

RISK ASSESSMENT FORM

Adelphi Group of Companies.
Olympus House.
Mill Green Road.
Haywards Heath.
West Sussex.
RH16 1XQ



Date of Risk Assessment: 18 May 2020

Assessment by: Robert Else Location: All locations Task/Premises: All Tasks
Assessment No: Adelphi_RA 17 Review Date: 14 November 2020

| Activity | Hazard | Risk | Persons in Danger | S | L | R | Control Measures Required | S | L | R | C |
|----------|---|--|----------------------|---|---|----|--|---|---|---|---|
| General | Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred. | Contracting COVID -19, breathing difficulties, possible hospitalisation . Possible death if server and pre-existing health conditions. | Adelphi staff member | 4 | 3 | 12 | <ul style="list-style-type: none"> To follow government action of self isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise; and for essential works including those deemed 'key workers' Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) To continue following ongoing government guidance Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required | 4 | 1 | 4 | A |

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| | | | | | | | <ul style="list-style-type: none"> • Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; • People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) | | | | |

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| | | | | | | | are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020 • Follow good NHS hygiene measures at all times • Avoid all visitors to your home unless they are providing a medical requirement • Do not approach delivery staff, allow packages to be left on the doorstep • Do not take any antibiotics as they do not work against viruses. | | | | |
| Recording of daily temperature | Employee enters the site while being infected with COVID-19 | Contracting COVID -19, breathing difficulties, possible hospitalisation . Possible death if server and pre-existing health conditions. | All staff | 4 | 4 | 16 | • Staff to measure their individual temperatures BEFORE entering the premises. • Wear protective gloves before handing the thermometer or wipe down with anti-bacterial cleaning agent. | 4 | 1 | 4 | A |
| Daily work time activities | Suspected case whilst working on site | Contracting COVID -19, breathing difficulties, possible hospitalisation . Possible death if server and pre- | Adelphi staff member | 4 | 4 | 16 | If a worker develops a high temperature or a persistent cough while at work, they should: • 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. | 4 | 1 | 4 | A |

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| | | existing health conditions. | | | | | <ul style="list-style-type: none"> They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. Notify their line manager immediately. | | | | |
| Staff travelling to work | General travel including foreign travel | Contracting COVID -19, breathing difficulties, possible hospitalisation . Possible death if server and pre-existing health conditions | Individual staff member | 4 | 4 | 12 | <ul style="list-style-type: none"> Do not travel to work unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible Continue to follow any further national government advice provided. | 4 | 1 | 4 | A |
| Access / egress to site | Bringing the COVID-19 virus in the company | Contracting COVID -19, breathing difficulties, possible hospitalisation . Possible death if server and pre-existing health conditions | All staff on site | 4 | 4 | 16 | <p>Where possible, please consider and implement the following practices:</p> <ul style="list-style-type: none"> Stop all non-essential visitors Introduce staggered start and finish times to reduce congestion and contact at all times Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring Remove or disable entry systems that require skin contact e.g. fingerprint scanners | 4 | 1 | 4 | A |

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| | | | | | | | <ul style="list-style-type: none"> 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 site Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. | | | | |
| Inclement weather – cold temperature allows disease to survive | COVID-19 thrives and spreads | Contracting COVID -19, resulting in breathing difficulties, possible hospitalisation . Possible death if server and pre-existing health conditions | All staff | 2 | 2 | 4 | <ul style="list-style-type: none"> All persons to dress appropriately for the weather Welfare facilities provided to shelter from the elements Maintain good hygiene measures at all times | 2 | 1 | 2 | A |
| Poor hygiene | Transmission of COVID-19 to | Contracting COVID -19, | | 4 | 4 | 16 | <ul style="list-style-type: none"> Wash your hands thoroughly and regularly. Use soap and water for | 4 | 1 | 4 | A |

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| | other employees | resulting in breathing difficulties, possible hospitalisation . Possible death if server and pre-existing health conditions | | | | | at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS <ul style="list-style-type: none"> • 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 hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site • Regularly clean the hand washing 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. • Restrict the number of people using toilet facilities at any one time. Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush | | | | |
| Kitchen - exposure from | Transmission of COVID-19 to | Contracting COVID -19, breathing | All staff within workplace | 4 | 4 | 16 | <ul style="list-style-type: none"> • Limit number of employees in the Kitchen to 2. Spend minimum | 4 | 1 | 4 | A |

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| large numbers of persons | other employees | difficulties, possible hospitalisation . Possible death if server and pre-existing health conditions | | | | | amount of time so others can use the facility safely • Dedicated eating areas should be identified on site to reduce food waste and contamination • Break times should be staggered to reduce congestion and contact at all times • Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area • The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home • Workers should sit 2 metres apart from each other whilst eating and avoid all contact • Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced • Tables should be cleaned between each use • All rubbish should be put straight in the bin and not left for someone else to clear up • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. | | | | |

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| Office working including team working. | Transmission of COVID-19 to other employees | Contracting COVID -19, breathing difficulties, possible hospitalisation . Possible death if server and pre-existing health conditions | All staff within workplace | 4 | 4 | 16 | <ul style="list-style-type: none"> • Always consider if the task can be performed differently without having to breach the 2m social distancing rule • Workers are to limit face to face working and work facing away from each other when possible • Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins • Provide additional supervision to monitor distancing and teams not to be rotated • Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task • All equipment to be thoroughly cleaned prior and after using it. • Increased ventilation will be provided within enclosed spaces • Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination • Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places. • Single use PPE should be disposed of so that it cannot be reused and to control potential | 4 | 1 | 4 | A |

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| | | | | | | | contamination is controlled (waste removed by a responsible, approved contractor). • Where facing work conditions are prevalent then screens should be used between staff. • Communal equipment such as Kettles, taps, drink water dispenser once finished with should be wiped down before and after each use. | | | | |
| Delivery of goods | Transmission of COVID-19 to Adelphi employees | Contracting COVID -19, breathing difficulties, possible hospitalisation . Possible death if server and pre-existing health conditions | Staff receiving the goods | 4 | 3 | 12 | • Adelphi operates a 'no contact' system of deliveries. Drivers to leave goods in area and ring bell. • Goods left until they are dealt with. | 4 | 1 | 4 | A |
| Dispatch of goods | Transmission of COVID-19 to Adelphi employees | Contracting COVID -19, breathing difficulties, possible hospitalisation . Possible death if server and pre-existing health conditions | Staff dispatching of goods | 4 | 3 | 12 | • Adelphi staff to have no physical contact with people receiving goods from Adelphi. Maintain 2m social distance rule. • Alternative method of handing goods over. i.e. photos etc. No handling of paperwork etc. | 4 | 1 | 4 | A |

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| Production builds | Transmission of COVID-19 between Adelphi employees | Contracting COVID -19, breathing difficulties, possible hospitalisation . Possible death if server and pre-existing health conditions | All production staff | 4 | 4 | 16 | <ul style="list-style-type: none"> All production staff to work greater than 2m distance from each other. Avoid gatherings around equipment i.e. machines, communal computer. Clean communal equipment at least 4 times daily. This is to include keyboard, mouse, switches, hand-tools, electronic / electronic equipment such as Portable Appliance Tester etc. or after each use. | 4 | 1 | 4 | A |
| Factory Acceptance Testing | Transmission of COVID-19 to Adelphi employees from a third party | Contracting COVID -19, breathing difficulties, possible hospitalisation . Possible death if server and pre-existing health conditions | | 4 | 3 | 12 | <ul style="list-style-type: none"> Acceptance testing should be carried out wherever possible by a video conference call with the customer. When Adelphi staff are carrying out the acceptance testing then staff shall still maintain the 2m social distance rule. Equipment must be wiped down with an anti-bacterial cleaning agent at regular periods throughout the testing period. PPE in the form of latex gloves should be used throughout the acceptance testing. | 4 | 1 | 4 | A |

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| | | HAZARD SEVERITY | | | | |
|-----------------------------|---------------|--------------------------------------|---|--|---|-------|
| | | 1 | 2 | 3 | 4 | 5 |
| | | Negligible injury i.e. Reversible | Minor injury Requiring first aid. i.e. Reversible | Permanent injury. i.e. Losing fingers | Serious permanent Injury. i.e. losing arm or eye. | Death |
| LIKELIHOOD OF OCCURRENCE | 1 Rare | 1 | 2 | 3 | 4 | 5 |
| | 2 Unlikely | 2 | 4 | 6 | 8 | 10 |
| | 3 Possible | 3 | 6 | 9 | 12 | 15 |
| | 4 Likely | 4 | 8 | 12 | 16 | 20 |
| | 5 Certain | 5 | 10 | 15 | 20 | 25 |

| | |
|---------|--|
| 1 – 6 | Task may proceed. |
| 7 – 14 | Task may proceed but hazards should be reviewed & discussed to reduce risks further. |
| 15 - 25 | Task should not proceed. Hazards removed or further controls implemented to reduce risks |

WHERE “N” IS THE CONCLUSION (extreme right hand column) AN ACTION PLAN IS EQUIRED

A= Adequately Controlled

N= Not Adequately Controlled