

Activity Description		For COVID-19 risk in relation to work-related activities carried out by: - workers at Bourne site (including Agency workers) - workers at New Malden office - Home-based workers when attending site - 'Flexible' workers (working on site and at home) when attending site - Furloughed workers, for any activity which is related to or affected by work	Lead Assessor Name Charles Rigby Assessment Team Members Andy Blewett Steve McCarthy Rachel Wells Pam Hallas Alice Goldsmith		
Hazard Category	Who is at risk, and how (Task, Behaviour, Hazards)	Control Measures	Likelihood	Severity	Risk Rating
Continuous management of the risk of transmission within the workplace	- Any colleagues currently within our workplaces - Visitors - Contractors - Contact with infected (asymptomatic) person in workplace - Contact with infected individual who has symptoms but is unaware of their significance - Contact with knowingly infected individual who chooses to conceal their infection - Contact with contaminated surfaces	- Compliance with the COVID-19 Secure Workplace 5 Steps programme - Identifying those at specific risk (>70, vulnerable, highly vulnerable, shielding or caring for others) and keeping them away from site (WFH or furlough) - Reducing numbers in the workplace at any one time (furlough, working from home, staggered shift times) - Reviewed workplace layout for 2 metre distancing so far as practicable - Enhanced cleaning and sanitising of site - Promoting hand washing and hygiene - Use of PPE (masks, gloves) by colleagues as personal choice supported - General availability of sanitising gel, disinfectant wipes and PPE - Informing, briefing and consulting colleagues - Introduced Internal Bubbles to reduce mixing between groups of workers during any period of increased risk - Consider restricting key fob access to other bubbles during any period of increased risk	1 - Very unlikely (<10%)	3 - A serious recoverable health condition	3 - Proceed carefully
Infection carried by returnees (working from home or furlough)	Any colleagues / teams currently working on Bourne or New Malden sites Introduction of COVID 19 onto site by returning staff	- A health questionnaire will be completed by phone prior to any return to work - If any staff, or their resident family members, are exhibiting symptoms they will remain barred from site - Communication to all colleagues of the availability of COVID-19 testing	3 - Possible (>50%)	3 - A serious recoverable health condition	9 - Authorised people only on site
Travelling to work	- Any colleague using public transport - Any colleague car sharing At risk of contracting virus from: - other passengers while using public transport - colleague(s) while car sharing - contact with the surfaces of the car	- Reduced numbers working on our sites - PPE provided to those who need to car share - face coverings required on public transport - flexibility to travel at less congested times	3 - Possible (>50%)	3 - A serious recoverable health condition	9 - Authorised people only to travel to site

Hazard Category	Who is at risk, and how (Task, Behaviour, Hazards)	Control Measures	Likelihood	Severity	Risk Rating
- Arriving at work & checking in - Departing from work	- Any colleagues currently within our workplaces At risk of contracting virus from: - inadequate social distancing while parking car - touching contaminated surfaces: entry doors, keypads, swipe card readers, internal door handles - contact with colleagues' clothing or other personal items	- Reduced numbers working on site - Covid-19 Return to Work Induction HS11 training provided - Contactless swipe locks - Enhanced cleaning of frequent touch points - Provision of hand sanitiser at entry / exit points - Provision of PPE (gloves, masks) as a personal choice - All warehouse & production staff have lockers allocated for changing clothes - Internal doors generally left open to reduce contact with door handles	2 - Unlikely (>10%)	3 - A serious recoverable health condition	6 - Authorised people only to come on site
- Operating work equipment - Working alongside colleagues - Use of workstations	- Any colleagues currently within our workplaces At risk of contracting virus from: - inadequate social distancing - touching contaminated equipment - touching shared items - using frequent touch points (e.g. keypads, handrails, door handles etc.)	- Reduced numbers working on site - In areas with potential for congestion, 2 metre stickers applied to floors - One way routes established in Production and in Warehouses where practicable - Social distancing so far as practicable in areas (e.g. warehouse offices) where colleagues may briefly converge - Provision of PPE (gloves, masks) as a personal choice - Avoidance of "hot desking", so far as is practicable - Provision of disinfectant wipes and sanitising gels	3 - Possible (>50%)	3 - A serious recoverable health condition	9 - Authorised people only to carry out these tasks
Moving around the wider workplace, in the course of work	- Any colleagues currently within our workplaces At risk of contracting virus from: - inadequate social distancing - touching contaminated surfaces in warehouse, in corridors or staircases, in public areas / meeting spaces - cross contamination from PPE being worn	- Reduced numbers working on site - Social distancing culture is well established - Contract cleaners cleaning high-contact areas throughout day - Enhanced cleaning regime by contractors during pandemic (push bars, handrails, door handles, high traffic areas). - Hand sanitiser and optional PPE is provided - Internal doors generally left open to reduce contact with door handles - Introduced Internal Bubbles to reduce mixing between groups of workers during any period of increased risk - Consider restricting key fob access to other bubbles during any period of increased risk	1 - Very unlikely (<10%)	3 - A serious recoverable health condition	3 - Proceed carefully

Hazard Category	Who is at risk, and how (Task, Behaviour, Hazards)	Control Measures	Likelihood	Severity	Risk Rating
Close contact with others in restricted spaces (e.g. in offices)	- Any colleagues currently within our workplaces - Any colleagues attending site temporarily (personal meetings, interviews, confidential discussions etc.) At risk of contracting virus from: - inadequate social distancing - touching contaminated surfaces - exposure to cough or sneeze droplets - extended exposure to a shared breathing zone	- Meetings to be virtual (Teams, Zoom, Skype, phone etc) wherever possible - If physical meeting is essential, use largest available indoor space. - No more than 3 persons in room, so far as is practicable - Keep meeting to 15 or 20 minutes, or take frequent breaks - Ventilate room by opening as many windows as possible	3 - Possible (>50%)	3 - A serious recoverable health condition	9 - Authorised people only to come on site
Exposure to: - Visitors & contractors - Colleagues from other parts of site - Deliveries - Collections	- Any colleagues currently within our workplaces - Any colleagues dealing with deliveries - External drivers - Visitors & contractors At risk of contracting virus from: - inadequate social distancing - handling items which are contaminated by virus	- External access to Warehouses and offices by contactless key fob - No external drivers permitted onsite without prior arrangement - 2 metre spaces defined in drivers' waiting area to prevent close contact - On surrendering of vehicle keys, external drivers are permitted to wait in their cabs - Visitors admitted by appointment only - Expected visitors to complete questionnaire in advance about any close contact in past 14 days with anyone with symptoms of the virus, or who has a cough, cold or fever (or if they have had such symptoms themselves in past 7 days) - All contractors required to wear own PPE - Where practicable, quiet areas (e.g. DC2) set aside for contractors' work - Social distancing culture is well established - Introduced Internal Bubbles to reduce mixing between groups of workers during any period of increased risk - Consider restricting key fob access to other bubbles during any period of increased risk	1 - Very unlikely (<10%)	3 - A serious recoverable health condition	3 - Proceed carefully
Giving First Aid or otherwise dealing with a person with COVID-19 symptoms	Any colleague, with First Aiders at particular risk At risk of contracting virus from: - touching contaminated surfaces - exposure to cough or sneeze droplets - contact with body fluids - extended exposure to a shared breathing zone	- Provide information posters on correct actions (clean with normal disinfectant; use disposable gloves and aprons; double-bag and dispose of used items; use PPE for eyes, nose and mouth; wash & sanitise hands)	3 - Possible (>50%)	3 - A serious recoverable health condition	9 - Authorised people only (First Aiders)

Hazard Category	Who is at risk, and how (Task, Behaviour, Hazards)	Control Measures	Likelihood	Severity	Risk Rating
Fire / emergency evacuation	Any colleague or visitor At risk of contracting virus from reduced distancing: - at assembly points - while working with others to investigate cause of alarm	- Fire Marshals to manage behaviour - Social distancing 2 metres signage at assembly points	1 - Very unlikely (<10%)	3 - A serious recoverable health condition	3 - Proceed carefully
- Pressures on mental health - Stress & anxiety	- Any colleague working on site - Any colleague on furlough - Any colleague working from home - Financial concerns - Anxiety about dependants - Fear of catching the virus	- Company offers support as detailed in Employee Handbook - Telephone counselling service provided via HAPI Employee Assistance Programme	2 - Unlikely (>10%)	2 - A recoverable health condition	4 - Proceed carefully
Single brief attendance at site, e.g. to collect items	Home-based or furloughed colleague - Contact with infected (asymptomatic) person in workplace - Contact with contaminated surfaces	- A health questionnaire will be completed by phone prior to any return to work - If any staff, or their resident family members, are exhibiting symptoms they may not visit site, however briefly - Colleague to visit only agreed and specified locations - Contactless swipe locks - Provision of hand sanitiser at entry / exit points - Provision of PPE (gloves, masks) as a personal choice	1 - Very unlikely (<10%)	3 - A serious recoverable health condition	3 - Proceed carefully



Activity Description		COVID-19 - Management of general health risk to field-based workers (e.g. Sales Teams) and others (e.g. Supply Chain) visiting external sites (customers, suppliers) during pandemic			
Assessment Date		09/06/2020	Lead Assessor Name		Charles Rigby
Hazard Category	Who is at risk, and how (Task, Behaviour, Hazards)	Control Measures	Likelihood	Severity	Risk Rating
Travelling to external location	- Any colleague travelling to external sites for the purposes of work At risk of contracting virus from: - other passengers while using public transport - colleague(s) while car sharing - members of the public encountered during journey	- As a first step, physical visits should be avoided and replaced with virtual contact so far as is practicable - When travel is essential and authorised by the business, minimal numbers of people should travel, and as infrequently as possible. - PPE (masks, gloves) is available and adequate supplies must be taken by colleagues to permit regular changes - face coverings are required on public transport - specific hygiene controls imposed by rest and welfare locations must be followed - hand sanitising gel must be carried by any person travelling. It should be used in addition to, not instead of, regular and diligent hand washing	3 - Possible (>50%)	3 - A serious recoverable health condition	9 - Authorised people only to attend external sites
Meeting at a "neutral" location, such as restaurant, service area, conference facility	- Any colleague travelling to external sites for the purposes of work External contact's risk is not considered here, as they are expected to follow their own control measures At risk of contracting virus from: - inadequate social distancing while parking car, checking into site, greeting contact(s) - touching contaminated surfaces: entry doors, keypads, swipe card readers, internal door handles, tables - contact with any person's clothing or other personal items - likely greater exposure to larger numbers of people in publicly-accessible spaces	- Site operators' hygiene and social distancing rules must be followed. Hand shaking must be avoided. - PH colleagues are authorised not to enter premises or proceed with meeting if they consider that site operator's COVID-19 control measures are seriously inadequate and represent a danger to health - Use of PPE (masks, gloves) is advised, so far as is consistent with purposes of visit. - Once in car, or on departure from site, PH colleagues must use hand sanitiser thoroughly, and dispose of used PPE into a plastic bag which must itself then be discarded at first opportunity into a suitable waste receptacle.	3 - Possible (>50%)	3 - A serious recoverable health condition	9 - Authorised people only to attend external sites



Hazard Category	Who is at risk, and how (Task, Behaviour, Hazards)	Control Measures	Likelihood	Severity	Risk Rating
- Arriving at hosts' site & checking in - Departing from hosts' site	- Any colleague travelling to external sites for the purposes of work At risk of contracting virus from: - inadequate social distancing while parking car, checking into site, greeting host(s) - touching contaminated surfaces: entry doors, keypads, swipe card readers, internal door handles - contact with any person's clothing or other personal items	- Hosts' hygiene and social distancing rules must be followed. Hand shaking must be avoided. - PH colleagues are authorised not to enter premises or proceed with visit if they consider that hosts' COVID-19 control measures are seriously inadequate and represent a danger to health - Use of PPE (masks, gloves) is advised, so far as is consistent with purposes of visit. - Once in car, or on departure from site, PH colleagues must use hand sanitiser thoroughly, and dispose of used PPE into a plastic bag which must itself then be discarded at first opportunity into a suitable waste receptacle.	3 - Possible (>50%)	3 - A serious recoverable health condition	9 - Authorised people only to attend external sites
- Close contact with others in restricted spaces (e.g. in offices) - Working alongside hosts	- Any colleague travelling to external sites for the purposes of work Hosts' risk is not considered here, as they are expected to follow their own control measures At risk of contracting virus from: - inadequate social distancing - touching contaminated surfaces - exposure to cough or sneeze droplets - extended exposure to a shared breathing zone	- Meetings to be virtual (Zoom, Skype, phone etc) wherever possible - If physical meeting is essential, challenge the use of any small indoor space which prevents adequate social distancing. - Sharing a car with hosts must be avoided, so far as is consistent with purposes of visit. Risk in meetings is reduced when: - No more than 3 persons in room, so far as is practicable - Meetings are kept to 15 or 20 minutes, or take frequent breaks - Room is ventilated by opening as many windows as possible	3 - Possible (>50%)	3 - A serious recoverable health condition	9 - Authorised people only to attend external sites
- Studying physical items together with hosts - Handling items under inspection - Handing over and receiving items such as samples	- Any colleague travelling to external sites for the purposes of work Hosts' risk is not considered here, as they are expected to follow their own control measures At risk of contracting virus from: - inadequate social distancing when studying or handing over items - physical contact when handing over or receiving items - touching contaminated items - using frequent touch points (e.g. keypads, handrails, door handles etc.)	- So far as is possible, face in same direction as others (rather than towards each other) when studying product items or reviewing data on screen - Studies suggest that virus droplets are hazardous for longer on hard and non-permeable surfaces (such as desks, metals, plastics) than on porous ones (such as cardboard and fabric). - So far as is consistent with purposes of visit, items which are received should be accepted and left to soak for 72 hours, or as long as possible if this is not practicable - Gloves should always be worn when receiving and handling items - Before handing over samples or other items to customers or other external contacts, ask for hosts' guidance on how the exchange should be carried out	3 - Possible (>50%)	3 - A serious recoverable health condition	9 - Authorised people only to attend external sites



Hazard Category	Who is at risk, and how (Task, Behaviour, Hazards)	Control Measures	Likelihood	Severity	Risk Rating
Moving around the hosts' workplace	- Any colleague travelling to external sites for the purposes of work - Hosts' risk is not considered here, as they are expected to follow their own control measures At risk of contracting virus from: - inadequate social distancing - touching contaminated surfaces in workplace corridors or staircases, in public areas or in meeting spaces	- Use of PPE (masks, gloves) is advised, so far as is consistent with purposes of visit. - Maintain PH's social distancing rules (2 metres) if no clear guidance is given by hosts	1 Very unlikely (<10%)	3 - A serious recoverable health condition	3 - Proceed carefully
Use of hosts' hospitality and welfare facilities (tea / coffee facilities, canteen, toilets, water fountains)	- Any colleague travelling to external sites for the purposes of work - Hosts' risk is not considered here, as they are expected to follow their own control measures At risk of contracting virus from: - inadequate social distancing in kitchens, canteens, smoking shelters, outdoor rest areas - sharing of food and drinks - touching contaminated surfaces in toilets (flush levers, taps, soap dispensers, door handles) - touching contaminated controls / surfaces of water fountains, drinks dispensers, microwaves, food containers, fridges, dishwashers, waste bins, cutlery or crockery - respiratory or contact risk of transmission from others	- Host's / Site operators' hygiene and social distancing rules must be followed. - Follow hand washing guidance (>20 seconds) diligently - Use hosts' sanitising facilities; if not available, use own supply - If using PPE, don new gloves and face masks on leaving toilets or canteens - Do not share food or drink, or take unwrapped food items from open serving dishes	2 - Unlikely (>10%)	3 - A serious recoverable health condition	6 - Authorised people only to attend external sites
- Pressures on mental health - Stress & anxiety	- Any colleague working on site - Any colleague on furlough - Any colleague working from home - Financial concerns - Anxiety about dependants - Fear of catching the virus	- Company offers support as detailed in Employee Handbook - Telephone counselling service provided via HAPI Employee Assistance Programme	2 - Unlikely (>10%)	2 - A recoverable health condition	4 - Proceed carefully

Coronavirus Attend Site Health Questionnaire

The employee or visitor must complete this BEFORE attending site

Name:	Date:
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1	Have you had close contact with a confirmed or suspected COVID-19 case in last 14 days? (Confirmed cases are less likely going forward as testing is being reserved for hospitals)
	YES - Self isolate for 14 days from last contact
	NO – Go to question 2
2	Do you have COVID-19 symptoms?
	YES – Self isolate for 10 days from onset of symptoms
	NO – Go to question 3
3	Have you had COVID-19 symptoms in last 10 days?
	YES – Go to question 4
	NO – Go to question 5
4	Do you still have COVID-19 symptoms after 10 days self-isolation?
	YES – Continue self-isolation
	NO – Go to question 5
5	Has anyone in your household had COVID-19 symptoms within the last 14 days?
	YES – Continue to question 6
	NO – finish, if all answers in shaded areas, then person may attend site
6	Have you completed 14 days self-isolation?
	YES – finish, if all answers in shaded areas, then person may attend site
	NO – complete 14 days self-isolation

DECLARATION: I declare that I understand the questions and requirements outlined above and my responses are true to the best of my knowledge.

Signature:

Date:

PH HOST / MANAGER AUTHORISATION: I confirm that the health questions have been completed satisfactorily, action taken as appropriate and commitment to comply with site policies confirmed.

Reception/Manager name:

Signature:

Date:

All personal data captured in this form will be processed in accordance with the Data Protection Act 2018 and the Polyco Healthline Group Data Protection Policy.