

RISK ASSESSMENT FORM

Version: 01

Document Reference No:

Title: Covid -19 - EVO GROUP HEAD OFFICE - SHEFFIELD

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Local Review by: TIM AKEROYD/CARL CHARLES

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| Severity / Consequence Categories | |
|-----------------------------------|---|
| Severity | Description |
| Catastrophic | Multiple fatalities (employees or third parties). Catastrophic environmental impact, resulting in irreversible/long term harm to environment. |
| Significant | Single fatality (employee or third party), loss of limbs, permanent severe disablement. Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy. Reversible/medium term harm to environment. |
| Moderate | Major injury / ill-health effect such as breaking a major bone or temporary disablement requiring hospital / casualty treatment and resulting in time off work. Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment. |
| Low | Minor injury / ill-health effect requiring medical treatment beyond first aid. Restricted duties may be possible. Low environmental impact, not requiring management response. |
| Negligible | First aid case, no lost time. Negligible safety impact. Negligible environmental impact not requiring management response. |

| | | Severity / Consequence >>> | | | | | |
|-------------------------------------|----------|----------------------------|-----|----------|-------------|--------------|---|
| | | Negligible | Low | Moderate | Significant | Catastrophic | |
| Likelihood (Chances of Risk) >>> | Certain | >90% | M | M | H | H | H |
| | Likely | >50% < 90% | M | M | M | H | H |
| | Possible | >10% < 50% | L | L | M | M | H |
| | Remote | >1% <10% | L | L | L | M | M |
| | Unlikely | <1% | L | L | L | M | M |

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|----------|---|
| H | High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk. |
| M | Medium - Maintain current controls. Management to review and determine if further controls are required. |
| L | Low - No further controls are required. |

| Process/Activity/Task/Step/Change | Hazard | Who May be Harmed? | | | | Existing Risk Controls | Interim Risk | | | FOR LOCAL REVIEW PURPOSES | | | | | | | |
|-----------------------------------|--|--------------------|------------|-----------------|-------------|--|--------------|----------------|---|---------------------------|--------|---|------|-------------|---------------|----------------|--|
| | | | | | | | | | | Controls Adequate? | | Additional Risk Controls (Not applicable if controls are adequate) | | | Residual Risk | | |
| | | | | | | | | | | Yes / No | Action | Person Responsible | Date | Consequence | Likelihood | Rating (H-M-L) | |
| Description in Sequence | | Employee | Contractor | Client / Public | Environment | Consequence | Likelihood | Rating (H-M-L) | | | | | | | | | |
| R1 | Coronavirus (COVID-19) (CV19) Workplace remains open during the outbreak of Covid-19, risk of transmitting covid-19 | x | | | x | On the 23rd of March 2020 the government stepped up measures to prevent the spread of Coronavirus and save lives. We are following Government advice applicable to our workplace. Updated on the 11/05/2020 - Employees will only be allowed to work if they are well, have no symptoms, and neither them nor any of their household are self-isolating. Workplaces will put safety measures in place. Home working is supported where appropriate. Risk assessments have been carried out at all sites, workers consulted and the assessments have been communicated and made available. We are following Gov.com and HSE advice. | S | P | M | YES | | | | | | | |
| R2 | Coronavirus (COVID-19) (CV19) Someone entering the workplace with CV19. Visitors entering the workplace with CV19 and passes on to an employee. | x | | | x | A request has been sent to companies who regularly attend site or work alongside us to provide their H&S arrangements regarding CV19. As a company we have spoken to the parts of our supply chain which could influence the spread of CV19 to discuss arrangements, and control measure. We have ask that no visitors (unless they are essential) come on to site. All meetings to be taken via MS Teams. All visitors will be required to follow COVID-19 hygiene requirements. | S | P | M | YES | | | | | | | |
| R3 | Coronavirus (COVID-19) (CV19) Someone becomes ill within the workplace | x | | | x | Person will be removed to a designated area which is at least 2 metres away from other people. We have identified a designated room or area (right hand meeting room, off kitchen) where they can be isolated behind a closed door. If possible to open a window we will do for ventilation. The individual will be sent home and advised to follow NHS guidelines online. If the person is a visitor, their organisation will be contacted. | S | P | M | YES | | | | | | | |
| R4 | Coronavirus (COVID-19) (CV19) Contaminated workplace | x | | | x | An increased formal cleaning regime is underway. Employees are cleaning equipment more often (Keyboards, work surface, door handles etc) Hand sanitisers have been placed in the workplace where possible. Extra hygiene requirements (Handwashing etc) are enforced. Multi-use handtowels are not used to dry hands. This information has been passed to the employee. Cleaners on site are taking extra precautions and ensure soap is well stocked in the toilets and all touch areas are cleaned. Extra checks taking place on hand sanitiser levels. | S | P | M | YES | | | | | | | |

| Process/Activity/Task/Step/Change | Hazard | Who May be Harmed? | | | | Existing Risk Controls | Interim Risk | | | FOR LOCAL REVIEW PURPOSES | | | | | | | |
|-----------------------------------|--|--------------------|------------|-----------------|-------------|--|--------------|----------------|---|---------------------------|--------|---|-------------|-------------|----------------|----------------|--|
| | | | | | | | | | | Controls Adequate? | | Additional Risk Controls (Not applicable if controls are adequate) | | | Residual Risk | | |
| | | | | | | | | | | Yes / No | Action | Person Responsible | Date | Consequence | Likelihood | Rating (H-M-L) | |
| Description in Sequence | | Employee | Contractor | Client / Public | Environment | Consequence | Likelihood | Rating (H-M-L) | | | | | Consequence | Likelihood | Rating (H-M-L) | | |
| R5 | Coronavirus (COVID-19) (CV19) Symptomatic or exposed employees. | x | x | x | | Employees are advised to follow NHS online guidance. Staff should not attend work if they have symptoms. If NHS 111 or a GP determines the employee is symptomatic and unfit for work, they will be treated as off sick as per normal policy. They should also follow the Test and Trace advice/procedures. Symptomatic employees at work will be sent home. If a member of staff has helped someone who has taken unwell with new continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with any symptoms relating to COVID-19. Working from home has been considered, any employee able to work from home will do. | S | P | M | YES | | | | | | | |
| R6 | Coronavirus (COVID-19) (CV19) First aid training | x | | x | | If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they should be sent home and advised to follow the stay at home guidance. If they need clinical advice or cant cope with their symptoms, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. It is not necessary to close the business or workplace or send any staff home, unless government policy changes. We will keep monitoring the government response page for the latest details. | S | P | M | YES | | | | | | | |
| R7 | Coronavirus (COVID-19) (CV19) Employee(s) who have contracted CV19 | | X | | X | If NHS 111/online or a GP determines an employee has contracted CV19 they are informed to contact HR, advice on time off and pay will be given. They should follow the test and trace guidance. | S | P | M | YES | | | | | | | |
| R8 | Coronavirus (COVID-19) (CV19) Lack of accurate information / a failure to disseminate information | x | | | x | Monitoring - Site Heads/directors are meeting once a week to discuss CV19, all information is fed down to the site managers and employees. Information is also posted on the site intranet pages. We are monitoring relevant websites and news outlets. Risk assessments are available on company websites. Regular CEO updates via Teams. | S | P | M | YES | | | | | | | |