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| **RISK ASSESSMENT REFERENCE - EXP1038879** | | | | | | | | | |
| **Plant/Location:**  All Expert Tooling & Automation Facilities | **Dept./Area:**  All Departments | | **Activity/Process**  Preventing Exposure to Suspected or Diagnosed COVID19 | | | **Assessor(s):**  Chris Clifton | **Date:**  19/8/21 | | |
| **Activity/Process** | **Persons Affected**  **(Employee, Contractor, Visitor, Young Person, Pregnant Worker, Member of Public)** | **Hazard(s)** | **Current Risk Rating  (L x S = Total)** | | | **Control Measures** | **Revised Risk Rating  (L x S = Total)** | | |
| **L** | **S** | **T** | **L** | **S** | **T** |
| Contact with non-  sanitized surfaces | E,C,V,YP,PW | Carriers may cough or sneeze over surfaces and/or touch it with uncovered hands with no follow up cleaning of the surface  Coming in to secondary contact with the surface could develop symptoms of the virus | 3 | 4 | 12 | **Hand hygiene -** Individuals must avoid touching eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing.Hands should be sanitized or washed immediately with soap and water for at least 20 seconds  **Hygiene monitoring –** Documented cleaning schedules are enforced. All areas are thoroughly disinfected on a regular basis  **Infection Control Procedures in Place -** Infection control procedures in place and communicated to all employees. Procedure includes early warning signs, symptoms and is reviewed on a regular basis.Face coverings are not mandatory but provided upon request  **Soap/hand wash provided and contained waste disposal available –** Soap, sanitizer and washing facilities are available, along with closed lid bins for disposing of used hand towels and tissues  **Internal work surfaces -** Cleaned and disinfected daily by external cleaning company. All work surfaces are appropriately cleaned in line with company cleaning and hygiene policies, particularly door handles and high use areas such as meeting rooms, toilets and amenity areas | 1 | 4 | 4 |
| Individuals with a new, continuous cough, high temperature or loss / change of smell and taste | E,C,V,YP,PW | Coronavirus reportedly spread through exposure to or contact with cough droplets | 3 | 4 | 12 | **Testing –** People with symptoms must not come into work and must book a PCR test to check whether they have COVID-19 as soon as possible. Stay at home and do not have visitors until you get your test result – only leave your home to have a test. Workers must self isolate for 10 days if they test positive (unless they have a negative lateral flow result on days 6 and 7). Workers are encouraged to take regular lateral flow tests. If you are a fully-vaccinated (two doses) contact of someone who tested positive for Covid, you do not have to self-isolate, but should take daily lateral flow tests for seven days (including Omicron variant)  **Communication** – If an individual starts to display any symptoms during work time, they must inform their supervisor or manager immediately, leave work, book a PCR test as soon as possible and self-isolate until the test results come through  **Infection control procedures in place -** Infection control procedures in place and communicated to all employees.Pay particular attention to coughing and sneezing into tissues that are disposed of in closed lid bins. Wash or sanitize hands immediately  **Restrict access -** Restrict access to those showing symptoms until they have left Company premises. Contact should be restricted to minimum 6ft (2 meters) away from the affected person. Areas occupied by the individual should be thoroughly disinfected immediately after they have left the facility  **Face Coverings –** Individuals with the onset of symptoms during work time must wear a suitable face covering (surgical type or similar) until they have left work premises | 2 | 4 | 8 |
| Possible transmission of the virus caused by working in close proximity to each other | E,C,V,YP,PW | Close contact with infected persons may bring on related symptoms, such as shortness of breath, coughing or high temperature | 3 | 4 | 12 | **Workplace layout** – Workplaces are arranged to comply with Regulation 10 of the Workplace, (Health Safety and Welfare) Regulations 1992. Every room has sufficient ventilation, floor area, height and unoccupied space for purposes of health, safety and welfare. Let fresh air in if you meet indoors. Meeting outdoors is safer  **Visitors** - All visitors are required to have a temperature check at induction. Visitors are not permitted to enter the facility if they are showing any symptoms of COVID19    **Occupancy** – From 13th December 2021, office workers who can work from home should do so. For those that cannot work from home, the Company operates staggered start and finish times to minimize interaction at peak times  **Face coverings** - There is no legal requirement to wear a face covering. However, the Company supports individuals who wish to do so and these will be provided on request. You should still continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet. | 2 | 4 | 8 |
| Employees visiting  clients  . | E,C | Those individuals whose work would constitute potential exposure to those carrying the virus as part of their job role  Displaying virus symptoms including coughing, raised temperature or shortness of breath | 3 | 4 | 12 | **Lone Workers contactable -** Lone Workers contactable by mobile phone to ensure that there are no health & safety issues. Lone workers can also have constant access to call staff should they show symptoms of Coronavirus or come in contact with those displaying mild symptoms  **Sanitizers** - Only suitable sanitizers used that fully remove virus  **Reporting procedures followed -** Those experiencing symptoms or who have come in to contact with those that have should call 111 for further advice andguidance on next steps, including potential self- isolation  **Face coverings –** Although there is no legal requirement to wear a face covering in the workplace, employees or contractors working on behalf of Expert will wear a face covering if requested on clients’ premises**.** Workers will also take a lateral flow test before visiting clients’ premises when requested  **Decline work with suspected carriers –** The Company will support staff who decline to work with suspected carriers (where symptoms are evident) | 2 | 4 | 8 |
| Individuals returning from affected regions | E,C,V,YP,PW | Individuals may be subject to high temperatures, coughing or shortness of breath. (Even mild symptoms) | 4 | 4 | 16 | **Foreign travel –** foreign travel for work purposes is only permitted when absolutely essential  **Latest Government guidance:**  From 14th December 2021, fully vaccinated contacts of someone with COVID-19 should take rapid lateral flow tests every day for 7 days. From 15th December 2021, all countries were removed from the Government’s travel red list. From 22nd December 2021, if you’ve tested positive or have symptoms, you can [stop self-isolating after 7 days](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) instead of 10 days if you have negative lateral flow test results on day 6 and 7.   * International arrivals who are fully vaccinated will need to isolate at home and take a PCR test on or before day 2 following your arrival. You are only permitted to leave isolation if **this test result is** negative. If your test result is positive, you will need to isolate for 10 days (unless you have negative lateral flow test results on days 6 and 7). * Face coverings are a legal requirement in shops, shopping centres, public transport & transport hubs | 3 | 4 | 12 |

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| **Assessor’s Name and Signature** | Chris Clifton: | |
| **1). Approver’s Name and Signature** | Chris Clifton: | |
| **2). Approver’s Name and Signature** | Elaine Baker: | |
| **Review History** | Reviewed 15-9-21 (No changes from previous month)  Reviewed 1-12-21 (Updated to include new rules concerning Omicron variant)  Reviewed 9-12-21 (Updated to include implementation of Government’s Plan B)  Reviewed 4-1-22 (Updated to remove red list countries and addition of lateral flow tests on days 6 and 7 of self isolation) | |