

# COVID-19 – SAFE WORK RISK ASSESSMENT

|   |   |                       |       |   |   |
|---|---|-----------------------|-------|---|---|
| Company Name  | <b>Delfont Mackintosh Theatres Ltd.</b> |                       |       | Title   | <b>COVID-19 Safe Working Risk Assessment – PHASE 1</b>              |
| RA Reference Nos                                      | CV-19 RA – P1                           | New Assessment        | X     | Review  | Annually, or periodically following significant changes in guidance |
| Date of RA / Review                                   | 28/05/2020                              | Review                |       | Business Type/<br>Work Activities   | Business and administration centre for Theatre management           |
| Assessor / Reviewer                                   | Richard Beale / Mark Collyer            |                       |       |   |   |
| People Involved (Estimated numbers of people at risk) |   |                       |       |   |   |
| Employees   | 6                                       | Contractors           | 2     | Any other relevant information  |   |
| Visitors  | N/A                                     | Members of the Public | N/A   | This assessment covers current (Phase 1) arrangements, with suggestions on moving forward into Phase 2. With the current capacity, adequate social distancing is completely achievable. There is a maximum of 8 people in the premises at any one time. |   |
| Clients Employees                                     | N/A                                     | Others                | Max 2 |   |   |

| Hazard   | Risk  | What control measures are currently in place?   | Risk Rating (RR)<br>L x S = RR |   |    | Actions / Next Steps<br>(If nothing extra is required, please write "Nothing Required in Further control column)   | Revised RR<br>L x S = RR |   |    |
|--|---|---|--------------------------------|---|----|--|--------------------------|---|----|
|  |   |   | L                              | S | RR |  | L                        | S | RR |
| <b>PRIMARY RISKS FROM COVID-19</b>   |   |   |                                |   |    |  |                          |   |    |
| The primary risks are as listed below, and include the three main transmission routes of the virus. The control measures are general, and are addressed in detail throughout the main body of this assessment. |   |   |                                |   |    |  |                          |   |    |
| Airborne/ Droplet Infection (e.g. through sneezing, coughing etc).   | Risk of contracting COVID-19 through airborne droplet infection | <ul style="list-style-type: none"> <li>Minimal numbers of employees in any one area</li> <li>Distancing of employees from one another (min 2m)</li> <li>PPE – wearing of masks if in proximity to other members of staff</li> </ul> | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>Consider Signage – reminders to cough or sneeze into your sleeve or a tissue and dispose of it immediately</li> <li>Consider the implementation of COVID-19 antibody testing as a method of identifying staff who may be less at risk.</li> </ul> | 1                        | 4 | 4  |

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|   |   |   | L                              | S | RR |   | L                        | S | RR |
| Infection through person to person contact                                  | Risk of contracting COVID-19 through contact with others  | <ul style="list-style-type: none"> <li>No immediate person to person contact (e.g. shaking hands)</li> <li>Minimal numbers of employees in any one area</li> <li>PPE – Gloves to be worn if there is a likelihood of accidental physical contact (e.g. customer service, cashier etc)</li> </ul>  | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>Risk has been managed to a currently acceptable level providing control measures are observed</li> <li>Consider the implementation of COVID-19 antibody testing as a method of identifying staff who may be less at risk.</li> </ul>                               |                          |   |    |
| Infection through person to object contact (e.g. door-handles, keypads etc) | Risk of contracting COVID-19 through cross-infection due to multiple people coming into contact with high-tough areas | <ul style="list-style-type: none"> <li>Regular disinfection regime for high-contact areas (e.g. door handles, computer equipment, keypads, kettles, washroom fittings etc)</li> <li>No sharing of desk / office equipment. No hot-desking (assigned desks only)</li> <li>Hand Sanitiser supplied at building entry point, with signage to encourage its use</li> <li>Personal hygiene – Display correct handwashing procedure, and the importance of personal hygiene as an effective control against COVID-19</li> </ul> | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>PPE – Consider wearing gloves if multiple contact with an item unavoidable (e.g. money, exterior door handles, keypads etc)</li> <li>Consider the implementation of COVID-19 antibody testing as a method of identifying staff who may be less at risk.</li> </ul> | 1                        | 4 | 4  |

**Note: All PPE should be regarded as a last-defence measure. Masks should be kept clean, and in good condition, and gloves should be clean and changed regularly, depending on the policy for their use.**

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|---|--|---|--------------------------------|---|----|---|--------------------------|---|----|
|   |  |   | L                              | S | RR |   | L                        | S | RR |
| <b>STAFF</b>  |  |   |                                |   |    |   |                          |   |    |
| <p>Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected.</p> <p><b>Current government guidance states that 'everyone should work from home, unless they cannot work from home'.</b></p> <p>Staff should work from home if at all possible. Consider who is needed to be on-site; for example:</p> <ul style="list-style-type: none"> <li>•Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely.</li> <li>•Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment.</li> </ul> <p><b>You should plan for the minimum number of people needed on site to operate safely and effectively.</b></p> |  |   |                                |   |    |   |                          |   |    |
| Requirement to Work / Number of employees on site   | The more employees on site, the higher the potential risk of cross-infection | <ul style="list-style-type: none"> <li>• Any employees who are able to work from home have been told to continue until otherwise instructed</li> <li>• Staggered shift patterns to minimise the number of people on site at any one time</li> </ul> | 1                              | 4 | 4  | <ul style="list-style-type: none"> <li>• Risk is low providing control measures continue to be observed.</li> </ul>   |                          |   |    |
| Travelling to and from work   | Commuting using public transport raises the risk of infection                | <ul style="list-style-type: none"> <li>• Employees are encouraged to avoid public transport where possible, and use a personal vehicle or cycle or walk where appropriate</li> </ul>  | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>• If employees are unable to avoid public transport, consider paying for or contributing to taxi fares, or allocating work that can be undertaken remotely.</li> </ul> | 1                        | 4 | 4  |

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|---|--|--|--------------------------------|---|----|---|--------------------------|---|----|
|   |  |  | L                              | S | RR |   | L                        | S | RR |
| Arriving at/ departing from the workplace | Access/ egress points can be areas that involve a high degree of person-to-person and person-to-object contact | <ul style="list-style-type: none"> <li>Regular sanitisation/ disinfection of door-handles/ keypads etc</li> <li>Staggered arrival times for staff to avoid too many people arriving at any one time</li> <li>Hand sanitiser stations (preferably electronic, touch-free units) to be installed at all access/ egress points</li> </ul> | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>Risk has been managed to a currently acceptable level providing control measures are observed.</li> </ul>  |                          |   |    |
| Break Times                               | Break times are traditionally times for social congregation and interaction, raising the risk of infection     | <ul style="list-style-type: none"> <li>Staggered break times to avoid high numbers of staff using facilities</li> <li>Staff encouraged to take breaks at their workstations, or use an outdoor area if available</li> <li>Staff encouraged to bring food and drink from home rather than use work facilities</li> </ul>                | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>Staff using work facilities to use one cup, which is to be washed after use and kept at their workstation</li> <li>Staff to make only drinks for themselves, not for other members of staff</li> <li>Work facilities e.g. kettles to be wiped and sanitised before and after every use.</li> </ul> | 1                        | 4 | 4  |
| Staff Hygiene                             | Regular and thorough handwashing has been identified as an effective control against the spread of Coronavirus | <ul style="list-style-type: none"> <li>All washroom fitting (e.g. taps, flushes etc) are to be included as part of a recorded cleaning regime</li> <li>Hand Sanitiser stations are installed throughout the building, especially in high-contact areas</li> </ul>  | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>All washrooms to have signage to instruct in correct handwashing technique and the importance of maintaining the practice.</li> </ul>  | 1                        | 4 | 4  |

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|   |  |   | L                              | S | RR |   | L                        | S | RR |
| Office / Desk Work                            | Office desks and other work areas (e.g., photocopier/ printer) can be high-contact areas     | <ul style="list-style-type: none"> <li>No hot-desking (staff to use assigned workspaces only)</li> <li>No sharing of office equipment (e.g. pens, computer mice, keyboards etc.). Staff to be supplied with any equipment (e.g. staplers etc) required for their exclusive use.</li> <li>Personal office equipment to be wiped and disinfected at the beginning and end of every shift/ day.</li> </ul> | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>When using shared office equipment (e.g. office printer/ shredder etc), wear gloves where possible, and disinfect after use.</li> <li>Where it is unavoidable for a member of staff to temporarily use a workstation, ensure it is disinfected after use using suitable disinfectant wipes.</li> </ul> | 1                        | 4 | 4  |
| Clinically Extremely Vulnerable Staff Members | Clinically Extremely Vulnerable people have a very high risk of severe effects from COVID-19 | <ul style="list-style-type: none"> <li>Staff members designated as 'Clinically Extremely Vulnerable' are required to <b>stay at home</b> until notified by their GP that this is no longer required</li> </ul>  | 1                              | 2 | 2  | <ul style="list-style-type: none"> <li>Risk is low providing control measures continue to be observed.</li> </ul>   |                          |   |    |
| Clinically Vulnerable Staff Members           | Clinically Vulnerable People have a high risk of serious effects from COVID-19               | <ul style="list-style-type: none"> <li>Staff members designated as 'Clinically Vulnerable' are assigned work that can be undertaken remotely where possible</li> <li>There are currently no members of staff who would fall under this category</li> </ul>  | 1                              | 2 | 2  | <ul style="list-style-type: none"> <li>Upon entering Phase 2 and beyond, staff members categorised as Clinically Vulnerable will be individually risk assessed, and suitable controls implemented to ensure their safety.</li> </ul>  |                          |   |    |

**There are groups of people who have been designated, due to their health or other factors, as either Clinically Vulnerable, or Clinically Extremely Vulnerable. These terms are explained in greater detail in APPENDIX 1 – VULNERABLE & HIGH-RISK INDIVIDUALS.**

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|  |  |  | L                              | S | RR |  | L                        | S | RR |
| Staff working from home  | Working from home decreases the risk of infection from COVID-19, but can result in isolation, depression, and other physical and mental health issues. | <ul style="list-style-type: none"> <li>All members of staff working from home are included in online meetings</li> </ul>   | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>All members of staff working from home should be contacted on a daily basis for work purposes, and to check on their welfare, and physical and mental wellbeing.</li> </ul>                   | 1                        | 4 | 4  |
| Staff with special requirements  | Some staff members (due to disability or other characteristic) may have special access or other requirements   | <ul style="list-style-type: none"> <li>There are currently no staff with special requirements</li> </ul>   | 1                              | 2 | 2  | <ul style="list-style-type: none"> <li>Any employees requiring special consideration in the future will be risk assessed, and control measures specific to their requirements put in place.</li> </ul>                               |                          |   |    |
| <p style="text-align: center;"><b>Staff with special requirements can include any members of staff with one or more of the protected characteristics as defined in the Equality Act 2010. These include staff with disabilities and expectant mothers. A full list can be found in APPENDIX 2 – PROTECTED CHARACTERISTICS. It is an employer's duty to ensure that these individuals are afforded the same opportunity to attend work safely (or work from home, where appropriate) as their colleagues.</b></p> |  |  |                                |   |    |  |                          |   |    |
| Staff members potentially infected with COVID-19   | Infected staff members present in the workplace will hugely increase the risk of the disease spreading within the organisation                         | <ul style="list-style-type: none"> <li>All staff members who display potential symptoms of COVID-19 (or who share a household with someone who has symptoms) are required to <b>stay at home</b> and isolate for 14 days in line with government guidance</li> <li>Staff are encouraged to check their own temperature each day prior to leaving for work</li> </ul> | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>Consider thermal fever screening upon entry, using a fixed or hand-held fever screening system, and recorded temperature checks upon entry in subsequent Phases of Remobilisation.</li> </ul> | 1                        | 4 | 4  |

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|---|---|---|--------------------------------|---|----|---|--------------------------|---|----|
|   |   |   | L                              | S | RR |   | L                        | S | RR |
| Staff Awareness   | Lack of factual awareness of COVID-19 can lead to confusion, which in turn could result in potentially infected people coming to work, or those at work not taking control measures seriously | <ul style="list-style-type: none"> <li>All staff to complete a health screening questionnaire before returning to work</li> <li>All staff to be informed of the control measures as detailed in this Risk Assessment (either via website, email, or recorded letter)</li> <li>All staff members to be made aware that no negative opinions will be held if they are requiring to isolate due to suspected symptoms etc.</li> </ul> <p>Better to be safe than sorry!</p> | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>Consider an online (e-learning) re-induction, covering the company's controls, basic information on PPE and pandemic control measures.</li> <li>Ensure all staff are able to contact management with any questions they may have</li> <li>Put in place extra staff training where required (e.g. on new processes or equipment).</li> <li>Design and implement a COVID-19 information pack to be issues to all staff members prior to return.</li> </ul> | 1                        | 4 | 4  |
| <b>See APPENDIX 3 – RECOGNISING SYMPTOMS OF CORONAVIRUS</b> |   |   |                                |   |    |   |                          |   |    |
| Symptoms presenting whilst at work                          | Infected staff members present in the workplace will hugely increase the risk of the disease spreading within the organisation  | <ul style="list-style-type: none"> <li>Staff who begin to present symptoms whilst at work are required to undertake a temperature check, return home immediately and seek medical advice (using the NHS 111 Coronavirus Service)</li> <li>That person's work area etc is to be fully disinfected</li> </ul>   | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>Risk has been managed to a currently acceptable level providing control measures are observed.</li> </ul>  |                          |   |    |

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|--|---|---|--------------------------------|---|----|--|--------------------------|---|----|
|  |   |   | L                              | S | RR |  | L                        | S | RR |
| <b>WORKING, CARRYING OUT TASKS AND EVERYDAY OPERATIONS</b>                     |   |   |                                |   |    |  |                          |   |    |
| All areas of working will carry their own specific risks and control measures. |   |   |                                |   |    |  |                          |   |    |
| Meetings   | Potential for contact with a number of other staff members in (usually) close proximity | <ul style="list-style-type: none"> <li>Meetings to be undertaken remotely (e.g. online, telephone or video-call) where possible</li> <li>Where the above is not possible, the meeting room is to be arranged so as to allow a minimum of 2m between participants</li> <li>Meeting rooms to be ventilated naturally (via open windows) where possible. No desk or portable fans to be used</li> <li>Virtual meetings to be undertaken at own desks where possible</li> </ul> | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>Consider whether a meeting is essential. Can communications be undertaken via telephone or email?</li> <li>Ensure there is an adequate supply of disinfectant wipes for use where temporary use of a desk (hotdesking) is unavoidable.</li> </ul> | 1                        | 4 | 4  |
| Training   | Potential for contact with a number of other staff members in (usually) close proximity | <ul style="list-style-type: none"> <li>Staff Training to be undertaken remotely (e.g. e-learning) where possible</li> <li>There will be no on-site training undertaken in Phase 1</li> </ul>  | 1                              | 4 | 4  | <ul style="list-style-type: none"> <li>Risk is low providing control measures continue to be observed.</li> </ul>  |                          |   |    |
| Moving around the building   | Potential for unnecessary contact whilst moving around the building                     | <ul style="list-style-type: none"> <li>Staff only to move around the building if absolutely necessary (i.e. not for a social chat!)</li> </ul>  | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>Implement a one-way travel system where this is possible, to reduce the chance of staff members colliding in the corridors</li> </ul>   | 1                        | 4 | 4  |



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|---|--|--|--------------------------------|---|----|---|--------------------------|---|----|
|   |  |  | L                              | S | RR |   | L                        | S | RR |
|   |  | <ul style="list-style-type: none"> <li>Staff to pay attention to other personnel, and keep the minimum 2m distance at all times.</li> </ul>  |                                |   | 8  | <ul style="list-style-type: none"> <li>Install office dividers along the walkway in the main office, to provide a physical barrier between office workers and those just using the walkway to access other parts of the building (ready for Phase 2)</li> </ul> |                          |   | 4  |
| <b>OTHER PEOPLE IN THE WORKPLACE</b>  |  |  |                                |   |    |   |                          |   |    |
| This section covers controls put in place to manage the risk posed by people entering the building who are not members of staff (including those employed by the same company, but at a different location) |  |  |                                |   |    |   |                          |   |    |
| Contractors (any <b>external</b> company or person entering the premises to undertake works)  | Potentially infected contractors could increase the risk of infection, or contact could increase the risk of contractors becoming infected | <ul style="list-style-type: none"> <li>Only work deemed essential is to be undertaken by contractors whilst COVID-19 restrictions are in place (until guidance changes)</li> <li>Contractors to include their COVID-19 controls in documentation submitted during vetting</li> <li>Contractors to undergo a recorded temperature check prior upon entry</li> </ul> | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>Consider thermal fever screening upon entry, using a fixed or hand-held fever screening system when moving into Phase 2</li> <li>Contractor induction to include COVID-19 controls and requirements.</li> </ul>          | 1                        | 4 | 4  |
| Delivery Processing   | Potential for infection due to contact with delivery personnel or contaminated goods   | <ul style="list-style-type: none"> <li>All delivered items (where appropriate) to be disinfected or sanitised upon delivery</li> </ul>   | 1                              | 4 | 4  | <ul style="list-style-type: none"> <li>Risk is low providing control measures continue to be observed.</li> </ul>   |                          |   |    |

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|  |  |  | L                              | S | RR |   | L                        | S | RR |
|  |  | <ul style="list-style-type: none"> <li>Staff members engaging with delivery drivers etc. to wear face masks and gloves</li> <li>No delivery personnel are required to enter the premises</li> <li>Members of staff involved in processing mail / parcels should use gloves, and wash hands thoroughly afterwards</li> </ul>                |                                |   | 4  |   |                          |   |    |
| Internal Visitors (employed by the same company, but at a different location)          | Potential for infection due to contact with extra personnel, or confusion in the case of differing protocols   | <ul style="list-style-type: none"> <li>Any internal visitor to undergo a site safety induction, including COVID-19 control measures, prior to visiting or entering the premises</li> <li>Internal visitors permitted only if absolutely necessary</li> <li>Internal visitors to undergo a recorded temperature check upon entry</li> </ul> | 1                              | 4 | 4  | <ul style="list-style-type: none"> <li>Risk is low providing control measures continue to be observed.</li> </ul> |                          |   |    |
| External Visitors (anyone entering the premises not included in the categories above). | Potential for infection due to contact with external visitors, or for infection to spread outside the premises | <ul style="list-style-type: none"> <li>External visitors are not permitted under Phase 1 restrictions</li> </ul>   | 1                              | 2 | 2  | <ul style="list-style-type: none"> <li>Risk is low providing control measures continue to be observed.</li> </ul> |                          |   |    |
| <b>BUILDING</b>  |  |  |                                |   |    |   |                          |   |    |
| Measures taken to ensure the building is kept as clean and infection-free as possible  |  |  |                                |   |    |   |                          |   |    |
| Premises (General)   | A high standard of general hygiene and sanitisation has been   | <ul style="list-style-type: none"> <li>Building to undergo regular disinfection by a proprietary sanitisation contractor</li> </ul>  | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>Risk has been managed to a currently acceptable</li> </ul>                 |                          |   |    |

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|                           |  |   | L                              | S | RR |  | L                        | S | RR |
|                           | identified as an effective control measure against the spread of infection   | <ul style="list-style-type: none"> <li>All hard surfaces (e.g. desks/ counter-tops), and especially those identified as high-contact areas to be disinfected at the end of each day or shift</li> </ul>   |                                |   | 8  | level providing control measures are observed.   |                          |   |    |
| Access/ Egress            | Access/ egress points can be areas that involve a high degree of person-to-person and person-to-object contact                       | <ul style="list-style-type: none"> <li>Regular disinfection of door-handles/ keypads etc.</li> <li>Hand sanitiser stations installed at all access/ egress points</li> <li>Shared access routes to Sondheim/ Gielgud Theatres not to be used unless subjected to the same controls as all other access/ egress points</li> <li>All shared facilities to be subject to a recorded and checked cleaning regime</li> </ul> | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>Risk has been managed to a currently acceptable level providing control measures are observed.</li> </ul>   |                          |   |    |
| Wash/ Bathroom Facilities | Washroom facilities are high-contact areas frequented by the majority of staff during the day. Personal hygiene can also be a factor | <ul style="list-style-type: none"> <li>Supply disinfectant wipes to wipe down facilities after every use.</li> <li>All shared facilities to be subject to a recorded and checked cleaning regime</li> </ul>   | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>All washrooms to have signage to instruct in correct handwashing technique and the importance of maintaining the practice</li> <li>Clearly mark out waiting area in the toilet corridor (see COVID-19 remobilisation plan – Phase 1)</li> <li>Consider the use of handsfree door opening equipment (enabling doors</li> </ul> | 1                        | 4 | 4  |

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|                                |   |   | L                              | S | RR |   | L                        | S | RR |
|                                |   |   |                                |   | 8  | to be opened using feet or elbows).   |                          |   | 4  |
| Kitchen/ Break-room facilities | Kitchen and Break-room facilities are high-contact areas frequented by the majority of staff during the day. General hygiene can also be a factor | <ul style="list-style-type: none"> <li>Staff encouraged to bring food and drink from home rather than use work facilities</li> <li>All shared facilities to be subject to a recorded and checked cleaning regime</li> <li>Staff members to wash their hands for 20 seconds with soap prior to using shared equipment (e.g. kettles etc.)</li> <li>Work facilities e.g. kettles to be wiped and disinfected after use</li> </ul> | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>One person to use kitchen facilities at any one time.</li> <li>Clearly mark (e.g. using a dot on the floor) where persons waiting to use the facilities should wait safely.</li> </ul> | 1                        | 4 | 4  |
| Workstation Layout             | A poor layout of work areas can lead to social distancing being hard to maintain, and increase the risk of infection                              | <ul style="list-style-type: none"> <li>Workers must be positioned a minimum of 2m from each other. Where workstations are closer than this, alternate workstations should be used</li> </ul>  | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>Where it is not possible for individuals to maintain a gap of at least 2m, physical barriers must be installed (e.g. Perspex screens).</li> </ul>                                      | 1                        | 4 | 4  |
| Maintenance of Equipment       | Improperly maintained COVID-19 safety equipment could result in an infected individual entering the premises, or hygiene levels to be compromised | <ul style="list-style-type: none"> <li>All safety equipment to be subject to recorded checks</li> <li>Any battery-powered items (e.g. thermometers / cordless hand sanitiser dispensers) to be regularly checked, and a ready supply of replacement batteries to be kept on hand.</li> </ul>  | 1                              | 4 | 4  | <ul style="list-style-type: none"> <li>Risk is low providing control measures continue to be observed.</li> </ul>   |                          |   |    |

# COVID-19 – SAFE WORK RISK ASSESSMENT

| Hazard  | Risk   | What control measures are currently in place?  | Risk Rating (RR)<br>L x S = RR |   |    | Actions / Next Steps<br>(If nothing extra is required, please write "Nothing Required in Further control column  | Revised RR<br>L x S = RR |   |    |
|---|--|--|--------------------------------|---|----|--|--------------------------|---|----|
|   |  |  | L                              | S | RR |  | L                        | S | RR |
| Ventilation   | Forced airflow (e.g. through the use of fans/ heavy air conditioning) could contribute to the spread of droplets   | <ul style="list-style-type: none"> <li>Portable office fans (i.e. free-standing) should not be used</li> <li>Natural ventilation preferred – i.e. open windows</li> <li>Where this is not possible, air conditioning must be kept on low to avoid too much air movement</li> </ul> | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>Consider medical-grade filters for air-conditioning equipment.</li> </ul>   | 1                        | 4 | 4  |
| <b>EMERGENCIES &amp; FIRST AID</b>  |  |  |                                |   |    |  |                          |   |    |
| Emergency evacuations and situations calling for the use of First Aid will require a modified approach, within reason   |  |  |                                |   |    |  |                          |   |    |
| Emergency Evacuation  | Potential for injury due to fire or other emergency event, as well as the heightened potential for cross infection due to inevitable contact with others during the evacuation | <ul style="list-style-type: none"> <li>Current staff capacity is low, with all staff trained in correct procedures.</li> </ul>   | 1                              | 4 | 4  | <ul style="list-style-type: none"> <li>In Phase 1, the emergency evacuation procedures are adequate.</li> </ul>  |                          |   |    |
| <b>Government Guidance indicates that an emergency evacuation is to be regarded as an extenuating circumstance (e.g. Social Distancing should not be regarded as a priority where this would impede a safe evacuation). However, where control measures are able to be safely observed, they should be.</b> |  |  |                                |   |    |  |                          |   |    |
| First Aid Situations  | Increased potential for infection due to necessity for person-to-person contact  | <ul style="list-style-type: none"> <li>Mouth-to-mouth discouraged, in favour of 'compression only' CPR.</li> <li>PPE (such as aprons, gloves and masks) to be kept with every First Aid Kit to protect First Aiders if required</li> </ul>   | 2                              | 4 | 8  | <ul style="list-style-type: none"> <li>Consider acquiring new equipment (such as resuscitation masks equipped with a safety valve, or mask&amp; bag equipment) to be able to give rescue breaths safely</li> </ul> | 1                        | 4 | 4  |

# COVID-19 – SAFE WORK RISK ASSESSMENT

| Hazard   | Risk  | What control measures are currently in place?  | Risk Rating (RR)<br>L x S = RR |   |    | Actions / Next Steps<br>(If nothing extra is required, please write "Nothing Required in Further control column)                   | Revised RR<br>L x S = RR |   |    |
|--|---|--|--------------------------------|---|----|--|--------------------------|---|----|
|  |   |  | L                              | S | RR |  | L                        | S | RR |
|  |   |  |                                |   | 4  | <ul style="list-style-type: none"> <li>Any new equipment or process is to be trained out to relevant staff immediately.</li> </ul> |                          |   | 4  |
| <b>PPE</b>   |   |  |                                |   |    |  |                          |   |    |
| Supply and correct use of personal protective equipment  |   |  |                                |   |    |  |                          |   |    |
| Improper use of PPE  | Improper use of PPE negates its effectiveness, increasing the risk of infection                                   | <ul style="list-style-type: none"> <li>All personnel are to be trained in company requirements and the correct use of any PPE supplied.</li> </ul>   | 1                              | 4 | 4  | <ul style="list-style-type: none"> <li>Risk is low providing control measures continue to be observed.</li> </ul>                  |                          |   |    |
| Lack of PPE  | A lack of PPE may mean that protocols cannot be followed correctly, increasing confusion, and a risk of infection | <ul style="list-style-type: none"> <li>PPE will be supplied. In the event of this supply failing, secondary measures can be taken (e.g. further reducing staff numbers/ increasing distancing etc.)</li> </ul> | 1                              | 4 | 4  | <ul style="list-style-type: none"> <li>Risk is low providing control measures continue to be observed.</li> </ul>                  |                          |   |    |
| <b>Note: All PPE should be regarded as a last-defence measure. Masks should be kept clean, and in good condition, and gloves should be clean and changed regularly, depending on the policy for their use.</b> |   |  |                                |   |    |  |                          |   |    |

## Risk Rating System

RR (Risk Rating) = L (Likelihood) x S (Severity)

|                |   | Severity (S) |    |    |    |    |
|----------------|---|--------------|----|----|----|----|
|                |   | 1            | 2  | 3  | 4  | 5  |
| Likelihood (L) | 5 | 5            | 10 | 15 | 20 | 25 |
|                | 4 | 4            | 8  | 12 | 16 | 20 |
|                | 3 | 3            | 6  | 9  | 12 | 15 |
|                | 2 | 2            | 4  | 6  | 8  | 10 |
|                | 1 | 1            | 2  | 3  | 4  | 5  |

|                | Risk Rating   |
|----------------|---|
| <b>1 - 4</b>   | Acceptable – No further controls required but ensure controls are maintained    |
| <b>5 - 9</b>   | Adequate – Monitor control measures to ensure they are being implemented        |
| <b>10 - 16</b> | Tolerable – Look to improve control measures within specified time scale        |
| <b>17 - 25</b> | Unacceptable – Task is deemed too high and urgent control measures are required |

Important:

| LIKELIHOOD |                              |
|------------|------------------------------|
| 1          | Improbable – very unlikely   |
| 2          | Low – unlikely               |
| 3          | Medium – Possibility         |
| 4          | High – likely                |
| 5          | Almost Certain – very likely |

| SEVERITY |   |
|----------|---|
| 1        | Negligible – minor injuries, cuts, scratches        |
| 2        | Minor – first aid treatment, sprains, bruises, cuts |
| 3        | Moderate – temporary disability, fracture           |
| 4        | Serious – major injury, permanent disability        |
| 5        | Major – fatality, serious loss or damage            |