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| Risk Assessment | The Bennie Group Ltd |
| Activity | Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities |

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| Assessor | Joanne Cook and Stacey Roberts | Location of Assessment | All Bennie Sites & Locations |
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| Risk Rating Matrix (RR) | Likelihood (L) | | |
|---|---|-------------------------------------|-------------------------|
| Severity (S) | Certain or near certain to occur (High) | Reasonably likely to occur (Medium) | Unlikely to occur (Low) |
| Fatality; major injury or illness causing long term disability (High) | HIGH (H) | HIGH (H) | MEDIUM (M) |
| Injury or illness causing short term disability (Medium) | HIGH (H) | MEDIUM (M) | LOW (L) |
| Other injury or illness (Low) | MEDIUM (M) | LOW (L) | LOW (L) |

| Hazards | Who is at risk? | Controls in place | L | S | RR |
|--|---|--|---|---|--------|
| Someone becomes ill in the workplace - i.e they are contagious with Covid. | <ul style="list-style-type: none"> Visitors Employees/Staff | <ul style="list-style-type: none"> UK Government guidance to be followed (https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) Staff or Visitor are sent home with support required. The person will be advised to follow NHS Guidance online. (https://www.nhs.uk/conditions/coronavirus-covid-19/) If the person is a visitor their organisation will be informed. The workplace will be decontaminated following governmental guidance. (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking! This information has been passed onto all employees. Supplies of PPE, hand sanitisers and cleaning equipment to stop any contamination Posters put up in communal areas to enforce procedures,. Regular communication sent to all with government guidelines and best practice including TBT's Advising visitors of our company guidelines and pre-arranged appointments only Testing • All employees must complete 2 covid tests (LFT) each week to come to work. • Failure to test and provide your results will impact the safety of your colleagues. • For ease these are offered on site at Cranford road book in here https://www.bennie.co.uk/lft/ or can be booked via, https://www.gov.uk/find-covid-19-lateral-flow-tests Policy on Masks • The legal right to wear masks has been lifted, we have assessed the risks and formed the below. • Mask wearing is recommended, especially in groups or crowded spaces. • At Newman Street / Ken Hall masks are mandatory when moving through the building. • If you have not been vaccinated, you are required to wear a mask when not at your desk / workstation. If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate. If you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS - you're under 18 years, 6 months old - you're not able to get vaccinated for medical reasons ONLY | M | M | Medium |

| Hazards | Who is at risk? | Controls in place | L | S | RR |
|---|--|---|---|---|--------|
| Someone infected entering the workplace | <ul style="list-style-type: none"> Employees/Staff Contractors Visitors | <ul style="list-style-type: none"> An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry. COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees & visitors. Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking! All employees who have access have undertaken the Coronavirus and Pandemic e-Learning on MentorLearn*. (https://mentorlearn.natwestmentor.co.uk/course/view.php?id=446) Visitors are by appointment only Lateral Flow Testing - has been rolled out this after a trial period. All those who cannot do their job from home are requested to partake in a LFT weekly. This is a preventative measure to reduce the risk to Covid getting into the workplace. | M | M | Medium |
| Contaminated Workplace | <ul style="list-style-type: none"> Employees/Staff Visitors | <ul style="list-style-type: none"> UK Government guidance is being followed. (https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) Hand sanitisers have been placed in the workplace and employees are encouraged to use the supplied wipes. Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands or dishes. Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned. This information has been passed onto all employees. Upped the cleaning hours provided with extra attention to high touch areas. And are being regularly reviewed. Potential contamination response, our cleaners are on hand should there have been a potential risk of contact in the workplace. They come and immediately deep clean the area. | M | M | Medium |
| Proximity, workplace gatherings | <ul style="list-style-type: none"> Visitors Employees/Staff | <ul style="list-style-type: none"> UK Government guidance to be followed. (https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance?utm_source=075ed450-af83-4469-8137-749615f595ea&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) A social distancing policy has been implemented: Only business critical face to face meetings to be undertaken on agreement with all involved; Customer meetings to be undertaken remotely by phone or video where possible; No handshaking or attendance at large meetings. This information has been passed onto all employees. | L | L | Low |
| Vulnerable employees | <ul style="list-style-type: none"> Employees/Staff | <ul style="list-style-type: none"> UK Government guidance to be followed. (https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) Employees have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) or a continuous dry cough in the last 14 days Any vulnerable employees are individually risk assessed and additional measure can be put in place. | M | M | Medium |
| Employees who have contracted COVID-19 | <ul style="list-style-type: none"> Employees/Staff | <ul style="list-style-type: none"> If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS Online Guidance. (https://www.nhs.uk/conditions/coronavirus-covid-19/) The workplace will be decontaminated following governmental guidance. (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) This information has been passed onto all employees. | M | M | Medium |

| Hazards | Who is at risk? | Controls in place | L | S | RR |
|--|---|--|---|---|--------|
| Symptomatic or exposed employees remaining in workplace. | <ul style="list-style-type: none"> Employees/Staff Public | <ul style="list-style-type: none"> Employees are advised to follow NHS Guidance online. (https://www.nhs.uk/conditions/coronavirus-covid-19/) Symptomatic employees will be instructed to go home. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS Guidance online. (https://www.nhs.uk/conditions/coronavirus-covid-19/) As a last resort, if we decide to suspend an employee this will be on full pay unless the employee's specific contract provides a right to suspend without full pay for this reason. Such as suspension will not be considered a medical suspension. | M | M | Medium |
| Self-Isolation and wellbeing | <ul style="list-style-type: none"> Employees/Staff | <ul style="list-style-type: none"> NHS 111 online provides advice on when to self-isolate or quarantine. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ This information has been passed onto all employees. Regular mental health and well being emails are sent out and added to Yammer. As a well as self help training and hints. | M | M | Medium |
| Travelling abroad | <ul style="list-style-type: none"> Employees/Staff Visitors | <ul style="list-style-type: none"> UK Government guidance to be followed. (https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) FCO provides Foreign Travel advice for travellers. (https://www.gov.uk/foreign-travel-advice) | M | M | Medium |
| Information failure | <ul style="list-style-type: none"> Employees/Staff Visitors | <ul style="list-style-type: none"> The company has a designated COVID-19 Appointed Person whose responsibilities include: Signing up to relevant websites to receive timely updates; Monitoring relevant websites & news outlets. | M | M | Medium |
| Commuting | <ul style="list-style-type: none"> Employees/Staff | <ul style="list-style-type: none"> The government have latest guidance on safe travel here: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Adhere to social distancing where physically possible. Use hand sanitiser frequently and avoid surface contact. | M | M | Medium |
| Driving | <ul style="list-style-type: none"> Employees/Staff | <ul style="list-style-type: none"> Managers to ensure that all employees now using their own vehicle for work purposes have the relevant business insurance in place and that vehicle is roadworthy. When taking over a vehicle from colleague disinfect all high-risk touchpoints, such as door handles, steering wheels, mirrors, seats and seatbelts plus any other surfaces. Take sensible and routine precautionary measures such as cleaning surfaces regularly with sanitising wipes or spray. Fuel pump handles have been identified as high-risk touchpoints, employees have been advised to use gloves while filling their vehicle and to wash their hands thoroughly as soon as possible after leaving. Physical contact should be avoided, including signing for paperwork for deliveries. Maintain social distancing by taking separate vehicles, where possible. https://rise.articulate.com/share/vYV6lYnj7VBVB1MZDwcS14Yb2AKd168y#/ | M | M | Medium |

| Hazard | Additional Control | Assigned to | Due Date | L | S | RR |
|--------|--------------------|-------------|----------|---|---|----|
| (none) | | | | | | |

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| Date of Assessment | 18/08/2021 | Status | Complete |
| Re-assessment Date | 18/08/2022 | Signature | |