

RISK ASSESSMENT CD (UK) Ltd Office Based Activities	Assessed by:	Date:	Title of Assessment	
	Mike Garrad (CDUK)	27.03.2020	COVID-19: Working within the Office Environment & Associated Areas	
	Andy Langham (SMSE)		Consultation with the Workforce & Publishing of this Assessment	
	Date to be reviewed	Gov. Updates/ Monthly	The workforce will be consulted during the development of this risk assessment.	
	Date of last review	12.04.21	The final results of this risk assessment will be shared with the workforce and the document published on our website.	
Reviewed by	MG & AL			

The Key Objectives of this Risk Assessment Are:

	To achieve full and open consultation with our workforce throughout its development and to actively share its contents on completion.
	To provide appropriate facilities for cleaning, handwashing, and hygiene procedures to meet the requirements of current guidance.
	To help identify opportunities where we can support workers to complete their work from home.
	To identify all reasonably practical steps that can be taken to establish and maintain 2 Metre social distancing within the workplace.
	To identify all reasonably practical steps that can be taken to reduce virus transmission risk where social distancing of 2 Metres cannot be reasonably achieved.

I confirm on behalf of the Company that we will work to achieve and maintain these objectives.	Name of Company Representative: Mike Garrad	Signature: <i>Mike Garrad</i>	Date: 12.04.2021
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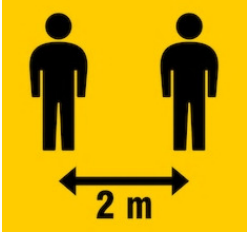
HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
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<p>Thinking About the Risk</p> <p>Failure to complete a suitable and sufficient Covid-19 risk assessment,</p> <p>Resulting in increased potential for infection.</p>	Office Areas	Workers Contractors	1	5	5	Low	<ol style="list-style-type: none"> The company has completed and regularly review a Covid-19 risk assessment for our site. The risk assessment has been completed using current government guidance. Workers were involved throughout the development and ongoing review process. Suitable competent support will be arranged as required. Workers have been made aware of how to raise any concerns regarding our current risk controls. 	<ol style="list-style-type: none"> Managers to continue to monitor the effectiveness of existing risk controls and amend as required. Based upon the Governments Roadmap out of COVID, CDUK have created their own following consultation with staff. Dated relaxation of previous Protocols are shown within this RA. Further reviews of CDUK Roadmap to ensure alignment with Government Guidelines. 	1	5	5	Low
<p>Managing the Risk</p> <p>Failure to effectively reduce the risk to the lowest reasonably practicable level by not taking appropriate preventative measures in suitable order of priority,</p> <p>Resulting in increased potential for infection.</p>	Office Areas	Workers Contractors	1	5	5	Low	<ol style="list-style-type: none"> Through the development of this Covid-19 risk assessment the company have identified key areas where we can manage and reduce workplace risk to the lowest reasonably practical levels by taking the preventative measures identified throughout this document. Managers to continue to monitor UK Government Guidance and instruction on Covid-19 response requirements and modify company arrangements as appropriate. Managers to monitor working practices within the company and challenge any person not working in alignment with the Safe System of Work and/or not adhering to social distancing. 	<ol style="list-style-type: none"> Managers to continue to monitor the effectiveness of existing risk controls and amend as required. 	1	5	5	Low


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			L	S	R				L	S	R	
<p>Sharing the Results of this Risk Assessment</p> <p>Failure to appropriately share the contents of this risk assessment/lack of consultation with the workforce during its completion.</p> <p>Resulting in increased potential for infection/confusion within the workforce on required risk controls and actions to take.</p>	Office Areas	Workers Contractors	1	5	5	Low	<ol style="list-style-type: none"> All workers have been consulted during development of this risk assessment and their views/opinions used to influence outcomes. All workers have been briefed on the findings of the RA and Safe System of Work for safe working at the company. The Risk Assessment is available to be read at any time All workers are briefed and understand the company procedures for safe working. Toolbox talks to be delivered periodically on Covid-19 to increase awareness and promote safe working practices. Staff have been provided with details of HSE.Gov facility to highlight concerns over their safety. The Risk Assessment is published on the Company Web Site. 	<ol style="list-style-type: none"> If staff have any concerns about their safety or the contents of the risk assessment, they should raise concerns with their manager. These will be discussed and if required modifications will be made to the risk assessment to address any shortfalls. CDUK Roadmap Out of COVID shared with staff and to be reviewed ongoing. 	1	5	5	Low

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<p>Identifying Who Should Go to Work</p> <p>Failure to identify opportunities to reduce workforce numbers on site by not providing suitable opportunities for homeworking where reasonably practical.</p> <p>Resulting in increased potential for infection</p>	Office Areas	Workers Contractors	1	5	5	Low	<p>1. Ongoing Nationwide vaccinations, proven onsite Risk Controls and a commercial need to improve efficiency to ensure longevity, have collectively resulted in the indefinite suspension of Homeworking with effect from 12th April, 2021</p> <p>2. Any worker displaying any symptoms or living with those that display symptoms should continue to follow long standing guidelines regarding Self Isolation.</p> <p>No worker is to attend work if they display or live with someone who displays symptoms.</p>	<p>1 You must not attend work if:</p> <ul style="list-style-type: none"> - You are displaying symptoms of coronavirus: <ul style="list-style-type: none"> High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours. Loss of taste or smell - Either yourself or any of your household are self-isolating, within 10 days of the day when the first member of their household showed symptoms. <p>2 Ongoing monitoring of case No.s</p>	1	5	5	Low

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<p>Protecting Those who are at Higher Risk (Clinically Vulnerable and Clinically Extremely Vulnerable).</p> <p>Protecting those who Need to Self-Isolate.</p> <p>Failure to identify those who require a higher level of care.</p> <p>Resulting in Increased potential for infection</p>	Office Areas	Workers Contractors	2	5	10	Medium	<p>1. With effect from 12th April 2021, following a RA of any staff categorised as ‘clinically vulnerable’¹ will be asked to return to the workplace in accordance with any additional levels of Risk Control specific to their circumstances, all in place.</p> <p>2. If the results of any RA suggest attendance at work is not recommended, arrangements will be made for Homeworking.</p>	<p>1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</p> <p>2. Ensure that all persons identified as Clinically Vulnerable have a specific personal assessment completed prior to return to work.</p>	1	5	5	Low
<p>Equality in the Workplace</p> <p>Failure to identify the needs of different groups of workers or individuals.</p> <p>Resulting in increased potential for infection/confusion within certain groups/individuals on how to maintain their own safety and health at work.</p>	Office Areas	Workers Contractors	2	5	10	Medium	<p>1. Any workers who may require additional support will be consulted individually so that any additional reasonable adjustments can be addressed.</p> <p>Potential work groups include::</p> <ul style="list-style-type: none"> - Pregnant workers - New mothers - Workers with protected characteristics - Disabled workers - Those with particular religious commitments 	<p>1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</p>	1	5	5	Low

¹ Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the ‘clinically vulnerable’ section here: <https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others>

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<p>Social Distancing at Work</p> <p>Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.</p>	Office Areas	Workers Contractors	2	5	10	Medium	<ol style="list-style-type: none"> The key company objective is to maintain social distancing in the workplace wherever possible. Workers must remain at least two metres apart whilst completing work wherever reasonably practical. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021  Work area to be well ventilated (internal doors and windows opened) to allow fresh air circulation of the work area and reduce touch points. One Way pedestrian flow is adopted within both Ground & First Floor offices at Unit L. This removes the risk of increased staff numbers from breaching Social Distancing. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021 All marked walkways have a 1M void between it and Workstations. All staff should either have their backs to the walkways or be facing in the direction of travel. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021 	<ol style="list-style-type: none"> The Company has a duty to maintain social distancing in the workplace wherever possible; As part of the CDUK Roadmap, the 2M SD will be abolished on June 21st, 2021 but 1m distancing will remain in force long term. <p>Where the social distancing guidelines cannot be followed in full or in relation to a particular activity, the company must consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions to reduce the risks:</p> <p>This will require:</p> <ul style="list-style-type: none"> - Further increasing frequency of hand washing and surface cleaning - Keeping the activity time as short as possible - Using screens or barriers to separate people - Using back to back or side to side working (rather than face to face) - Reducing number of people each person has contact with by using “fixed teams or partnering” 	1	5	5	Low


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							<p>7. Unutilised desks have been removed and remaining desks positioned to facilitate increased numbers. Such desks will be returned into service on June 21st, 2021. Utilising the 1M+ ruling, mitigating risk by way of screens between desks remains in force long term.</p> <p>8. Any screens in use will be subject to daily disinfecting whether fabric or acrylic. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021 and cleaning will be 'frequent'.</p> <p>9. The configuration of First Floor offices in Unit K1 prevent the ability to allow One Way footfall. Where possible, 2m segregation has been afforded between walkway and desks, however, where this has not been possible and where more than one person is moving around the office at the same time, responsibility lies with those people to ensure 2m Social Distancing is maintained at all times. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021.</p> <p>10. Supervisors & Managers will continue to monitor staff adherence to Social Distancing and increased Hygiene standards. Failure to adhere will be dealt with through standard Disciplinary Procedures.</p>	<p>2. Continue to monitor, but where it is not possible or clear on how to remain 2 metres apart, use floor markings to mark the distance in pedestrian areas. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021</p> <div style="text-align: center;">  </div> <p>3. Continue to monitor areas where queues may potentially build e.g. notice boards/clocking in/out facilities. Consider further segregating measures in the event that increased staffing numbers leads to a build-up of numbers and potential risk.</p>				

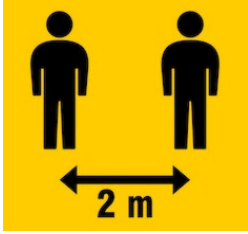
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<p>Social Distancing at Work - Manual Handling</p> <p>Failure to maintain social distancing and prevent surface transmission during the completion of manual handling tasks.</p> <p>Resulting in increased risk of transmission.</p>	Office Areas	Workers Contractors	1	5	5	Low	<ol style="list-style-type: none"> Manual Handling to be completed in accordance with manual handling risk assessments. Where provided, manual handling aids are to be cleaned after use to minimise risk of surface contact transmission. Cases of goods and merchandise entering the workplace will be wiped where practical with sanitiser prior to handling and after. As part of the CDUK Roadmap, this restriction will be lifted on 17th May, 2021. Where workers are taking in deliveries, they must ensure regular handwashing/sanitising. Where team lifting is required this will be completed standing side by side where the distance falls below 2m and be completed in under 15 minutes. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021 and a 1m restriction be imposed 	Management to continue to monitor level of goods being handled by office staff and divert to warehouse if Existing Risk Controls become difficult to maintain through increase in volume.	1	5	5	Low
<p>Coming to Work and Leaving Work</p> <p>Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.</p>	Office Areas	Workers Contractors	1	5	5	Low	<ol style="list-style-type: none"> Staggard arrival / departure times lifted as part of CDUK Roadmap on 12th April, 2021. Workers are encouraged to walk/run/cycle to work where practical and avoid public transport. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021 	<ol style="list-style-type: none"> Continue to review access and egress points to avoid congestion and maintain social distancing . Continue to review signing in processes to avoid congestion and cross contamination risks. 	1	5	5	Low

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							<ol style="list-style-type: none"> 3. Car sharing is not permitted unless sharing with members of the same household. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021 4. Wherever practical communication between departments will be via phone/email to remove the need to transfer from one area to another. As part of the CDUK Roadmap, this restriction will be lifted on 12th April, 2021 5. Current staff levels and staggered start / finish times allow the use of single entry & exit point. As part of the CDUK Roadmap, this restriction will be lifted on 12th April, 2021 6. Sufficient storage for staff Bicycles exists. 7. Increased staff numbers and suspension of staggered starts requires greater attention to ensure Social Distancing whilst staff access personal belonging storage. 8. Hand sanitiser provided at Entry / Exit points and throughout the buildings. 9. Current signing in / out process remains appropriate for staff levels. No sharing of pens permitted. As prt of the CDUK Roadmap, this restriction will be lifted on 17th May, 2021 					

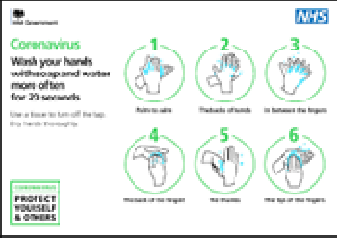
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			L	S	R				L	S	R	
							<p>10. All shared keypads / surfaces to be cleaned throughout the day and staff to use pen etc to operate printers etc and not fingers. As part of the CDUK Roadmap, this restriction will be lifted on 12th April, 2021</p> <p>11. Workers are required to sanitise their hands whenever entering or leaving the premises.</p>					
<p>Moving around the Buildings and General Worksite</p> <p>Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.</p>	Office Areas	Workers Contractors	2	5	10	Medium	<p>1. No more than one person to use stairs at a time; workers should yield to oncoming pedestrians and retire to a social distancing point. No Lifts on site. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021</p> <p>2. Existing job roles reviewed to ensure travel from location to location is minimised as far as possible. As part of the CDUK Roadmap, this restriction will be lifted on 12th April, 2021</p> <p>3. One Way pedestrian flow is adopted within both Ground & First Floor offices at Unit L. This removes the risk of increased staff numbers from breaching Social Distancing. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021</p>	<p>1. All existing Risk Controls to be constantly monitored for effectiveness and to be re-assessed in each instance of onsite staff numbers increasing.</p>	1	5	5	Low

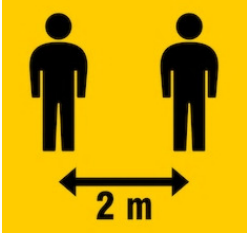
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			L	S	R				L	S	R	
							<p>4. All marked walkways have a 1M void between it and Workstations. All staff should either have their backs to the walkways or be facing in the direction of travel. As part of the CDUK Roadmap walkways will be removed on June 21st, however, 1m distancing will remain.</p> <p>5. Unutilised desks have been removed and remaining desks positioned to facilitate increased numbers. Utilising the 1M+ ruling, mitigating risk by way of screens between desks. As prt of the CDUK Roadmap, unutilised desks will be replaced on 21st June, 2021, however 1m Mitigation will remain.</p> <p>6. All coat stands have been removed, all clothing should be kept with the individual and in their workspace. As part of the CDUK Roadmap, this restriction will be lifted on 17th May, 2021</p>					
<p>Workplaces and Workstations</p> <p>Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.</p>	Office Areas	Workers Contractors	2	5	10	Medium	<p>1. The following risk controls are in place: Where desks are able to be located and 2M Social Distancing is achievable, this should always be preferential. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021</p> <ul style="list-style-type: none"> - Where the 1M+ Guidelines have been adopted to accommodate desks, screens will be fitted between the desks. - Occupancy levels on site will return to normal levels from 12th April, 2021 	<p>1. All existing Control Measures to be constantly reviewed as staff numbers increase with further measures below considered accordingly.</p> <p>2. Where it is not practical to move workstations apart the following approach must be taken:</p> <ul style="list-style-type: none"> - Arrange workers to work side by side or facing away from each other. - Where a risk of transmission remains provide screens to separate workers. 	1	5	5	Low

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							<ul style="list-style-type: none"> - Reception desk to remain closed - Hot Desking facility removed. As part of the CDUK Roadmap, this will be reinstated on June 21st, 2021 - Increased cleaning procedures are in place for any touch points and surfaces. As part of the CDUK Roadmap, this will be removed from 21st June, 2021 	<ul style="list-style-type: none"> - Desks which cannot be worked at (to maintain social distancing) will be clearly marked as such. <p>3. At reception points advise:</p> <ul style="list-style-type: none"> - Signage requiring visitors to stand at a two-metre distance from the worker on reception.  <ul style="list-style-type: none"> - Reception will remain closed <p>4. All potential increase risk areas as a result of Roadmap easing should be monitored along with overall case numbers.</p>				
<p>Meetings</p> <p>Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.</p>	Office Areas	Workers Contractors	2	5	10	Medium	<p>1. Meetings will be held by means of video/telephone conferencing wherever it is more practical due to geographic restrictions.</p> <p>2. In the interest of improved efficiency and commercial viability, the resumption of onsite face to face meetings will commence on April 12th, 2021.</p> <p>Until June 21st, 2021, the following will apply unless stated otherwise:</p> <ul style="list-style-type: none"> - Only essential participants will attend. 	<p>1. All protocols to be observed by Managers for ongoing adherence and general case numbers monitored.</p>	1	5	5	Low

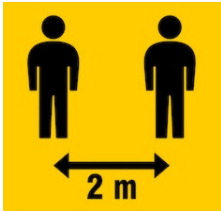
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							<ul style="list-style-type: none"> - Attendees should be two metres apart from each other.  <ul style="list-style-type: none"> - Rooms must be well ventilated / windows opened to allow fresh air circulation. - If there are areas on site where meetings regularly take place the meeting area should be clearly marked with social distancing signage. - During meetings workers will not share stationary resources e.g. pens/highlighters/documents/workbooks etc. As part of the CDUK Roadmap, this restriction will be removed on 17th May, 2021 - Sanitisation should take place of chairs/desktops and other touch points prior to and after any attended meetings. - All face to face meetings should be kept to as short a duration as possible 					

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							<ul style="list-style-type: none"> - Food stuffs should not be consumed during meetings. As part of the CDUK Roadmap, this restriction will be lifted on April 12th, 2021 - Remote workers will not be permitted access to site for face to face meetings until advised to the contrary. As part of the CDUK Roadmap, this restriction will be lifted on 12th April, 2021 					
<p>Common Areas: Welfare (Rest Areas) Areas</p> <p>Failure to maintain compliance with social distancing and surface transmission prevention in the common areas resulting in increased risk of transmission.</p>	Office Areas	Workers Contractors	2	5	10	Medium	<ol style="list-style-type: none"> 1. Workers are encouraged to bring own food and drink to work – workers encouraged to remain on site and encouraged to maintain social distancing if leaving site. 2. Do not eat/smoke/drink until you have washed/sanitised your hands. 3. Breaks to be taken in rest areas provided maintaining 2m separation. As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021 4. All break food/drink rubbish will be bagged and removed from office daily for disposal. 5. Tables within Welfare area all provide social distancing. Only one staff member per table. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021 	<ol style="list-style-type: none"> 1. All protocols to be observed by Managers for ongoing adherence and general case numbers monitored. 	1	5	5	Low

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							<p>6. Break times staggered to ensure minimum occupancy of Welfare Areas at any given time. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021</p> <p>7. Provide hand sanitising facilities in the rest area (minimum 60% alcohol-based hand sanitiser).</p> <p>8. Provide notices promoting good hygiene and social distancing in the rest area.</p> <p>Example</p>  <p>9. External Cleaners retained to provide additional programme to include all touch points and surfaces throughout the day. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021</p> <p>10. All cutlery & Crockery to be used only once and placed directly into dishwasher following use.</p>					

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			L	S	R				L	S	R	
							11. Access to WC's limited to one person at a time. Locks on outer doors will ensure this is adhered to. As part of the CDUK Roadmap, this restriction will be lifted on 21 st June, 2021					
Common Areas: Outside Areas Failure to maintain compliance with social distancing and surface transmission prevention in the outside areas resulting in increased risk of transmission.	Office Areas	Workers Contractors	1	5	5	Low	1. Workers are required to maintain 2 metre separation in outside areas such as walkways around the building or smoking areas.  - As part of the CDUK Roadmap, this restriction will be lifted on 21 st June, 2021	1. All protocols to be observed by Managers for ongoing adherence and general case numbers monitored.	1	5	5	Low

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<p>Common Areas: Reception Areas</p> <p>Failure to maintain compliance with social distancing and surface transmission prevention in the reception areas resulting in increased risk of transmission.</p>	Office Areas	Workers Contractors	1	5	5	Low	<ol style="list-style-type: none"> Hand sanitiser provided at the reception/entrance point. Reception area closed currently. 	<ol style="list-style-type: none"> All protocols to be observed by Managers for ongoing adherence and general case numbers monitored. 	1	5	5	Low
<p>Common Areas: Changing Areas</p> <p>Failure to maintain compliance with social distancing and surface transmission prevention in the changing areas resulting in increased risk of transmission.</p>	Office Areas	Workers Contractors	1	5	5	Low	<ol style="list-style-type: none"> Personal lockers provided on site. 	<ol style="list-style-type: none"> Monitor onsite staff numbers and demand for facilities. 	1	5	5	Low
<p>Common Areas: Personal Item Storage</p> <p>Failure to maintain compliance with social distancing and surface transmission prevention in the storage areas resulting in increased risk of transmission.</p>	Office Areas	Workers Contractors	2	5	10	Medium	<ol style="list-style-type: none"> Personal items should be stored so as not to encroach on social distancing spaces. Communal personal storage areas such as coat stands, and racks have been removed/prohibited for use. As part of the CDUK Roadmap, this restriction will be lifted on May 17th, 2021 	<ol style="list-style-type: none"> Continue to monitor demand for facilities as staff numbers increase. 	1	5	5	Low


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			L	S	R				L	S	R	
							3. All lockers door fronts are cleaned periodically during the day and wiped by staff immediately after use and hands washed. As part of the CDUK Roadmap, this restriction will be lifted on 21 st June, 2021 4. Only one staff member at any time to use facilities re-enforced by signage. Door left open throughout working day. As part of the CDUK Roadmap, this restriction will be lifted on 21 st June, 2021					
Common Areas: Car Parks Failure to maintain compliance with social distancing in the car parks resulting in increased risk of transmission.	Office Areas	Workers Contractors	2	5	10	Medium	1. Workers are required to maintain 2 metre separation in car park areas.  - As part of the CDUK Roadmap, this restriction will be lifted on 21 st June, 2021	1. Provide social distancing signage at the entrance to car park areas to remind workers/visitors on arrival at site.	1	5	5	Low




HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
Accidents, Security and Other Incidents Failure to manage appropriately/ attempting to maintain social distancing during accidents and incidents.	Office Areas	Workers Contractors	2	5	10	Medium	<ol style="list-style-type: none"> 1. Ambulance to be used in an emergency. 2. Company first aid facilities in place. 3. First aiders at the premises to: <ul style="list-style-type: none"> - Make sure they wash hands or use an alcohol gel, before and after treating a casualty. - Ensure they do not cough or sneeze over a casualty during treatment. - Not lose sight of other cross contamination that could occur that is not related to COVID-19. - Wear gloves or cover hands when dealing with open wounds. - Cover cuts and grazes on their hands with waterproof dressing. - Dispose of all waste safely. - Do not touch a wound with a bare hand. - Do not touch any part of a dressing that will come in contact with a wound. 4. Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources. 	<ol style="list-style-type: none"> 1. Emergency plans including contact details should be kept up to date. 2. Include the outside of first aid kits on regular sanitisation procedures. As part of the CDUK Roadmap, this restriction will be lifted on 21st June, 2021 	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>5. 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.</p> <p>6. If a worker develops symptoms of COVID-19 or is observed to be displaying symptoms they should remove themselves from the work area and:</p> <ul style="list-style-type: none"> - Return home if safe to do so - If not able, driven home by another with additional controls: <ul style="list-style-type: none"> - Keep windows open - Keep distance (driver in front and passenger in rear) - Clean down vehicle following transport. - Contact emergency services if significant. - Provide their Line Manager with a copy of a Positive / Negative Test result if applicable. - Following a positive test result and isolation, no worker is permitted to return to work without providing a Negative Test result. 					

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
Management of: - Customers - Visitors - Contractors Failure to appropriately manage occupants attending the premises that are not members of staff resulting in increased risk of transmission or failure to comply with site controls.	Office Areas	Workers Contractors	2	5	10	Medium	1. Visitors & Customers are currently prohibited from site. As part of the CDUK Roadmap, this restriction will be lifted on April 12th, 2021 2. All Contractors / visitors to be signed in/out by their host (remove the need for a communal pen). 3. All Contractors / visitors will have to confirm that they are not exhibiting any symptoms of Covid-19 prior to be permitted on site including forehead temperature testing.	1. All hosts to establish that any visitor is free of symptoms prior to entry to site 2. All meeting room numbers to be adhered to. 3. All protocols to be observed by Managers for ongoing adherence and general case numbers monitored.	2	5	10	Medium
Cleaning the Workplace - Before Re-Opening - General Cleaning - Handwashing - Sanitation Facilities - Toilets - Changing Rooms - Showers Failure to reduce transmission through contact with contaminated surfaces by not keeping the workplace clean.	Office Areas	Workers Contractors	2	5	10	Medium	1. The company utilise standard cleaning products as part of its enhanced cleaning programme throughout the working day to include key touch points such as: - Cupboard doors/handles - Draw handles - Chairs - Tables surfaces - Phones - Door handles - Door push plates - Light switches - First aid kit containers - Microwave handles/controls - W/C handles - Taps - Soap and skin cream dispensers - Kettle handles	- All protocols to be observed by Managers for ongoing adherence and general case numbers monitored.	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<ul style="list-style-type: none"> - Fridge/freezer handles - Door access code points (if still in use) - Lockers - Stair banisters - Water dispensers - Food vending machines - Keyboards & Mice - Desk lamps - Fans - Printer controls - Radios <p>As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021</p> <ol style="list-style-type: none"> 2. Workers are required to maintain their workstations in a clean and hygienic manner. 3. Workers are reminded not to place personal items on desks such as: <ul style="list-style-type: none"> - Mobile phones - Bunches of keys <p>As part of the CDUK Roadmap, this restriction will be lifted on April 12th, 2021</p> <ol style="list-style-type: none"> 4. Sanitiser Wipes (70% Alc) available throughout the premises for ongoing use by staff on site 5. Unit K1 will be required to use non-alcoholic but COVID killing wipes and sanitiser to maintain sterile Fire Risk area in Reception. 					

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							6. Sufficient bins are provided within the workplace for workers to use and not breach social distancing requirements. 7. Any equipment shared by staff, such as printers to be cleaned throughout day as part of enhanced cleaning protocol. As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021 8. Staff to use ID Card / Pen or other implement on touch screen to avoid touching communal surface. As part of the CDUK Roadmap, this restriction will be lifted on April 12th, 2021 9.					
Hygiene: - Handwashing - Sanitation Facilities - Toilets Failure to reduce transmission through contact with contaminated surfaces or direct exposure to airborne particulates by not enforcing good hygiene practices.	Office Areas	Workers Contractors	2	5	10	Medium	1. Regular hand washing breaks to be taken throughout the day. 2. Avoid Greetings: Avoid physical greetings (hand shaking etc).  As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021	1. Management to continue to monitor adherence to Risk Controls and review as staff numbers on site increase.	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>3. Avoid Skin Contact: Avoid touching eyes, nose and mouth.</p>  <p>4. Practice respiratory hygiene: This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.</p>  <p>5. All workers Should Sanitise their hands when entering and leaving the workplace.</p> <p>6. Wash or sanitise hands before and after using the company W/C facilities.</p> 					

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>7. Avoid contact with frequently touched surfaces where possible e.g.:</p> <ul style="list-style-type: none"> - Opening doors with feet/elbows. - Using tissue to switch off taps or contact surfaces. <p>8. No reusable towels/nail brushes/face cloths permitted in the premises. As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021</p> <p>9. Workers instructed in good personal hygiene practice.</p> <p>10. Any surfaces recently contacted by affected individuals to be isolated and thoroughly cleaned in line with current guidance and a household detergent followed by a disinfectant solution of at least 1000ppm av.cl.</p> <p>11. 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.</p> <p>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p>					


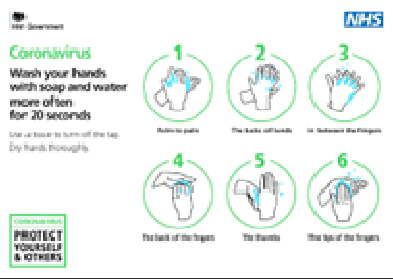
HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>12. If waste is considered to be contaminated with Covid-19 virus remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons.</p> <p>13. Waste should be double bagged and sealed.</p> <p>14. Provide hand sanitiser (minimum 60% alcohol based) throughout the workplace at designated points e.g.</p> <ul style="list-style-type: none"> - All entry and exit points - Entrances to rest areas - Areas where it is not practical to utilise soap and water facilities. <p>15. Skin welfare facilities are provided within W/C areas (moisturising creams). As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021</p> <p>16. If any waste is suspected to be contaminated by Coronavirus – it should be held for 72 hours prior to disposal as normal waste in alignment with DEFRA guidance.</p>					

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<p>Handling Goods, Merchandise and Other Materials. And Onsite Vehicles</p> <p>Failure to reduce transmission through contact with contaminated surfaces by not keeping the workplace clean</p>	Office Areas	Workers Contractors	2	5	10	Medium	<ol style="list-style-type: none"> Outer cases of goods and merchandise entering the workplace will be wiped where practical with sanitiser. As part of the CDUK Roadmap, this restriction will be lifted on May 17th, 2021 Where workers are taking in deliveries, they must ensure the wearing of gloves followed by handwashing/sanitising following their removal. As part of the CDUK Roadmap, this restriction will be lifted on May 17th, 2021 Workers are provided with own stationary items e.g. pens/highlighters/staplers and maintain responsibility for retention these items. (No sharing). As part of the CDUK Roadmap, this restriction will be lifted on May 17th, 2021 Hand sanitising facilities are provided at loading bays/drop off points where had washing with soap/water is not practical. 	<ol style="list-style-type: none"> Where workers take a company vehicle home/use a company vehicle the significant touch points on the vehicle must be cleaned daily. Include: <ul style="list-style-type: none"> - Steering wheel - Light/indicator controls - Door/boot handles - Radio/sat nav controls - Bonnet release - Glove compartment release - Horn control - Cruise controls <p>As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021</p>	1	5	5	Low
<p>Personal Protective Equipment (PPE)</p> <p>Failure to provide and maintain appropriate PPE resulting in increased risk of transmission.</p>	Office Areas	Workers Contractors	2	5	10	Medium	<ol style="list-style-type: none"> Office workers will not normally require PPE items during the course of their work. PPE provided free of charge. 	<ol style="list-style-type: none"> If visitors will be required to wear PPE, they should be made aware before arrival and provide their own. <p>As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021</p>	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<p>Face Coverings</p> <p>Failure to support safe use of face covering by employees resulting in marginal increased risk of transmission from incorrect use.</p>	Office Areas	Workers Contractors	1	5	5	Low	<p>1. The company has assessed that the use of face coverings for office workers is not required as part of our risk control approach for covid-19.</p> <p>However, if a worker wishes to wear a face covering, we will support that choice. Where a face covering is worn, we require the wearer to do the following:</p> <ul style="list-style-type: none"> - Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. - When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. - Change your face covering if it becomes damp or if you have touched it. - Continue to wash your hands regularly. - Change and wash your face covering daily. - If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste. - Practise social distancing wherever possible. 	<p>1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</p>	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<p>Workforce Management: Shift patterns and Working Groups</p> <p>Failure to segregate cohorts to limit transmission potential.</p>	Office Areas	Workers Contractors	1	5	5	Low	<ol style="list-style-type: none"> The company believes that there is no necessity to implement shift working. The company will identify (where practical) opportunities for staggered shift times to reduce overall numbers of workers on site where possible. 	<ol style="list-style-type: none"> Monitor on site staff levels as they increase and give due consideration to the introduction of shifts to ensure distancing. 	1	5	5	Low
<p>Workforce Management: Work Related Travel</p> <p>Failure to minimise work related travel resulting in an increased risk of transmission due to failure to adhere to social distancing or increased surface contact.</p>	Office Areas	Workers Contractors	2	5	10	Medium	<ol style="list-style-type: none"> With effect from April 12th, 2021 Work related Travel will be permitted where necessary. Suitable alternative options to travel include: <ul style="list-style-type: none"> - Remote contact solutions - Email - Phone calls Foreign travel will be permitted in accordance with Government Guidelines in force at that time and applicable to the visiting country. 	<ol style="list-style-type: none"> Mobile workers will request a CVD-19 RA from any third party due to receive a visit. As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021 In the event a RA is unavailable a Questionnaire will be completed prior to the visit. As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021 Results of questionnaire will be retained for subsequent scrutiny if required. Upon arrival at Third Party Premises, a Dynamic Risk Assessment will be undertaken and all mobile workers retain full and unchallenged autonomy to cancel any visit if there believe suitable Risk Controls are not employed at a TP premises. Workers required to travel alone. As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021 	2	5	10	Medium




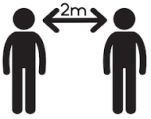
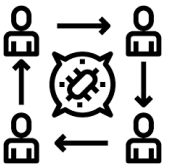
HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
								<p>6. Workers who will be required to travel will be provided with hand sanitisers, tissue (or similar) and sanitising wipes.</p> <p>7. Where a worker is required to stay overnight the accommodation chosen should be contacted by the employer and required to provided evidence of their Covid-19 management processes.</p> <p>The company will retain a record of the details of the accommodation.</p> <p>As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021</p>				
<p>Workforce Management: Communications and Training</p> <p>Failure to provide appropriate communication and training to staff resulting in an increased potential for transmission of virus due to non-adherence to safe working practices.</p>	Office Areas	Workers Contractors	1	5	5	Low	<ol style="list-style-type: none"> All workers have been involved in the development of this risk assessment and their views considered. Workers are regularly reminded of the company risk controls and expected behaviours whilst on site. Communication to the general workforce will be via clear and unambiguous posters and signage. 	<ol style="list-style-type: none"> Continue to monitor effectiveness of current Communication Methods and review. 	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>4. Display Covid-19 information posters, as necessary.</p> <p>Example</p>  <p>5. Display handwashing advice at welfare areas and toilet entrances/inside of the wash area.</p> <p>Example</p>  <p>6. Make regular announcements to remind workers to follow social distancing advice and wash their hands regularly.</p>					

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
Inbound and Outbound Goods Failure to maintain compliance with social distancing or limit surface contact during completion of the task resulting in increased risk of transmission.	Office Areas	Workers Contractors	1	5	5	Low	<ol style="list-style-type: none"> Major deliveries to the premises are agreed in advance to allow for suitable levels of planning. Where practical, no delivered items are physically handed over to any worker. These are instead left in a set drop-off point. As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021 Social distancing must be maintained between our workers and any visiting delivery operative. As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021 Paperwork should not be shared/handled. This includes the sharing of pens. Where practical the company will arrange for electronic transfer of delivery notes etc. As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021 Temporary WC facilities are in place for visiting drivers, cleaned and serviced regularly. As part of the CDUK Roadmap, this restriction will be lifted on June 21st, 2021 Multi Lingual onsite instructions have been produced to provide visiting drivers with site rules to ensure social distancing. 	<ol style="list-style-type: none"> Continue to ensure that all existing Control Measures are manageable as volumes gradually increase and reassess accordingly. 	1	5	5	Low

RISK		Severity	5	10	15	20	25		
LIKELIHOOD	SEVERITY		4	8	12	16	20		
1. Extremely Unlikely	1. Minor Injury/disease no lost time		3	6	9	12	15		
2. Unlikely	2. Injury/disease up to 7 days lost		2	4	6	8	10		
3. Likely	3. Reportable under RIDDOR over 7 days		1	2	3	4	5		
4. Very Likely	4. Specified Injury/Long term absence	Likelihood					Low	Medium	High
5. Almost Certain to happen	5. Death	1-8		9-12		15-25			

The Key Objectives of this Risk Assessment Have Been Met:

	Achieve full and open consultation with our workforce throughout its development and to actively share its contents on completion.
	Provide appropriate facilities for cleaning, handwashing, and hygiene procedures to meet the requirements of current guidance
	Identify opportunities where we can support workers to complete their work from home.
	Identify all reasonably practical steps that can be taken to establish and maintain 2 Metre social distancing within the workplace.
	Identify all reasonably practical steps that can be taken to reduce virus transmission risk where social distancing of 2 Metres cannot be reasonably achieved.

I confirm on behalf of the Company that we will work to maintain these objectives.	Name of Company Representative: Mike Garrad	Signature: <i>Mike Garrad</i>	Date: 12.04.2021
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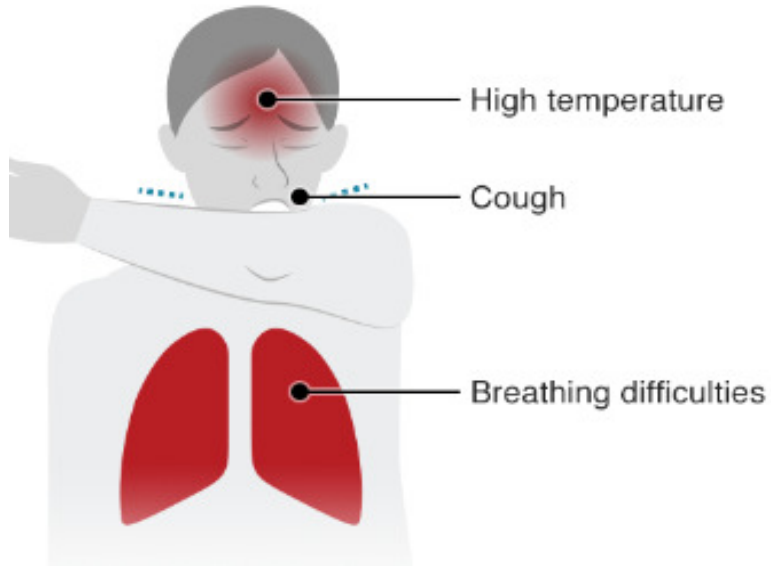
References used in the development of this risk assessment:

- HM Government Offices and contact centres Guidance for people who work in or run offices, contact centres and similar indoor environments Updated 7th January, 2021
- CLC Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19) Version 5
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>
- <https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- <https://www.letsrecycle.com/news/latest-news/defra-coronavirus-waste-disposal-advice/>

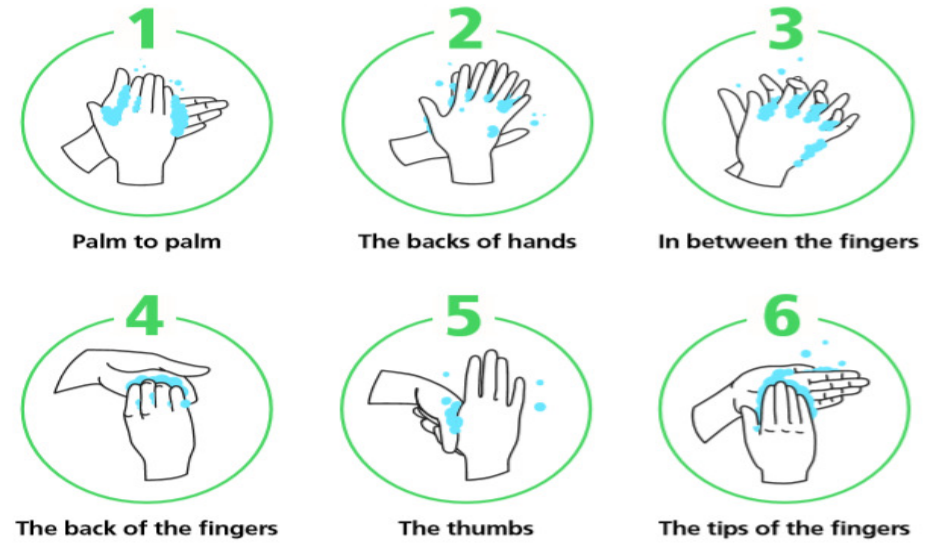


Key COVID-19 Symptoms & Controls:

Symptoms:



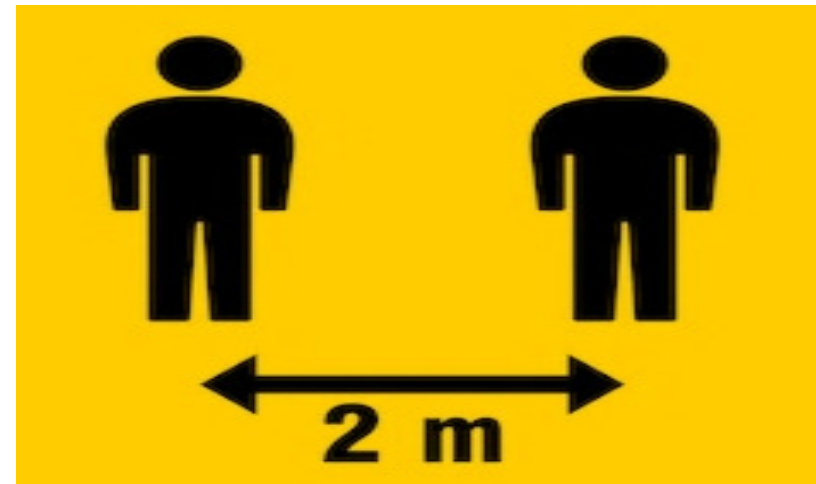
Hand Washing:



General Precautions:

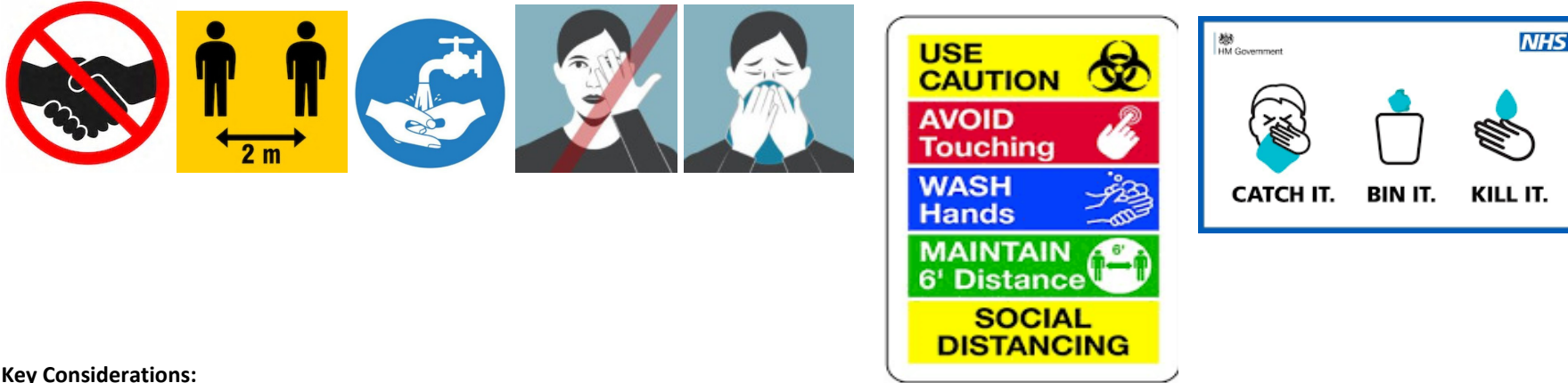


Social Distancing:



General Safe system of work for working during the COVID-19 Pandemic

The points below are provided to our workers to help keep them safe during the Covid-19 pandemic. They are based on Government recommendations, which change daily: <https://www.gov.uk/coronavirus> As your employer we will endeavour to update our guidance to you in line with current Government recommendations.



Key Considerations:

- **The company will look to implement home working wherever practical.**
- The company will be particularly vigilant in safeguarding those persons currently identified as most at risk, such as
 - Those classed as **extremely clinically vulnerable**
 - Those classed as **clinically vulnerable**
 - Others who may require **additional adjustments** to enable their health and safety.
- We will continue to review current Government/PHE guidance and consult with our workers.
- Workers must protect themselves remember the wellbeing of their colleagues and others on site as appropriate.
- **Maintain social distancing wherever possible.**
- Do not shake hands with the colleagues/clients/delivery drivers or any other person at work. **Avoid all physical contact.**
- Wash/sanitise your hands thoroughly for at least 20 seconds, when arriving at work and when going home (also regularly during the working day).
- Use an alcohol-based hand sanitiser that contains at least 60% alcohol to support handwashing with soap and water at the workplace.
- Avoid touching your eyes, nose, and mouth at all times.
- If you feel unsafe or at risk at any point report to a manager.
- Do not attend work – **a)** if you are unwell/displaying symptoms **b)** if someone in your household is self-isolating.

Practical steps to take when working at our premises:

Arrival at Work:

- Ensure you thoroughly Sanitise your hands prior to Signing .
- Ensure you are familiar with the company Covid-19 risk controls.
- Do not enter the workplace if you are feeling unwell or displaying symptoms of Covid-19 e.g. high temperature/cough/breathing difficulties.
- Observe company social distancing measures as soon as you arrive at the workplace (car park area onwards).
- Use dedicated company access points and pedestrian routes.

During Work:

- Maintain social distancing (**minimum two metres apart**). This includes:
 - During rest breaks and use of welfare facilities such as toilets and wash areas.
 - During pedestrian activities e.g. using stairs and corridors other than where the One Metre Plus rule has been incorporated for the formation of work stations
 - During briefing sessions.
 - During training/information sessions.
- Allow time throughout the working day to maintain good hygiene: wash your hands frequently using soap and water for 20 seconds, and especially after blowing your nose, sneezing, or coughing and before and after eating.
- Minimise contact between colleagues and other workers in the premises; **avoid having to go to other departments by using phone/email instead.**
- Do not share PPE items or respiratory protective equipment (RPE) items.
- Avoid skin-to-skin and face-to-face contact with others.
- Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.
- The company will aim to keep groups of workers working together in teams that are as small as possible (cohorting). Please adhere to these risk controls where they are in place.
- The company will provide you with personal equipment for work such as pens – do not share these.
- If you must share work equipment - Wash your hands each time before using any equipment with others and wash your hands every time you finish using a shared item of equipment. Touch point surfaces of equipment that are shared must be sanitised before and after use.
- During use of corridors and stairs adhere to all social distancing measures in place within the company. Stairs should not be shared.
- Clear away your own food and beverage waste – Use company waste facilities.
- Wherever possible bring your own prepacked food to work and use re-usable drinks bottles.

- If you or any work colleague are displaying any potential coronavirus symptoms; or, If you have any concerns about the welfare facilities or the work environment (site) regarding measures to protect workers from coronavirus (e.g. social distancing, cleaning and hygiene regimes) then you should:
 - **STOP** work.
 - **REMOVE** yourself to a position of safety.
 - **REPORT** immediately to your supervisor or manager (ideally by telephone).

Shift completion

- Wipe down and sanitise equipment and instruments used.
- Remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons.
- Do not touch your face.
- Ensure you then clean/wash your hands, and where possible/appropriate any reusable PPE (e.g. safety glasses), using soap and water, or use suitable hand sanitiser on hands before leaving site.
- Do not eat/smoke/drink until you have washed/sanitised your hands.
- Before leaving the premises wash your hands with soap and water for at least 20 seconds. Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.

Wearing a face covering

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.



All employers should regularly update themselves with the current Government advice: <https://www.gov.uk/coronavirus> and NHS advice: <https://www.nhs.uk/conditions/coronavirus-covid-19> and operate accordingly.

Document Accepted By (Name)	Mike Garrad	Sign	<i>Mike Garrad</i>	Date	14.05.2020
Amendments to Risk Controls Implemented By (Name)	Mike Garrad	Sign	<i>Mike Garrad</i>	Date	12.04..2021

The contents of this risk assessment and the resulting Safe System of Work should be shared with all workers as appropriate to its contents.

Signatures can be gathered in the table below