

Title:	COVID Risk Assessment	Assessors:	Clare Green – EHS Manager & Previna Mistry – HemelOne Office Manager	Date:	21 January 2021
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Description of hazard

COVID-19 is understood to spread between people who are in close contact with one another (within 2 metres) by direct inhalation of respiratory droplets when an infected person coughs, sneezes or talks. Also, the virus spreads indirectly by respiratory droplets from an infected person landing on a surface which another person touches and then goes onto touch their eyes, nose or mouth. The virus can be transmitted in the manner described above by both symptomatic and asymptomatic (i.e. without symptoms) people.

Who and how could be affected i.e. what is the risk?

Symptoms of COVID-19 in most cases are mild. However, in some cases, serious respiratory illness can develop which can be fatal. Those most at risk of severe illness are those who have a vulnerable health status, including certain pre-existing health conditions, pregnancy, etc. Within KA offices, those at risk are; all staff (permanent & temporary), contractors/vendor employees and visitors. At customers sites, those at risk are; KA staff working on equipment, customer personnel and at retail customers, the retailer's customers. Staff using public transport are also at risk.

Controls

- Employees working from home unless work/task is essential and cannot be completed effectively remotely
- Meetings via TEAMS or equivalent wherever possible
- Home Display Screen Equipment (DSE) Self-Assessments
- Home working DSE guidance i.e. infographics provided
- Office visits only when work/task is essential and cannot be done effectively from home
- Employees must follow local procedures for notifying in advance of visits to office
- Daily health screening including symptom/exposure questions and temperature check required before in person engagements and office visits
- Virtual onboarding process with IT equipment sent by courier (minimise face to face contact)
- Employees leaving the Company return IT equipment & pass to office (eliminating need for contact with supervisor)
- Mail handling operations minimise need for individuals to attend site e.g. post is opened, scanned and emailed to addressee
- Updated Company Travel policy in place
- Latest information from Coronavirus Information Centre
- Company procedure in place for actual COVID-19 cases, suspected cases and close contacts including testing, quarantine/isolation and reporting requirements
- COVID-19 cases (actual and suspected) and close contacts handled by a centralized mailbox in line with General Data Privacy Regulation
- Needs of vulnerable workers addressed as required
- Regular Manager's meetings where supervisors are briefed on importance of controlling risk from homeworking e.g. regular contact with team members
- Employees provided with advice on wellbeing, tips for using IT tools and sources of confidential help e.g. EAP programme

At KA sites:

- Local COVID Teams maintain records of employee attendance & external visitors to office (for contact tracing)
- External visitors require approval and local visitor procedures to be followed
- Daily health screening includes symptom/exposure questions and temperature check (Thermometer sanitized between uses)
- 2m social distancing: signage/floor markings, dedicated entrance/exit, one-way systems, desk/workstation allocation to maintain 2m from others, headcount limits in conference rooms, shared spaces such as Demo room, store rooms, etc., some equipment taken out of use
- Face coverings: required in communal areas, including when moving around offices/site, the exception is when seated at desk/workstation provided others are >2 m others. (Suitable face coverings are provided upon request as required)
- Daily cleaning (deep clean) and wipes available to clean high touch surfaces in between uses
- Hygiene stations with hand sanitizer (70% alcohol), tissues and disinfectant wipes
- Hand hygiene: posters, handwashing facilities and sanitizer (70% alcohol) provided
- No touch waste bins available and waste bins emptied daily
- Centralised ventilation system and stand-alone air conditioning units in line with CDC/HSE requirements
- Doors propped open with doorstops for ventilation wherever possible (signage)

- Gloves available in mailroom for handling post/packages
- Staff have taken IT equipment home
- Emergency procedures reviewed and updated as necessary to account for first aiders, fire wardens, etc. working from home including first aiders briefed on precautions to take to manage risk from COVID & first aid boxes stocked with disposable masks and gloves
- SDSs (Sanitizer, wipes, cleaning products) reviewed, no specific user safety instructions and SDSs available in case of emergency
- Lone Worker Policy in operation if alone when visiting office/site
- Phased office re-occupancy will not start until Governments relax requirements to work from home and where a re-occupancy plan has been approved by WW COVID-19 Response Team

Additional measures specific to essential customer visits:

- Field Engineers repair equipment remotely wherever possible to avoid customer visits
- Health screening prior to in person engagements
- Keep 2m from others, hand sanitizer and face coverings provided to FEs and others as needs identified
- Signage provided to FEs reminding others in vicinity to keep distance, wear face covering and practice good hygiene
- Where controls at considered inadequate at customer site: ask customer, leave site, escalate to manager
- For essential travel and essential customer visits/meeting, staff to wear face coverings as per national laws (i.e. public transport, shops, etc.) and at customer sites, observe 2m social distancing and regularly wash/sanitize hands

Risk

Severity (S) = 3, Likelihood (L)= 2, Risk (S x L) = 6 Low

Recommendation action to further reduce risk

No specific action aside from monitoring of controls and review in light of change

Review Date:	Reason and brief description of changes e.g. following incident, following significant change, periodic review, etc.
6 Mar 2020	Initial Assessment
27 May 2020	Update to COVID-19 risks and controls
16 July 2020	Further updates to COVID-19 risks and controls
14 Aug 2020	Further updates to COVID-19 controls
25 Sep 2020	Implementation of additional measures to meet COVID Safe workplace requirements
03 Nov 2020	Extra detail regarding how COVID-19 is transmitted, more detail for existing measures that had not previously been documented here e.g. SDS for wipes and hand sanitizer, clarified controls in place when visiting/meeting customers, added in processes for new starters/leaves that minimise face to face contact
21 Jan 2021	Clarification that all staff working from home unless task is essential and cannot be completed remotely. Various edits i.e. wellbeing control, adding reference to EAP and format change

Review Due: Jul 2021

Severity ratings – Health & Safety (S)	Severity rating – Environmental (S)	Likelihood ratings (L)	Risk rating bands (S x L)	Risk	Action	Control hierarchy
1. Trivial injury or no injury	1. Breach of an internal standard	1. Remote	1 - 3	Minimal	Maintain controls	Eliminate e.g. avoid Substitute e.g. select less hazardous alternative Reduce e.g. reduce time exposed, concentration, voltage, etc. Isolate e.g. guarding, LEV, remote operation Control e.g. procedures PPE Discipline
2. Minor injury	2. Permit/consent non-compliance with no potential environmental effect	2. Highly unlikely	4 - 7	Low	Maintain existing controls and consider long term improvement	
3. Serious injury	3. Permit/consent non-compliance which could have a minor environmental effect	3. Unlikely	8 - 12	Medium	Maintain existing controls and develop controls to reduce risk	
4. Permanent injury	4. Permit/consent non-compliance which could have a significant environmental effect	4. Likely	> 12	High	Stop work until adequate controls are in place to reduce risk	
5. Fatality	5. Permit/consent non-compliance which could have a major environmental effect	5. Very likely				
6. Multiple fatalities	6. Criminal action	6. Certain				