

Company Name:	Lloyd LTD
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RISK ASSESSMENT			
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Assessment of Process / Risk:	Control of Coronavirus	Reference Number:	RA001.05
Assessed By:	IRM Safety	Date of Assessment / Last Review:	19/07/2021

Persons at Risk:	Employees, those in contact with employees, visitors to site and any person affected by our business activities
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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
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From July 19th 2021, the majority of COVID 19 related restrictions will be eased or removed. Businesses still have a duty of care under the Health & Safety at Work Act 1974 to protect employees & those affected by their work activities. COVID 19 should be seen as another workplace hazard which needs to be controlled. Business Owners / Managers / Responsible Persons are encouraged to re-assess their site-specific Risk Management Plan (see document 07.236) and decide what control measures will remain in place, what control measures will be adapted and what else may need to be done to protect people. The control measures listed in this assessment have been reviewed and updated to reflect the relaxation of restrictions.

Information, instruction and training	M	<ol style="list-style-type: none"> 1. Management to regularly check, review and act on any information supplied by the Government, Local Authorities & Safety Advisors. 2. Any information obtained is to be cascaded down to employees. 3. Employees are encouraged to regularly check information from the above sources. 4. The Coronavirus Risk Management Plan is to be reviewed and any changes are to be communicated to all employees. 	<ul style="list-style-type: none"> • Management should be aware of any changes to local or national restrictions or guidance 	L
General work activities and work areas	M	<ol style="list-style-type: none"> 1. Work activities work areas are to be re-assessed and considered in the updated Risk Management Plan. 2. Where required, work areas & work activities to be altered to assist with safe working & reducing the risk of transmission. 3. Where possible, the use of shared equipment should continue to be avoided. 4. Where the use of shared equipment is necessary, additional cleaning / sanitising procedures should be continued. 5. Any previously supplied equipment (including PPE) should continue to be available to employees. 6. Work activities and work areas are to be continually monitored to ensure employees are following procedures and adhering to current control measures. 	<ul style="list-style-type: none"> • Management to continually monitor the wellbeing of all employees • The continued use of safety equipment (such as screens) will assist with reducing transmission and keeping people safe – Management are to decide what is to remain in place 	L

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Off-Site Working	M	<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 is permitted but restricted where possible. 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
Social distancing	M	<ol style="list-style-type: none"> 1. Any previous control measures related to social distancing, which are seen as required by Management, should remain in place. These may be - <ul style="list-style-type: none"> • Limiting the number of people on site • Keeping altered access / egress points • Keeping sign in / out procedures, including temperature checks • Keeping one-way systems in place • Keeping altered work areas / relocated workstations • Keeping occupancy limits in relevant areas • Utilising electronic devices etc. for communication • Keeping signs, notices and posters on display 2. Meetings, gatherings and customer / member of the public access should continue to be assessed as part of the Risk Management Plan review. 3. Any information regarding social distancing, which is relevant to employees, customers, visitors etc. should be communicated. 	<ul style="list-style-type: none"> • If preferred, employees / visitors should continue to wear face coverings • Management should discuss any concerns related to social distancing / close contact with others with each employee and act accordingly 	L

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Hygiene / cleanliness	M	<ol style="list-style-type: none"> 1. Any previous control measures related to hygiene / cleanliness, which are seen as required by Management, should remain in place. These may be - <ul style="list-style-type: none"> • Keeping the additional hygiene / sanitising stations in the relevant areas • Continuing with a robust cleaning / sanitising regime in work areas and of work equipment • Keeping items / equipment away which may increase the risk of spread • Continuing with regular checks of hygiene provisions / stations to ensure adequate supplies are available • Keeping any displayed posters / notices which remind of good hygiene practices 2. 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 work area / premises should be considered. 	<ul style="list-style-type: none"> • All persons should ensure they regularly wash or sanitise their hands & continue to observe good personal hygiene standards 	L
An employee feeling unwell whilst at work	M	<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. Until advice states otherwise, people should continue to self-isolate while awaiting test results. 3. Any guidance provided by the NHS / 111 is to be adhered to (this may mean self-isolation of the employee and those in their household) 4. People will be instructed NOT go to a GP, pharmacy or hospital, unless advised to by NHS / 111. 5. Management will discuss (via phone / email) with the employee once they have received guidance from a medical professional. 6. Continue to 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

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An employee coming into contact with a person who is infected	M	<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. 3. Any available guidance on self-isolation & social distancing should be adhered to. 4. Continue to 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
Vulnerable people	M	<ol style="list-style-type: none"> 1. Management is to consider the individual needs of employees and take action where required – this may mean separating work areas or allowing people to work from home. 2. Management should also consider circumstances where an employee lives with clinically vulnerable individuals and make reasonable adjustments where possible. 	<ul style="list-style-type: none"> • Regular communication between Management and employees is advised 	L
Returning to work following a period of self-isolation	M	<p>Until the rules of self-isolation are adjusted, employees should ensure -</p> <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 (including social distancing and face coverings if applicable) 3. They continue to observe good personal hygiene standards and regularly wash or sanitise their hands. 4. They report any new or continued symptoms to Line Management. 	<ul style="list-style-type: none"> • Additional return to work assessment to be carried out as required 	L

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General use of cleaning chemicals	M	<ol style="list-style-type: none"> 1. Those using chemicals are provided information and instruction on how to use chemicals & cleaning equipment safely. 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. Care will be taken to avoid creating wet surfaces, excess residue or excess airborne vapours which create additional hazards. 6. Care will be taken to ensure cleaning activities do not inadvertently affect other persons. 7. Checks made to ensure the number of people in the area being cleaned is limited & controlled. 8. Cleaning chemicals are stored, handled, used and disposed of as per the manufacturers / supplier's instructions. 9. Chemicals are used at the correct concentration / strengths. 10. Adequate ventilation is to be available & maintained during cleaning activities. 11. 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 are used • Further assessment to be carried out when additional cleaning equipment is to be used (fog, mist, ultraviolet etc.) • 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