



**SUBJECT** COVID-19

**BY** David Mortimer - Group HSO

**Supervised** Mark B Simpson - Managing Director  
Peter Wilson - Operations Director  
Anne Peterson - Head of HR and Group Staff Welfare Officer

# RISK ASSESSMENT - Risk to Persons

**DESCRIPTION**

This Risk Assessment addresses the Risks of COVID-19 within Respirex International and identifies the hazards involved along with the Control measures implemented by the Company. The Risk assessment has been issued in conjunction with HM Government/HSE Guidelines and internal Audit process.

**LOCATION** Redhill and Reigate Site

**DATE** 05 June 2020

**TOO** 11:00

**Next Review** DYNAMIC

**REASON FOR ASSESSMENT** Compliance

Severity	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Likelihood				
	1	2	3	4	5

Acceptable
Further Review
Unacceptable Risk

Risk = Likelihood x Severity

Item	HAZARD	Location of Hazard	Who might be harmed and how?	Without Control Measures			With Control Measures			Action by whom?	Action by when?	Status	Date Complete
				Likelihood	Severity	Risk	Likelihood	Severity	Risk				
1	Contracting the Virus at work from Proximity	Company Wide	All Staff and Visitors from transmission	4	4	16	2	4	8	All Managers, Supervisors and Staff	Rolling	Ongoing	Until Otherwise Advised by Government/HSE
2	Contracting Virus from Surfaces	Company Wide	All Staff and Visitors from transmission	4	4	16	2	4	8	Health and Safety Departmental Staff Cleaning Staff User Staff	Rolling	Ongoing	Until Otherwise Advised by Government/HSE

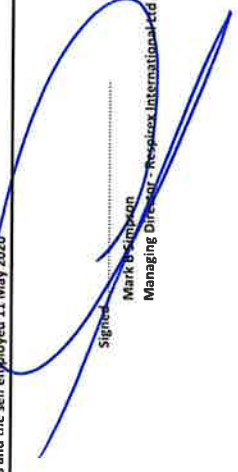
Item	HAZARD	Location of Hazard	Who might be harmed and how?	Likelihood	Severity	Risk	CONTROL MEASURES IN PLACE	Likelihood	Severity	Risk	Action by whom?	Action by when?	Status	Date Complete
3	Contracting Virus from Visitors	Company Wide	All Staff and Visitors from transmission	4	4	16	<p>Visitors do not attend the premises unless absolutely essential - visits can be undertaken remotely</p> <p>Visitors stay in the area they need to work in and/or a meeting room and not circulate around the premises</p> <p>Visitors wash their hands on arrival and do not shake hands - social distancing with visitors are adhered to at all times</p> <p>All Visitors are Health and Safety Briefed on arrival</p> <p>Hauliers are advised prior to arrival of Company COVID-19 protocols, signage advising drivers in place</p> <p>All Contractors Must have a permit to work and temperature checked before commencing work</p> <p>All contractors without a rolling permit to work will be escorted. RPTW holders must still sign in and out.</p> <p>Any Staff possessing an NHS letter for shielded criteria are not attending the premises-</p> <p>Access to Medical Grade or equivalent Masks are available to persons with elevated risk due to Health Conditions.</p>	2	4	8	<p>All Managers, Supervisors and Staff</p> <p>All Visitors</p> <p>Host/HSO</p> <p>Goods In/Despatch</p> <p>Departmental Manager/HSO</p>	Rolling	Ongoing	Until Otherwise Advised by Government/HSE
4	Exposure to Vulnerable Persons	Company Wide	All Staff and Visitors from transmission	5	4	20	<p>Any person with a high fever or a new continuous cough will be sent home immediately</p> <p>Any person with a high fever or a new continuous cough will require to self isolate for 7 days before returning to work</p> <p>Any person who lives with a person with a high fever or a new continuous cough will require to self isolate for 14 days before returning to work</p> <p>Permission is to be sought before returning to work</p> <p>Established communication procedures between HR and staff are in place for COVID-19</p> <p>Staff Returning to work are temperature checked and questioned prior to starting work.</p> <p>Signage (informative and instructional) and Instructions to Staff issued across the Company.</p> <p>Daily monitoring on Governments/HSE updates in place</p> <p>First Aiders updated with COVID_19 CPR Procedures</p> <p>Weekly Internal Audit undertaken</p>	2	4	8	<p>HR</p> <p>HR/HSO</p>	Rolling	Ongoing	Until Otherwise Advised by Government/HSE
5	Persons with Symptoms	Company Wide	All Staff and Visitors from transmission	4	4	16	<p>Any person with a high fever or a new continuous cough will be sent home immediately</p> <p>Any person with a high fever or a new continuous cough will require to self isolate for 7 days before returning to work</p> <p>Any person who lives with a person with a high fever or a new continuous cough will require to self isolate for 14 days before returning to work</p> <p>Permission is to be sought before returning to work</p> <p>Established communication procedures between HR and staff are in place for COVID-19</p> <p>Staff Returning to work are temperature checked and questioned prior to starting work.</p> <p>Signage (informative and instructional) and Instructions to Staff issued across the Company.</p> <p>Daily monitoring on Governments/HSE updates in place</p> <p>First Aiders updated with COVID_19 CPR Procedures</p> <p>Weekly Internal Audit undertaken</p>	2	4	8	<p>HR</p>	Rolling	Ongoing	Until Otherwise Advised by Government/HSE
6	General Considerations	Company Wide	All Staff and Visitors from transmission	4	4	16	<p>Signage (informative and instructional) and Instructions to Staff issued across the Company.</p> <p>Daily monitoring on Governments/HSE updates in place</p> <p>First Aiders updated with COVID_19 CPR Procedures</p> <p>Weekly Internal Audit undertaken</p>	2	4	8	<p>Health and Safety Officer</p>	Rolling	Ongoing	Until Otherwise Advised by Government/HSE

REFERENCE

Health and Safety at Work Act 1974  
 Management of Health and Safety at Work Regulations 1999  
 HM Government. Working Safely during COVID-19 in factories, plants and warehouses. Guidance for employers, employees and the self employed 11 May 2020

DISTRIBUTION Company Website  
 All Managers/Supervisors  
 Health and Safety Notice Board

Signed   
 David A Mortimer  
 Group Health and Safety Officer

Signed   
 Mark E Simpson  
 Managing Director, Resipox International Ltd