employees are required to wear their face coverings any time they are not at their main workstation. Face coverings are also to be worn at workstations if social distancing cannot be maintained 	L

RISK ASSESSMENT

Company:	Lloyd Ltd	Reference Number:	COVIDRA001.04
Assessment of Process / Risk:	Control of Coronavirus	Date of Assessment / Last Review:	01/02/2021
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
Hygiene / cleanliness / welfare	H	<ol style="list-style-type: none"> 1. To assist with reducing risk, the following steps have been taken; <ul style="list-style-type: none"> • Installed additional hygiene stations in the relevant areas • Increased frequency of cleaning / sanitising of work areas and work equipment • Obtained additional stock to ensure adequate supplies are available • Replaced / removed items which may increase the risk of spread • 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 2. The temperature of any person feeling unwell will be taken. 3. Any person with a temperature of 37.8°C or higher will not be permitted access to the premises – they will be asked to wait for 15 minutes before another check is taken. If their temperature is below 37.8°C they will be permitted access. If their temperature is 37.8°C or above, they will be advised to arrange a test. 4. Thermometer to be sanitised after each use 5. Those with symptoms or living with other individuals with symptoms to be prevented from entering. 6. Following notification to the Company of a positive test of a person who has been on the premises (employee or others) a deep clean of the premises will be carried out 	<ul style="list-style-type: none"> • All persons to ensure they regularly wash or sanitise their hands – observe good personal hygiene standards • Those with symptoms or living with other individuals with symptoms to be prevented from entering the premises • Random temperature checks of staff / visitors will also be carried out 	L

RISK ASSESSMENT

Company:	Lloyd Ltd	Reference Number:	COVIDRA001.04
Assessment of Process / Risk:	Control of Coronavirus	Date of Assessment / Last Review:	01/02/2021
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
General work activities and work areas	H	<ol style="list-style-type: none"> 1. Where possible, work areas & work activities have been altered to assist with safe working & reducing the risk of transmission. 2. Where possible, employees will continue to work from home. 3. Number of staff on site to be limited. 4. The minimum number of people needed to operate the business is a safe and effective way will be working at any one time. 5. Where possible, the use of shared equipment has been prohibited or restricted. 6. Where the use of shared equipment is necessary, additional cleaning / sanitising procedures have been put in place. 7. Use of shared PPE to be prohibited. 8. Where working together is absolutely necessary a consistent pairing system will be used. 9. Cash payments to be restricted and only accepted where absolutely necessary. 10. Sharing of vehicles to be restricted where social distancing cannot be maintained. 11. Where necessary, additional equipment (including PPE) has been made available to employees. 12. Work activities and work areas are continually monitored to ensure employees are following procedures and adhering to control measures. 	<ul style="list-style-type: none"> • Home workers are provided with information, instruction and training • Management to continually monitor the wellbeing of all employees • Additional procedures available where shared vehicle use cannot be avoided • Employees are required to wear their face coverings any time they are not at their main workstation. Face coverings are also to be worn at workstations if social distancing cannot be maintained 	L

RISK ASSESSMENT

Company:	Lloyd Ltd	Reference Number:	COVIDRA001.04
Assessment of Process / Risk:	Control of Coronavirus	Date of Assessment / Last Review:	01/02/2021
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
On site meetings	H	<ol style="list-style-type: none"> 1. Use of remote working tools to avoid in-person and face-to-face meetings. 2. If meetings must take place in person, only absolutely necessary participants should attend meetings and social distancing measures will be maintained throughout. 3. During meetings, equipment should not be shared, and hand sanitiser will be accessible. 4. Meetings should be held outdoors or in well-ventilated rooms. 5. In areas where regular meetings take place, floor signage will be used to help maintain social distancing. 	<ul style="list-style-type: none"> • None 	L
Off-Site Working	H	<ol style="list-style-type: none"> 1. Contact customer prior to a planned visit taking place and confirm the customer is comfortable with the planned visit. 2. Ask customer about any instances of COVID-19 on their premises (alter visit if necessary). 3. Obtain any site-specific procedures from the customer. 4. Provide details of site-specific procedures to employees. 5. Disinfect vehicles regularly and as necessary. 6. Sharing of vehicles to be restricted where social distancing cannot be maintained. 7. Where possible, disinfect tools and equipment used off-site. 8. Avoid sharing of tools / equipment (employees to use their own where possible) 9. Provide employees working off-site with hygiene supplies (e.g. hand sanitiser, wipes). 	<ul style="list-style-type: none"> • Additional procedures available where shared vehicle use cannot be avoided 	L

RISK ASSESSMENT

Company:	Lloyd Ltd	Reference Number:	COVIDRA001.04
Assessment of Process / Risk:	Control of Coronavirus	Date of Assessment / Last Review:	01/02/2021
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
An employee feeling unwell whilst at work	H	<ol style="list-style-type: none"> 1. Employee will be instructed to go home and avoid contact with others (including the use of public transport where possible) 2. Employee will be instructed to speak with a medical professional / seek guidance from the NHS (online or call 111) and attend a local test site for a COVID-19 test – whilst waiting for test results the employee must self-isolate, following current guidelines, see www.gov.uk 3. Any guidance provided is to be adhered to (this may mean self-isolation of the employee and those in their household) 4. Employee will be instructed NOT go to a GP, pharmacy or hospital. 5. Management will discuss (via phone / email) with the employee once they have received guidance from a medical professional 6. Avoid contact with a person who is unwell (even if diagnosis has not been confirmed) 	<ul style="list-style-type: none"> • Persons should maintain an adequate distance between themselves and anyone who is feeling unwell or has symptoms 	L
An employee coming into contact with a person who is infected	H	<ol style="list-style-type: none"> 1. If an employee knows a person who has been diagnosed with the infection, they should contact 111 or visit NHS UK website and follow guidance provided. 2. Employee should inform Line Manager (considering social distancing) if they have come into contact with a person who has the infection, see also guidance regarding Social Distancing to identify if the employee has been in close contact with the infected person 3. Line Management will seek advice from a medical professional / NHS UK and follow any guidance provided. 4. Avoid contact with infected persons or persons who feel unwell. 	<ul style="list-style-type: none"> • Persons should maintain an adequate distance between themselves and anyone who is feeling unwell or has symptoms 	L

RISK ASSESSMENT

Company:	Lloyd Ltd	Reference Number:	COVIDRA001.04
Assessment of Process / Risk:	Control of Coronavirus	Date of Assessment / Last Review:	01/02/2021
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
Returning to work following a period of self-isolation	H	If an employee has completed their self-isolation period and are due to return to work, they should ensure - <ol style="list-style-type: none"> 1. They discuss their return to work with Line Management. 2. They continue to adhere to the controls the Company has put in place. 3. They continue to observe good personal hygiene standards and regularly wash or sanitise their hands. 4. They continue to respect and adhere to social distancing guidelines and maintain a safe distance from others. 5. They wear their face covering when requested or when required (based on site rules) 6. They report any new or continued symptoms to Line Management. 	<ul style="list-style-type: none"> • If in doubt, employees should consult Line Management • Additional return to work assessment to be carried out as required 	L
General use of cleaning chemicals	H	<ol style="list-style-type: none"> 1. Those using chemicals are provided information and instruction on how to use chemicals & equipment correctly. 2. Material Safety Data Sheets (MSDS) or product labels are reviewed for hazardous properties and supplier information. 3. Low hazard chemicals are to be used whenever possible. 4. Access to the area being cleaned is restricted to authorised persons. 5. Cleaning chemicals are stored, handled, used and disposed of as per the manufacturers / supplier's instructions. 6. Chemicals are used at the correct concentration / strengths. 7. Adequate ventilation is maintained when cleaning chemicals are used. 8. Checks made to ensure the number of people in the area being cleaned is limited 9. Those using chemicals are provided with and will wear adequate PPE (based on supplier information) 	<ul style="list-style-type: none"> • Further assessment to be carried out when high hazard chemicals or specialist equipment is used • Consideration to be given to any health conditions (asthma etc.) the user or those in the vicinity may have • Checks should be made to ensure only HSE authorised biocidal products are used – to be checked with suppliers 	L