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|  | **Extent Of Harm Caused By The Hazard** |
| **Negligible (1)** | **Marginal (2)** | **Serious (3)** | **Critical (4)** | **Catastrophic (5)** |
| **Likelihood of The Hazard Occurring and Causing Harm** | **Likely (3)** | 3 | 6 | 9 | 12 | 15 |
| **Possible (2)** | 2 | 4 | 6 | 8 | 10 |
| **Unlikely (1)** | 1 | 2 | 3 | 4 | 5 |

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| **Description**: COVID | **Completed By**: Melissa Fazackerley  | **Assisted By**:  | **Reviewed By**: |
| **Location/Site**: Office Based Employees  | **Signed**: | **Dated**: 17.09.2020Reviewed: 04.11.2020 (No significant changes) |
| **Hazards Identified** | **Who Could Be Harmed & How** | **Level of Risk (from matrix)** | **Control Measures to eliminate or reduce risk** | **Level of Risk after Control** | **Additional Controls required** | **Action Date** |
| Potential to contract COVID  | Employees/VisitorsCross contamination/close proximity  | **9** | Signage in place to remind employees of social distancing requirements and to wash hands regularly. Visual indicators in designated areas where people pass by to promote distance Anti-bacterial wipes and cleaning agents available for use and their use encouragedHand sanitiser available throughout building and prior to entry Director spot checks on compliance with measures in place Visitors are restricted to essential visitors only and they are to be supervised/escorted at all times during their visit.Limited person movement in the office and passing points on the mezzanine are available for use.  | **3** | Admin to maintain stock check and ensure supplies are at sufficient levels.  | Ongoing  |
| Spreading COVID  | Employees/VisitorsCross contamination/close proximityInfected person coming into the workplace  | **9** | Temperature reading taken for all people entering head office Specific question set to answer on sign in, including confirmation of compliance, understanding of requirements and cleaning of work station Signage in place to remind employees of social distancing requirements and to wash hands regularly. Visual indicators in designated areas where people pass by to promote distance Anti-bacterial wipes and cleaning agents available for use and their use encouragedHand sanitiser available throughout building and prior to entry Director spot checks on compliance with measures in placeMinimal movement of potential cross contamination e.g. sharing information electronically rather than paper based. Visitors are restricted to essential visitors only and they are to be supervised/escorted at all times during their visit.Limited person movement in the office and passing points on the mezzanine are available for use. | **3** | Visual aids for high traffic touch points in the office e.g. stickers  |  |
| Confirmed/Suspected case of COVID  | Employees Cross contamination/close proximityInfected person coming into the workplace | **6** | Confirmed/suspected case action plan developed and made available to company directors for action and communication with teams. Full PPE to be provided as outlined in the action plan. Where possible restrict the area for 72 hours in line with guidance. Where necessary Public Health England will be contacted by a Director for further advice on how to act in the event of an outbreak in the workplace.  | **3** | Communicate action plan to managers.  |  |
| Deliveries to Head Office | Employees Cross contamination/close proximityInfected person coming into the workplace | **6** | Any deliveries are asked to sanitise their hands before entering the building To minimise contact deliveries are asked to place the goods in the reception area for someone to collect Anyone collecting deliveries must sanitise hands before and after collecting/disposing of packagingWhere possible leave delivery for 72 hours to minimise potential transmission  | **3** |  |  |
| Meetings in the workplace  | Employees Cross contamination/close proximityInfected person coming into the workplace | **3** | Physical meetings should be avoided where possible. Should the meeting take place the following must be implemented: Social distancing with the seating at all times Hand sanitiser/hands cleaned before and after the meeting Anti-bacterial wipes used on the immediate seating area and other touch points such as handlesKeep the room ventilated where possible  | **2** | Admin to maintain stock check and ensure supplies are at sufficient levels.  | Ongoing |
| Emergency Situation  | Employees Cross contamination/close proximityInfected person coming into the workplace | **3** | Managers present in the business to monitor the situation with their own teams to ensure social distancing. First Aiders fully aware of the fact that chest compressions only are to be given in the event CPR is required. An ambulance must be called without delay. Under any circumstance first aid is to be given with the required PPE. It is unlikely a first aider will need to give first aid to someone with symptoms due to the other control measures in place in this workplace. Longworth have a guided defibrillator that can be used where necessary. After performing any kind of CPR the first aider is to thoroughly wash their hands and dispose of any PPE worn.  | **2** | Emergency fire drill to observe and ensure social distancing compliance. Full PPE to be made available for first aiders.  |  |
| **Directors and Managers are reviewing working practice on a regular basis in line with government and official guidance. Any changes are communicated to all employees and on a site-specific basis where relevant.** **Workers will be consulted with on the process of safety at work in relation to COVID19.** **IF YOU FEEL UNSAFE OR UNCOMFORTABLE IN PROCEEDING WITH YOUR WORK IN ANY SITUATION PLEASE SPEAK TO YOUR LINE DIRECTOR.**  |