

| ACTIVITY RISK ASSESSMENT | | | | Consortio Security COVID 19 H&SRA | | | | |
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| Risk Assessment No. | | EEK20/06/04 | | Reference: | | Business Wide | Produced by | Earl Knight |
| Date | | 20/06/2020 | | Sheet | | 1 | of | 7 |
| | | | | Scope of Work Description: | | Head Office & Field Based | Signature | |
| Activity Definition | | Hazard Identification | | Potential Risk Assessment | Risk Mitigation | Residual Risk Assessment | Residual Risk | |
| Act No. | Hazard Type | Description of Duty | Personal at Risk | Risk Severity v Frequency | Control Measures and Precautions | Risk Severity v Frequency | Category High Medium Low | |
| 01 | Spread of Covid-19 Coronavirus | Working Area | Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions Anyone else who physically comes into contact with | 4X3=12 | <u>Hand washing</u> <ul style="list-style-type: none"> Handwashing facilities with soap and water in place Stringent hand washing taking place Drying of hands with disposable paper towels Staff encouraged to protect the skin by applying emollient cream regularly Gel sanitisers in any area where washing facilities not readily available <u>Cleaning</u> <ul style="list-style-type: none"> Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, phones, keyboards or reception areas, using appropriate cleaning products and methods <u>Social distancing</u> <ul style="list-style-type: none"> Reducing the number of persons in any work area to comply with the two-meter gap as recommended Taking steps to review work schedules including start & finish times, shift patterns, working from home etc. to reduce the number of workers on-site at any one time. | 4X1=4 | LOW | |

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| | | | <p>you in relation to your business</p> <p>Remote Working/Lone Worker</p> | | <p>Also, try relocating workers to other tasks</p> <ul style="list-style-type: none"> • Redesigning processes to ensure social distancing is in place • Conference calls to be used instead of face-to-face meetings • Social distancing also to be adhered to in canteen area and outside smoking areas <p><u>Wearing of gloves</u></p> <ul style="list-style-type: none"> • Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely <p><u>PPE</u></p> <p>Where PPE is a requirement for risks associated with the work undertaken, the following measures will be followed:</p> <ul style="list-style-type: none"> • Tight-fitting respirators (such as disposable masks and reusable half masks) rely on having a good seal with the wearer's face • Wearers must be clean-shaven <p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance • Managers will maintain regular contact with staff members during this time • If advised a member of staff or the general public has developed Covid-19 having recently been on the premises (including where a member of staff has visited other | | |
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| | | | | | <p>workplace premises such as domestic premises), identify the people who have been in contact with them and take advice on any actions or precautions that should be taken</p> <p><u>Drivers</u></p> <ul style="list-style-type: none"> • Procedures in place for drivers to ensure adequate welfare facilities are available during their work • Persons should not share vehicles or cabs where suitable distancing cannot be achieved • Multi-user vehicle cleaning regime and checklist adopted pre-shift ending or post car use <p><u>Mental Health</u></p> <ul style="list-style-type: none"> • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help • Line managers to have regular contact with line reports <p><u>Remote Working / Lone Worker</u></p> <ul style="list-style-type: none"> • Keep in touch with lone workers, including those working from home, and ensure regular contact to make sure they are healthy and safe <p><u>Working with display screen equipment at home</u></p> <ul style="list-style-type: none"> • Employees working from home should | | |
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| | | | | | <p>complete the HSE DSE workstation assessment and return to the business</p> <ul style="list-style-type: none"> • Break up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • Avoid awkward, static postures by regularly changing position • Get up and move or do stretching exercises • Avoid eye fatigue by changing focus or blinking from time to time | | |
| 02 | Suspected case whilst working on site | Working Area | All Staff | 4X4=16 | <p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow • They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed | 4X1=4 | LOW |
| 03 | General travel including foreign travel | Working Area | All Staff | 4X4=16 | <ul style="list-style-type: none"> • Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings • Where an individual has recently visited countries of concern (FCO website), they should self/home isolate themselves, until further notice from the government (lockdown measures continue to apply) • Please continue to follow any further national government advice provided • All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible | 4X1=4 | LOW |

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| 04 | Access/egress to the site | Working Area | All Staff | 4X4=16 | <ul style="list-style-type: none"> • Where possible, please consider and implement the following practices: • Stop all non-essential visitors • Introduce staggered start and finish times to reduce congestion and contact at all times • Remove or disable entry systems that require skin contact e.g. Door Entry System • Require all workers to wash or clean their hands before entering or leaving the site • Allow plenty of space (two metres) between people waiting to enter the site • Regularly clean common contact surfaces in reception, office, access control e.g. scanners, screens, telephone handsets, desks, • Delivery staff should leave deliveries 2 metres from Office entrance door. | 4X1=4 | LOW |
| 05 | Poor hygiene | Working Area | All Staff | 4X4=16 | <ul style="list-style-type: none"> • Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water are not available and handwashing technique to be adopted as directed by NHS • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • Provide additional handwashing facilities where needed • Regularly clean the handwashing facilities and check soap and sanitiser levels • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. | 4X1=4 | LOW |

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| | | | | | <ul style="list-style-type: none">• Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush Portable toilets should be avoided wherever possible but were in use these should be cleaned and emptied more frequently | | |
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RISK ASSESSMENT MATRIX

| | | P | | | | | |
|----------|---|----------|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| S | 1 | 1 | 2 | 3 | 4 | 5 | 6 |
| | 2 | 2 | 4 | 6 | 8 | 10 | 12 |
| | 3 | 3 | 6 | 9 | 12 | 15 | 18 |
| | 4 | 4 | 8 | 12 | 16 | 20 | 24 |
| | 5 | 5 | 10 | 15 | 20 | 25 | 30 |
| | 6 | 6 | 12 | 18 | 24 | 30 | 36 |

0 - 6 (Green) = LOW RISK (work may continue)

8 -15 (Orange) = MEDIUM RISK (further controls required before work can take place)

16 – 36 (Red) = HIGH RISK (Work must not take place)

S = Severity of Effect

- 1 = Very minor injury
- 2 = Onsite first aid required (Nurse)
- 3 = Offsite medical treatment required (Hospital) LTI < 3 days
- 4 = Offsite medical treatment required (Hospital) LTI >3 days
- 5 = Serious injury e.g. Loss of limb
- 6 = Death

P = Probable Frequency

- 1 = Improbable
- 2 = Remote
- 3 = Possible
- 4 = Probable
- 5 = Very Likely
- 6 = Always

EMPLOYEES ACCEPTANCE & CONFIRMATION

All Staff must read and sign this acknowledgement sheet to confirm that you have read and understood the Risks identified of this working location/Role and the measures put in place by Consortio Security reduce them. If you have any doubts you should ask questions until you clearly understand what is required of you before signing the document. If the reduction measures are not adhered to, the employee could be subject to the disciplinary process.

| Name of Employee | PIN No | Date | Signature of Employee |
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