

### BGB – Risk Assessment

<u>Machine / Process</u>	<u>Assessor</u>	<u>Assessment Date</u>	<u>Review Date</u>	<u>Risk Assessment No</u>
<b>COVID-19</b>	<b>Breeze Rowlands</b>	<b>15/06/2021</b>	<b>09/07/2021</b>	<b>36v20</b>

### Initial / Un-controlled Risk Categorisation

<b>Likelihood</b>	<b>5 Almost Certain</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	<b>4 Likely</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	<b>3 Possible</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	<b>2 Unlikely</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	<b>1 Rare</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<b>1 Minor Injury No First Aid</b>	<b>2 Minor Injury First Aid</b>	<b>3 Injury Hospital Treatment</b>	<b>4 Injury Permanent / Long-term</b>	<b>5 Fatality / Multiple Injuries</b>
<b>Severity</b>						

<b>Risk Category</b>	<b>Colour Code</b>	<b>Severity:</b>	<b>5</b>
<b>Very High</b>		<b>Likelihood:</b>	<b>5</b>
<b>High</b>		<b>Category:</b>	<b>Very High</b>
<b>Medium</b>		<b>Actions taken to address risk should be proportional to the risk category decreed</b>	
<b>Low</b>		<b><u>by the assessment.</u></b>	

<u>Hazards</u>	<u>Who might be harmed &amp; how?</u>	<u>Present Controls</u>	<u>Required Actions</u>	<u>Implementer</u>	<u>Implementation Deadline</u>	<u>Complete</u>
Travel - Foreign	Staff and visitors travelling into or out of high-risk areas have a higher chance of coming into contact with someone with coronavirus and spreading the virus	<p>Foreign, Commonwealth &amp; Development Office (FCDO) travel advice sets out COVID-19 and other risks that you may face if you travel abroad. We continue to advise against all non-essential international travel to some countries and territories. You should <a href="#">check the country page</a> for your destination. We also currently <a href="#">advise against cruise ship travel</a>.</p> <p>We are monitoring the international situation closely and keeping our advice under constant review, so that it reflects our latest assessment of risks to British people. We take a range of factors into account. For COVID-19, this includes the incidence rate and the resilience of healthcare provision in each country.</p> <p>Check for entry restrictions, testing, or quarantine requirements in our <a href="#">travel advice</a> or contact the <a href="#">UK-based embassy for your destination country</a></p>	<p>The COVID-19 pandemic continues to affect international travel. No travel is risk-free, and many countries have closed their borders or restricted entry to UK travelers. Any country may further restrict travel or bring in new rules at short notice, for example due to a new COVID-19 variant.</p> <p>You should read the guidance for your personal circumstances before deciding whether you are legally permitted to travel abroad.</p>	All staff	Immediately 17/05/2021	Yes
Travel – Local	Visitors travelling in or out of areas at a level higher than BGB have a higher chance of spreading the virus	<p><a href="#">Visitors to BGB</a></p> <p>Essential visitors only to be allowed on site, (<i>eg emergency maintenance work</i>)</p> <p>All essential visitors are to complete and sign a contractors and visitors Health Assessment Questionnaire</p> <p>Essential Visitors to be planned ahead where possible be temperature checked on entry to the site with a temperature below 38.5C</p> <p>No temperature data will be recorded</p>	<p>You should continue to plan ahead</p> <p>You should continue to minimise visitors you where possible. This means you should avoid unnecessary visits to site.</p>	<p>All staff to manage their own visitors and keep the record for 21 days</p> <p>All staff</p>	<p>Immediately 20/10/2020</p> <p>Immediately 17/05/2021</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

		Information from completed forms must not be used for any other purposes unrelated to contact tracing, or you will be in breach of GDPR.				
<p>Exposure from others</p> <p>*Symptoms are a high temperature considered to be 37.8C or over, and a new, continuous cough – <i>this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours.</i></p> <p>Loss or change to your sense of smell or taste</p> <p>Most people with coronavirus have at least 1 of these symptoms.</p>	<p>Staff &amp; Visitors</p> <p>1) Living with someone who shows symptoms* of COVID-19.</p> <p>2) Come into close contact - within 2 meters for 15 minutes (either as a one-off contact, or added up together over one day) or within 1 meter for 1 minute with someone who shows symptoms of *COVID-19*. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after. The wearing of a face mask will not be considered as a mitigation when assessing whether a recent contact is likely to have transmitted the virus</p> <p>3) Being advised by a public health agency that contact</p>	<p>You are legally obliged to self-isolate as soon as you show symptoms of COVID-19, and must book a test within 5 days. If you get a positive test result, you must self-isolate for 10 days from the day your symptoms started.</p> <p>You could be fined if you do not self-isolate following a notification by NHS Test and Trace</p> <p>Do not come into work if you are self-isolating</p> <p>This guidance still applies even if you have received one or more doses of COVID-19 vaccine.</p> <p>NHS Test and Trace in the workplace - QHSE or HR are to call the Self-Isolation Service as soon as they are made aware that any of their workers have tested positive and will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.</p> <p>HSE reporting - COVID-19 under RIDDOR apply only to occupational exposure, as a result of a person's work Dangerous occurrences are unintended events, which have the potential to cause significant harm.</p> <p>Social distancing is still very important. You should stay 2 metres apart or 1 metre with extra precautions in place (such as wearing face coverings) if you cannot stay 2 metres apart, including if you have been vaccinated against COVID-19.</p> <p>Repeated reports of the same people not distancing after being told about it, will lead to disciplinary action</p> <p>People should continue to work from home where they can and minimise the number of</p>	<p><u>ALL</u> staff must report a positive result to their line manager providing the 8-digit NHS Test and Trace Account ID alongside names of co-workers identified as close contacts. Line managers must advise QHSE</p> <p>If symptomatic evidence of negative test result is required to return to work.</p> <p>Call Self-Isolation Service Hub 020 3743 6715</p> <p>Completion of HSE RIDDOR, Dangerous occurrences must be reported to QHSE where others are put at risk</p> <p>Responding negatively or abusively will result disciplinary action</p> <p>Managers should take every possible step to facilitate their staff working from home until stage 4, no earlier than 21<sup>st</sup> June 2021</p>	<p>All staff</p>	<p>Immediately 26/03/2021</p>	<p>Yes</p>
				<p>Translations of guidance are available</p> <p>All staff</p>	<p>Distributed 3/04/2020</p> <p>Immediately 14/12/2020</p>	<p>Yes</p> <p>Yes</p>
				<p>QHSE or HR</p>	<p>Immediately 26/03/2021</p>	<p>Yes</p>
				<p>QHSE</p>	<p>Immediately 12/08/2020</p>	<p>Yes</p>
				<p>All Staff</p>	<p>Immediately 20/10/2020</p>	<p>Yes</p>
				<p>All staff</p>	<p>Immediately 11/12/2020</p>	<p>Yes</p>
				<p>All Staff</p>	<p>Immediately 24/02/2021</p>	<p>Yes</p>

	with a diagnosed case has occurred.	<p>journeys they make where possible, avoiding travel at the busiest times and routes.</p> <p>People infected with COVID-19 in the past are likely to be protected for several months. Those with immunity may still carry the virus and have a risk of transmitting to others</p> <p>Meeting friend &amp; family- emphasises personal responsibility rather than government rules. Instead of instructing you to stay 2m apart from anyone you don't live with, you are encouraged to exercise caution</p> <p><b>The government has announced a 4-week pause at Step 3. Step 3 restrictions remain in place. It is expected that England will move to Step 4 on 19 July</b></p>	<p>Social distancing in the workplace is still in place following the move to step 3.</p> <p><u>It is underpinned by law.</u></p>	<p>All staff</p>	<p>Immediately 17/05/2021</p>	<p>Yes</p>
			<p><b>England remains in Step 3</b></p>	<p><b>All staff</b></p>	<p><b>Immediately 15/06/2021</b></p>	<p><b>Yes</b></p>
<p>People at moderate risk (clinically vulnerable)</p> <p>*Healthy age death rate from COVID-19: 50-59 1.3% 60-69 3.6% 70-79 8% 80+ 21.9% Male have twice higher risk to die from coronavirus than woman.</p> <p>**If you are 40 years old male but you are a smoker with</p>	<p>Staff and visitors who are:Aged 60* or older (regardless of medical conditions) Under 60** with underlying health conditions: People at higher risk (clinically vulnerable)include people:70 or older, Pregnant, lung conditions such as asthma, COPD, emphysema or bronchitis, heart disease, heart failure, diabetes, chronic kidney disease, liver disease, hepatitis,</p>	<p>Step 3 of the Roadmap out of lockdown takes place from 17<sup>th</sup> May with restrictions remaining in place across the country, including for people who have been vaccinated. In England: You can meet indoors in a group of up to 6 people or a group of any size from 2 households You can meet outside in a group of up to 30 people Approximately 1 in 3 people who have coronavirus have no symptoms and could be spreading it without realising it. Remember that the risks of close contact may be greater for some people than others and in some settings and circumstances, You must wear a face covering in indoor settings where social distancing may be difficult. Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings) Asymptomatic testing is available, Rapid lateral flow testing is now available free to anybody</p>	<p>All staff at increased risk must advise HR Signage show how to move in high traffic areas (If causing a trip hazard - report immediately to QHSE.) Offices/meeting rooms show occupancy. WC facilities to be used by one person at a time Staff must not lock themselves in offices due to emergency access or evacuation. <u>Safe Spaces</u>. If a pharmacy has Ask for ANI on display it means they're ready to help.</p> <p>BGB staff are able to work safely within the</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Immediately as of 17/03/2020 Immediately as of 21/04/2020</p> <p>Immediately as of 10/05/2020</p> <p>Immediately as of 20/10/2020</p> <p>Immediately as of 14/01/2021</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

hypertension, asthma and diabetes you will be at even higher risk comparing with 80 years old healthy lady.	conditions affecting the brain or nerves, Parkinson's disease, motor neuron disease, multiple sclerosis or cerebral palsy, a high risk of getting infections, taking medicine that can affect the immune system, low doses of steroids, very obese (a BMI of 40 or above)	without symptoms. You can get your tests from pharmacies and testing sites - Roshban Limited - 17-18 High Street Grantham West Community Centre Bestway National Chemists Limited - 103 Hornsby Road Or online <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a> Rapid response lateral flow devices (LFDs) detect proteins (antigens) that are present when a person has COVID-19, a negative result means that active coronavirus infection was not detected, at the time of the test. However, this does not guarantee that you do not have coronavirus. When a person has low levels of virus in their system, lateral flow tests are less sensitive than some of the other tests we use, such as PCR tests.	guidelines published by the government and are not at higher risk of transmission so will not be asking staff to be tested at work and ask staff to take advantage Rapid lateral flow testing now available free to anybody without symptoms - <u>ALL</u> staff must report a positive result to their line manager	All staff	12/02/2021	Yes
				All staff in high transmission areas	24/02/2021	Yes
				All staff	09/04/2021	Yes
Clinically extremely vulnerable. - Shielding finished on 31 March.	Clinically extremely vulnerable include organ transplant, chemotherapy, antibody treatment, immunotherapy, radical radiotherapy, cancer treatments, protein kinase inhibitors, PARP inhibitors, blood or bone marrow cancer, leukaemia, lymphoma or myeloma, bone marrow or stem	Clinically extremely vulnerable have been offered a free supply of vitamin D supplements in England from January 2021.	Register your details at <a href="https://nhs.uk/get-vitamin-d">nhs.uk/get-vitamin-d</a> .	CEV Staff	From January 2021	Yes
		Guidance on meeting <u>family and friends</u> has been updated, with a greater emphasis on personal responsibility. From 17 May, close contact with friends and family will be a personal choice, but you are encouraged to exercise caution. You should consider the guidance on risks associated with COVID-19 and actions you can take to help keep you and your loved ones safe.	Staff must inform HR or their line manager if they fall into this category.	All staff	Immediately as of 21/03/2020	Yes
			Email sent on Guidance on shielding and protecting extremely vulnerable persons	All staff	Immediately as of 1/04/2020	Yes
			Those with household members of extremely vulnerable, all briefed to be vigilant in social distancing	All staff	Immediately as of 08/06/2020	Yes
		<b>People aged 23 and over can get the COVID-19 vaccine you're aged 23 or over or you'll turn 23 before 1 July 2021 You can book appointments at a larger vaccination centre or pharmacy now,</b>				

	cell transplant, taking immunosuppressant medicine, severe lung condition, cystic fibrosis, severe asthma or severe COPD, SCID or sickle cell, , immunosuppressant medicine, serious heart condition and are pregnant, splenectomy, Down's syndrome, kidney disease and a clinical judgement and assessment	<p><b>or wait to be invited to go to a local NHS service. <u>Book your COVID-19 vaccination appointments</u></b></p> <p>If you have been vaccinated against COVID-19 to help protect yourself and your friends, family, and community you should continue to follow all of the guidance on this page even if you've been <u>vaccinated against COVID-19</u>. The vaccines have been shown to reduce the likelihood of severe illness in most people. Like all medicines, no vaccine is completely effective, so those who have received the vaccine should continue to take recommended precautions to avoid infection.</p> <p>If you are CEV then you should continue to work from home where possible. If you cannot work from home, you can go to your workplace. CEV staff onsite have a barrier in place around their machine area to act as a reminder to socially distance at all time and have single use of a personal WC not to be used by others</p>	<p><b>NHS to further accelerate vaccinations</b></p> <p>Updated definition of CEV</p> <p>All CEV staff members advised of shielding ending and those who cannot work from home will return to site.</p>	<p><b>All relevant staff</b></p> <p>CEV staff</p> <p>CEV Staff</p>	<p>17/05/2021</p> <p>16/02/2021</p> <p>From 01/04/2021</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
Poor personal hygiene	Staff and visitors - To help prevent the spread of respiratory viruses,	<p>Washing hands more often with soap and water for at least 20 seconds when getting into work, after blowing your nose, sneeze or cough, eat or handle food.</p> <p>Avoid touching your eyes, nose, and mouth.</p> <p>Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands</p> <p>Touchless hand sanitiser units have been fitted throughout site for use throughout the day</p>	<p>Hand dryers should not be used, paper towels (Please do not flush down the toilet) used must be double bagged and placed in general waste after 72hrs.</p> <p>Use of sanitiser throughout the day</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Immediately as of 23/03/2020</p> <p>Immediately 13/04/2021</p> <p>Immediately as of 21/04/2020</p> <p>Immediately as of 12/08/2020</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
Occupational skin disease	Staff - Repeated skin irritation or skin sensitisation can lead to dermatitis. The	Soaps and cleaners can cause dermatitis, washing hands more often and daily cleaning without wearing disposable gloves can cause dermatitis, use of a barrier cream will help to avoid dermatitis.	Staff showing signs of skin redness or soreness; Itching; rash; skin cracking or peeling are to raise this	All Staff	Immediately as of 21/04/2020	Yes

	following symptoms may be felt: skin redness or soreness; Itching; rash; skin cracking or peeling.		with QHSE - Occupational dermatitis is RIDDOR reportable.			
Poor workplace housekeeping	Staff and visitors - COVID-19 can spread through contact with a surface or object that has the virus on it.	Soap and water remove germs, it does not kill germs. Diluting disinfectant or bleach beyond the proper ratio, it becomes a sanitizer, lowering the number of germs on surfaces to a safe level. Disinfectant kills germs, cleaning with disinfectant should take place every day. (Bleach is a corrosive chemical and must not come into contact with production items)	Disinfect surfaces wearing disposable gloves and disposable apron. Pay attention to frequently touched areas and surfaces. Hands should be washed with soap and water for 20 seconds after. Rubbish should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished	All staff to disinfect their work areas daily  Cleaners must also follow these guidelines	Immediately as of 25/03/2020  Immediately as of 03/04/2020	Yes  Yes
Working from home  For further homeworking details please refer to the additional Risk Assessment 38 COVID-19 Homeworking V2	You can only leave home for work purposes where it is <u>unreasonable</u> for you to do your job from home  Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain.	To reduce postural problems working with display screen equipment (DSE) Users should use a firm surface. The height and position of the screen should be angled to be sitting comfortably and without reflection. Changes of activity for prolonged awkward postures.  For some equipment (eg keyboards, mouse,) this could mean staff take this equipment home. For other larger items (eg ergonomic chairs, height-adjustable desks) encourage workers to try other ways of creating a comfortable working environment  As home working extends, managers should have regular discussions with staff if support is needed to create the right environment, many factors will be covered through the Chartered Institute of Ergonomics and Human factors	Staff must consider how to adjust furniture; and organise their workplace  Staff need to complete the HSE Display Screen Equipment checklist <a href="https://www.hse.gov.uk/pubns/ck1.pdf">https://www.hse.gov.uk/pubns/ck1.pdf</a> and report problems  All staff working from home should try to create the right environment as published by the Chartered Institute of Ergonomics and	All staff  All staff  All staff	Immediately as of 23/03/2020  Immediately as of 21/04/2020  Immediately as of 20/10/2020	Yes  Yes  Yes

		<p><a href="https://www.ergonomics.org.uk/common/Uploaded%20files/Publications/CIEHF-Working-from-Home-Infographic.pdf">https://www.ergonomics.org.uk/common/Uploaded%20files/Publications/CIEHF-Working-from-Home-Infographic.pdf</a></p> <p>Please liaise with your line manager to determine if any aspects of your role really need to be performed on site, or if you can feasibly perform them instead from home.</p> <p>Managers should take every possible step to facilitate their staff working until stage 4, <b>It is expected that England will move to Step 4 on 19 July</b></p>	<p>Human factors inc use of cushions Make sure that wherever possible you are working from home The 'stay at home' rule finished on 29 March.</p> <p>People should continue to work from home where they can <b>England remains in Step 3</b></p>	<p>All staff</p> <p>All staff</p> <p><b>All staff</b></p>	<p>Immediately as of 5/11/2020</p> <p>From 31/03/2021</p> <p><b>15/06/2021</b></p>	<p>Yes</p> <p>Yes</p> <p><b>Yes</b></p>
Mental Wellbeing For further mental health and wellbeing details please refer to the additional Risk Assessment 37 COVID-19 Mental Health & Wellbeing	Staff - Understandably, you may find your mood and feelings are affected and you may feel low, worried or have problems sleeping.	<p>At times like these, it can be easy to fall into unhealthy patterns of behavior which in turn can make you feel worse. There are simple things you can do that may help, to stay mentally and physically active during this time such as try to eat healthy, well-balanced meals, drink enough water, exercise regularly, and try to avoid smoking, alcohol and drugs.</p> <p>Emotional Intelligence / Stress Management sessions were rolled out from July 2020 to staff to help - Identifying stress in self. Identifying stress in peers/colleagues/associates. Support and advice for managing stress options available to you &amp; Signposting NHS and Private clinical pathways BGB also provide through the MetLife's Group an Employee Assistance Programme (EAP) Your wellbeing matters - services to help are available. MetLife's Group Life EAP support center can help you feel in control, whether it's affecting you directly or a loved one in your household, who are also able to access the service for free.</p>	<p>Samaritans - 24 hours Call 116 123 24 hrs CALM (Campaign Against Living Miserably) – For Men to talk about troubles Call 0800 58 58 58 17:00 – 12:00 midnight MIND Wellbeing Charity - Support for Mental health problems Infoline: 0300 123 3393 Text: 86463 All staff to look to identify stress in themselves and others The areas covered include support on your Financial, Mental and Physical Wellbeing. Call: 0800 012 1473 or visit</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Immediately 2/04/2020</p> <p>Immediately as of July 2020</p> <p>Immediately as of 01/09/2020</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>



		BGB Username and password have been emailed to all staff and are on the notice boards.	healthassuredeap.co.uk or download the app.			
CPR and first aid	First Aiders - There is risk of cross infection, associated particularly with giving rescue breaths.	To provide first aid you must wear disposable gloves, disposable plastic apron, disposable eye protection (such as goggles) and a surgical face mask is recommended if available. Wash your hands thoroughly with soap and water before putting on and after taking off PPE -Resuscitation Council (UK) state that compression-only may be as effective as combined ventilation and compression in the first few minutes	Cardiac Arrest do not get close to mouth, face, or mouth-to-mouth; Compression only. Apply Defibrillator follow instructions with chest compressions only. Adequate first aiders must always be onsite – 5 trained staff as per RA40 First Aid	First Aiders	Immediately 09/04/2020	Yes
				First Aiders	January 2021	Yes
Fire - Doors & Evacuation	Staff and visitors. During evacuation social distancing may be impacted	Devices fitted will ensure doors are closed in the event of a fire/ fire alarm activation. Evacuate the building, by nearest exit - social distancing may be impacted during evacuation All personnel to assemble in front of car park 1 where a fire register will be taken by the fire marshals at their designated assembly points, you must maintain social distancing by following government guidelines at the Assembly Point.	Devices fitted to doors 4 assembly points have been set up to allow for social distancing in evacuation 1 – Office, Stores & Dispatch, 2 – Assembly 3 – CNC and Tool Room 4 – Molding & Machining	QHSE	Immediately 22/06/2020	Yes
				All staff	Immediately August 2020	Yes
Face coverings & Face Shields	If not able to work within the social distancing guidelines face coverings may protect others	A face covering can be worn in enclosed spaces where social distancing isn't possible. It needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or used by health and care workers. Face shields are also available to wear on request. When work requires a 2 man lift use a fixed pairing system with both wearing a face covering. Wearing a face covering by law now includes storage and distribution facilities, before entering and until you leave. Fines issued start at £200 up to £6,400 for repeat offenders  A face visor or shield may be worn in addition to a face covering but not instead of one.	All staff have been provided with face coverings to be worn if they are not able to work within the social distancing guidelines. Face shields can be requested Without a valid exemption, you can be denied access, asked to wear one or be request to leave.	All staff	Immediately 11/05/2020	Yes
				All staff	Immediately 12/08/2020	Yes
				All staff	Immediately September 2020	Yes
				All staff	Immediately April 2021	Yes

		In Virginia: Governor Northam Lifts Mask Mandate to Align with CDC Guidance. The CDC guidelines state that fully-vaccinated individuals do not have to wear masks in most indoor settings, except on public transit & in health care facilities. Governor Northam made the announcement in a <a href="#">new video message</a> .	Face visors or shields do not filter airborne particles.  Those who are unvaccinated or not fully-vaccinated are strongly encouraged to wear masks in all settings.	All US Staff	Immediately 17/05/2021	Yes
Fans and air conditioning	Use of a fan and air conditioning that uses a split air system may spread the virus.	Fans are only to be used if they are inward facing and not dispersing possibly contaminated air towards others, in warm weather open windows and doors where possible to let fresh air in, recirculating and spreading airborne viral particles into the path of socially distanced staff can happen with our split air systems used for air conditioning.	Drink water to keep yourself hydrated Do not use the air conditioning if more than 1 person is in the room without wearing a face covering.	All staff  All staff	Immediately 19/05/2020  Immediately 06/07/2020	Yes  Yes
Use of vehicles	Sharing a vehicle may spread the virus.	If you need to travel, walk or cycle where possible, and plan ahead and avoid busy times and routes on public transport. Make sure vehicles are well-ventilated. Ensure the cleaning of vehicles, in between different users including fork lift vehicles and vans. If you need to use public transport - you should follow the <a href="#">safer travel guidance</a> . This includes the rules on wearing face masks and <a href="#">advice on car sharing</a> . It is difficult to socially distance during car journeys. You should avoid sharing a car	All staff have been provided with face coverings to be worn if they are not able to work within the social distancing guidelines. Plan ahead and avoid busy times and routes on public transport. Practice social distancing while you travel.	All staff  All staff	Immediately 08/06/2020  Immediately as of 05/11/2020	Yes  Yes
Garments laundered by Micronclean	Micronclean staff	If a wearer is suspected of having COVID-19, then their garments should be placed into a water-soluble bag for return. To protect staff and ensure garments are laundered correctly.	Water-soluble bags are available	All staff that wear laundered garments	Immediately 12/08/2020	Yes

### **Residual Risk Categorisation**

COVID-19 RISK ASSESSMENT	Last review date: 16/06/21	Next review date: 19/007/21	Version: 20
Printed documents may not be current. Ensure currency prior to use.		Authorised by: David Holt	Page 10 of 11

<b>Likelihood</b>	<b>5</b> Almost Certain	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	<b>4</b> Likely	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	<b>3</b> Possible	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	<b>2</b> Unlikely	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	<b>1</b> Rare	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<b>1</b> Minor Injury No First Aid	<b>2</b> Minor Injury First Aid	<b>3</b> Injury Hospital Treatment	<b>4</b> Injury Permanent / Long-term	<b>5</b> Fatality / Multiple Injuries
<b>Severity</b>						

<b>Risk Category</b>	<b>Colour Code</b>	<b>Severity:</b>	<b>5</b>
<b>Very High</b>		<b>Likelihood:</b>	<b>2</b>
<b>High</b>		<b>Category:</b>	<b>10 - High</b>
<b>Medium</b>		<b>Assessors signature:</b>	<b>Elena Bobkova &amp; Breeze Rowlands</b>
<b>Low</b>			