



	<b>Risk Assessment</b>	
	<b>TAG000</b>	
	<b>Covid-19</b>	

<b>Work Area or Activity being assessed</b>	Group Activities
<b>Description of activities in that area</b>	All Functions Across the Group
<b>What are the specific hazards in undertaking this activity?</b>	1. Covid 19 2. Transmission and Infection
<b>Who is particularly at risk as a result of this activity?</b>	All staff and visitors to Group sites

What is the HAZARD in the area or activity	What is the RISK? Who may be harmed and HOW?	What CONTROL MEASURES are already in place to stop these people getting hurt?	What is the residual risk H/M/L	Can any Further action be taken? Y/N If Y then see Action Plan
Working at Golden Cross	There is risk of the spread of Covid 19 and illness for all staff and visitors to the Golden Cross depot.	<p>At present there is only one member of staff working based at the Golden Cross. The second member of staff has been placed on the Job Retention Scheme.</p> <p>Agronomists and sales staff are working from home and have been directed not to visit Golden Cross during the Covid 19 period.</p> <p>The door to Golden Cross is locked and customers are asked to ring for attention. Customers are not permitted in the Golden Cross office or warehouse.</p> <p>Staff dealing with customers where gloves. Cash transactions are discouraged. Golden Cross transactions are based upon account or credit card transactions, with only limited cash handling</p> <p>Staff dealing with customers maintain a 2m social distance.</p>	H	Y

		<p>Hand sanitiser is available for staff at Golden Cross as are handwashing facilities.</p> <p>Staff should where disposable gloves when handling haulier paperwork and if asked to sign utilise their own pen.</p> <p>On a return to the office of additional staff at Golden Cross:</p> <ul style="list-style-type: none"> <li>• hand sanitiser will be provided for staff who will also be encouraged to wash their hands regularly</li> <li>• hands should be washed or sanitised before using kitchen and washroom facilities and after</li> <li>• staff will keep a 2m social distance from each other wherever possible. The desks in the office do not face each other.</li> <li>• staff should wash their own cups in the facilities provided</li> </ul> <p>The offices are cleaned regularly by the staff based at Golden Cross.</p> <p>During the Covid 19 period no non-essential visitors are not permitted to Golden Cross and staff based there will not undertake any non-essential travel for work.</p> <p>Any visitor required to attend Golden Cross during the Covid 19 period will be invited to hand sanitiser and be required to complete the Group's Covid 19 tracing questionnaire.</p> <p>No visitor displaying Covid 19 symptoms or has been in contact with a Covid 19 confirmed case within the last 21 days will be permitted to enter the Golden Cross.</p> <p>Any member of staff displaying Covid 19 symptoms should follow Government Guidance published from time to time and self-isolate for the recommended period as published by the Government. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff living with a person displaying Covid 19 symptoms or having tested positive for Covid 10 should self-isolate and follow any other guidance issues by the Government from time to time. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff who considers that either they or a member of their household is within an at risk category or has been contacted by the Government directly in respect of Covid 19 should notify their Manager and liaising with HR to agree suitable changes in their working arrangements. These will be reviewed on a case by case basis.</p>		
Working at Shoreham Silo Services	There is the risk of the spread of Covid	During the Covid 19 period it is not possible for staff based at Shoreham Silo Services to work at home or to split shifts.	H	Y

	<p>19 and illness for all staff and visitors to Shoreham Silo Services.</p>	<p>The Managing Director of Shoreham Silo Services is working at home at present and limiting visits to the facilities to a bare minimum.</p> <p>During the Covid 19 period no non-essential visitors are not permitted to Shoreham Silo Services and staff based there will not undertake any non-essential travel for work.</p> <p>Members of the public do not attend the Shoreham Silo Services Site.</p> <p>During the Covid 19 period:</p> <ul style="list-style-type: none"> <li>• hand sanitiser will be provided for staff who will also be encouraged to wash their hands regularly</li> <li>• staff will keep a 2m social distance from each other wherever possible. While working in the Control Room space is limited and staff will endeavour to keep the maximum possible distance from each other</li> <li>• staff should wash their own cups in the facilities provided</li> <li>• visiting drivers are not permitted to enter the Control Room</li> <li>• ships agents, dock staff etc are only permitted to enter the Control Room where required to perform their role. If possible discussions should be held outside, maintaining a 2m distance</li> <li>• wear disposable gloves when handling any haulier, port or ship's paperwork</li> <li>• use their own pen if required to sign third party documents</li> <li>• hands should be washed or sanitised before using kitchen and washroom facilities and after</li> </ul> <p>Any visitor required to attend Shoreham Silo Services during the Covid 19 period will be invited to hand sanitiser and be required to complete the Group's Covid 19 tracing questionnaire.</p> <p>No visitor displaying Covid 19 symptoms or has been in contact with a Covid 19 confirmed case within the last 21 days will be permitted to enter Shoreham Silo Services facility.</p> <p>Any member of staff displaying Covid 19 symptoms should follow Government Guidance published from time to time and self-isolate for the recommended period as published by the Government. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff living with a person displaying Covid 19 symptoms or having tested positive for Covid 10 should self-isolate and follow any other guidance issues by the Government from time to time. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff who considers that either they or a member of their household is within an at risk category or has been</p>	
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		contacted by the Government directly in respect of Covid 19 should notify their Manager and liaising with HR to agree suitable changes in their working arrangements. These will be reviewed on a case by case basis.		
Working at Merston	There is the risk of the spread of Covid 19 and illness for all staff and visitors to the Merston site	<p>During the Covid 19 the majority of the office based staff at Merston are working from home and only attending the office as required. A number of office based staff have been placed on the Job retention Scheme limiting the number of staff in the offices.</p> <p>During the Covid 19 period:</p> <p><u>Reception</u></p> <ul style="list-style-type: none"> <li>• Reception staff are working from home or on the Job Retention Scheme</li> <li>• The reception door is shut and any visitors invited to knock for attention</li> <li>• Only reception based staff and visitors should use the ground floor toilet</li> <li>• Only one person should use the lift at any one time</li> <li>• When working in reception staff maintain a 2m distance from each other</li> <li>• The PC screens on desk assist in providing a barrier against transmission</li> <li>• Reception is cleaned daily</li> <li>• Hand sanitiser is available for staff and any required visitor</li> <li>• Face masks are available on site if requested</li> <li>• The air conditioning system has been turned off to prevent circulation of air</li> <li>• hands should be washed or sanitised before using kitchen and washroom facilities and after</li> </ul> <p><u>Office Floors</u></p> <ul style="list-style-type: none"> <li>• Only essential staff are working in the offices with the balance working at home or placed on the Job Retention Scheme</li> <li>• Office staff are spread through the office to maintain a safe distance</li> <li>• As staff return seating arrangements will be reviewed to ensure as greater distance as possible – staff return will be phased and home working encouraged where the role permits – staff should liaise with the Manager – any queries should be addressed to HR</li> <li>• The PC screens on desk assist in providing a barrier against transmission</li> <li>• The offices are cleaned daily</li> <li>• Hand sanitiser is available for staff and any required visitor</li> <li>• Face masks are available on site if requested</li> </ul>	H	Y

- Only one person should use the lift at any one time
- The air conditioning system has been turned off to prevent circulation of air
- First floor staff to use the front reception stairs and the WC facilities on the first floor only. They should not enter the second floor unless essential
- Second floor staff to use the rear stairs and the WC facilities on the first floor only. They should not enter the first floor unless essential
- Arrangements have been agreed with office staff who consider they or members of their household are at risk
- hands should be washed or sanitised before using kitchen and washroom facilities and after

#### Plant and Warehouse

- Staff work in a large airy plant
- Staff maintain a 2m distance wherever possible
- Hand sanitiser is available for staff and any required visitor
- Face masks are available on site if requested
- Staff working in the plant do not meet members of the public
- Staff engaging with third party hauliers should maintain a 2m distance where possible
- Gloves should be worn when handling third party paperwork
- Staff should use their own pen
- Staff working in the plant and warehouse do not enter the offices and utilise the on site WC facilities

#### Weighbridge

- Click and collect orders for account customers are placed on pallets for collection outside by customers
- Click and collect customers wait by the vehicles for collections if not put out on pallets and do not stay in the office
- Cash is not taken and transactions are by card and on account only
- Staff maintain a safe distance from any haulier or customer needing to enter the office
- Staff should wear disposable gloves when handling any haulier's paperwork
- use their own pen if required to sign third party documents
- Hand sanitiser is available for staff and any required visitor
- Face masks are available on site if requested
- hands should be washed or sanitised before using kitchen and washroom facilities and after

		<p>Any visitor required to attend Merston during the Covid 19 period will be invited to hand sanitiser and be required to complete the Group's Covid 19 tracing questionnaire.</p> <p>No visitor displaying Covid 19 symptoms or has been in contact with a Covid 19 confirmed case within the last 21 days will be permitted to enter Merston.</p> <p>Any member of staff displaying Covid 19 symptoms should follow Government Guidance published from time to time and self-isolate for the recommended period as published by the Government. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff living with a person displaying Covid 19 symptoms or having tested positive for Covid 10 should self-isolate and follow any other guidance issues by the Government from time to time. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff who considers that either they or a member of their household is within an at risk category or has been contacted by the Government directly in respect of Covid 19 should notify their Manager and liaising with HR to agree suitable changes in their working arrangements. These will be reviewed on a case by case basis.</p>		
Agronomists and home-based sales staff	There is the risk of the spread of Covid 19 and illness for Agronomists and home-based sales staff	<p>During the Covid 19 period a number of home-based sales staff have been placed upon the Job Retention Scheme to limit the number of staff on the road and visiting third party premises&gt;</p> <p>During the Covid 19 period agronomists:</p> <ul style="list-style-type: none"> <li>• have had hand sanitiser and face masks available</li> <li>• have worked from home and not visited the Group's premises</li> <li>• work outside inspecting crops in the open air</li> <li>• maintain a 2m distance from farm staff on a farm they visit</li> <li>• when crop walking travel to the fields in their own vehicles and not with the farmer</li> <li>• wherever possible report to the farmer using photos and technology. Should a farmer insist on crop walking with the agronomist he should travel in his own vehicle and the agronomist should maintain a 2m distance from the farmer</li> </ul> <p>When the home-based sales staff return they should:</p> <ul style="list-style-type: none"> <li>• utilise hand sanitiser and/or wash their hands regularly</li> <li>• work from home and not visit the Group's premises</li> </ul>	H	Y

		<ul style="list-style-type: none"> <li>• only travel to customers' premises where essential. If possible make contact with customers using technology (video calls/emails) or the telephone</li> <li>• Comply with the H&amp;S regime and Covid 19 policies of any customer that they are required to visit</li> <li>• maintain a 2m distance from customers visited wherever possible</li> <li>• use their own pen</li> </ul> <p>Any member of staff displaying Covid 19 symptoms should follow Government Guidance published from time to time and self-isolate for the recommended period as published by the Government. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff living with a person displaying Covid 19 symptoms or having tested positive for Covid 10 should self-isolate and follow any other guidance issues by the Government from time to time. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff who considers that either they or a member of their household is within an at risk category or has been contacted by the Government directly in respect of Covid 19 should notify their Manager and liaising with HR to agree suitable changes in their working arrangements. These will be reviewed on a case by case basis.</p>		
Ships' Agent	There is the risk of the spread of Covid 19 and illness for the ships' agent in performing his role	<p>During the Covid 19 period it is not possible for the ships agent to work solely from home but he will do so wherever possible and not attend the Merston office.</p> <p>During the Covid 19 period:</p> <ul style="list-style-type: none"> <li>• gloves, hand sanitiser and masks have been acquired and are available for use by the ships' agent.</li> <li>• the ships agent should wash his hands regularly when visiting third party premises</li> <li>• disposable gloves should be worn when visiting any vessel</li> <li>• disposable gloves should be worn when handling any ship's paperwork</li> <li>• the ships' agent should use his own pen</li> <li>• a 2m safe distance should be maintained wherever possible</li> <li>• the ship's agent should comply with all H&amp;S and Covid 19 procedures of any facility or vessel that he visits</li> <li>• the ships' agent should utilise his own vehicle to travel to vessels and should not give lifts to any member of a ship's crew</li> <li>• ships' agent should limit visit to vessels and where possible only</li> </ul>	H	Y

		<p>Any member of staff displaying Covid 19 symptoms should follow Government Guidance published from time to time and self-isolate for the recommended period as published by the Government. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff living with a person displaying Covid 19 symptoms or having tested positive for Covid 10 should self-isolate and follow any other guidance issues by the Government from time to time. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff who considers that either they or a member of their household is within an at risk category or has been contacted by the Government directly in respect of Covid 19 should notify their Manager and liaising with HR to agree suitable changes in their working arrangements. These will be reviewed on a case by case basis.</p>		
CFS Drivers	There is the risk of the spread of Covid 19 and illness for CFS drivers visiting third party sites	<p>During the Covid 19 period it is not possible for CFS drivers to work at home and control measures are required to protect the team.</p> <p>During the Covid 19 period a number of CFS drivers have been placed on the Job Retention Scheme to reduce the number of people visiting third party sites. Arrangements have been agreed with drivers who consider that they are in an at risk category.</p> <p>CFS drivers comply with all H&amp;S and Covid 19 policies of the sites that they visit.</p> <p>During the Covid 19 period:</p> <ul style="list-style-type: none"> <li>• hand sanitiser has been acquired and made available for all drivers</li> <li>• face masks have been acquired and made available for all drivers who will also be encouraged to wash their hands regularly where facilities are available</li> <li>• drivers should follow the H&amp;S and Covid 19 procedures of all sites which they visit</li> <li>• drivers are supplied with gloves – they would be worn when handling paperwork including weighbridge tickets, delivery and consignment notes etc</li> <li>• drivers should use their own pen rather than one supplied by third parties</li> <li>• drivers should refrain from asking customers to sign paperwork unless required – the FIAS’ requirement to obtain a signature and printed name when delivering fertiliser has been temporarily suspended – take a photo of the delivery</li> <li>• drivers spend the majority of their time in their cabs which is distant from third parties</li> <li>• wherever possible drivers keep a 2m social distance from others when outside their cabs</li> </ul>	H	Y



		<ul style="list-style-type: none"> <li>• when visiting Merston drivers are to use the site facilities and not the office toilets</li> <li>• drivers should not enter the Merston office. If contact is required with the office staff they should call and the office staff will meet with them outside, maintaining a 2m distance wherever possible</li> </ul> <p>Any member of staff displaying Covid 19 symptoms should follow Government Guidance published from time to time and self-isolate for the recommended period as published by the Government. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff living with a person displaying Covid 19 symptoms or having tested positive for Covid 10 should self-isolate and follow any other guidance issues by the Government from time to time. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff who considers that either they or a member of their household is within an at risk category or has been contacted by the Government directly in respect of Covid 19 should notify their Manager and liaising with HR to agree suitable changes in their working arrangements. These will be reviewed on a case by case basis.</p>		
Drivers Based at Clanfield, Merston Grain store, Maidenhead and Blandford	There is a risk of the spread of Covid 19 and illness to staff visiting these sites	<p>These bases are simply parking sites without any additional facilities.</p> <p>Drivers attend in their own cars to collect vehicles.</p> <p>They should maintain a 2m distance from any other member of staff on site and follow CFS drivers' procedures.</p>	M	Y
Working at BSD Havant	There is the risk of the spread of Covid 19 and illness for all staff and visitors to BSD's warehouse site at Havant.	<p>During the Covid 19 period it is not possible for BSD staff based at Havant to work at home.</p> <p>During the Covid 19 period a number of Havant based staff have been placed on the Job Retention Scheme to reduce the number of people working on site.</p> <p>During the Covid 19 period no non-essential visitors are not permitted to Havant and staff based there will not undertake any non-essential travel for work.</p> <p>Members of the public do not attend the Havant site which behind locked security gates for the Fat Face depot.</p> <p>During the Covid 19 period:</p> <ul style="list-style-type: none"> <li>• hand sanitiser will be provided for staff who will also be encouraged to wash their hands regularly</li> </ul>	H	Y

		<ul style="list-style-type: none"> <li>• staff will keep a 2m social distance from each other wherever possible. Only one member of staff will work at the PC desk at any one time. The desks in the office have PC screens that act as a barrier.</li> <li>• staff should wash their own cups in the facilities provided</li> <li>• should abide by the onsite Fat Face Covid 19 protection procedure</li> <li>• Wherever possible each member of staff should endeavour to use the same FLT truck during the day</li> <li>• Gloves when handling any haulier paperwork</li> <li>• Staff should use their own pen if required to sign third party documents</li> <li>• hands should be washed or sanitised before using kitchen and washroom facilities and after</li> </ul> <p>Any visitor required to attend Havant during the Covid 19 period will be invited to hand sanitiser and be required to complete the Group's Covid 19 tracing questionnaire.</p> <p>No visitor displaying Covid 19 symptoms or has been in contact with a Covid 19 confirmed case within the last 21 days will be permitted to enter the Havant facility under BSD's control.</p> <p>Any member of staff displaying Covid 19 symptoms should follow Government Guidance published from time to time and self-isolate for the recommended period as published by the Government. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff living with a person displaying Covid 19 symptoms or having tested positive for Covid 10 should self-isolate and follow any other guidance issues by the Government from time to time. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff who considers that either they or a member of their household is within an at risk category or has been contacted by the Government directly in respect of Covid 19 should notify their Manager and liaising with HR to agree suitable changes in their working arrangements. These will be reviewed on a case by case basis.</p> <p>When those on the Job Retention Scheme return to work and greater numbers are on site the Covid 19 protocols above will be reinforced to limit the risk of transmission.</p>		
Working at Mulberry Terminal, Southampton	There is the risk of the spread of Covid 19 and illness for all staff and visitors to	<p>During the Covid 19 period it is not possible for staff based at Mulberry Terminal to work at home or to split shifts.</p> <p>The Director of Ultimate Fertilizers is working at home at present and limiting visits to the facility to a bare minimum to limit the risk of transmission.</p>	H	Y

	<p>Mulberry Terminal</p>	<p>During the Covid 19 period no non-essential visitors are not permitted to Mulberry Terminal and staff based there will not undertake any non-essential travel for work.</p> <p>Members of the public do not attend Mulberry Terminal.</p> <p>During the Covid 19 period:</p> <ul style="list-style-type: none"> <li>• hand sanitiser will be provided for staff who will also be encouraged to wash their hands regularly</li> <li>• staff will keep a 2m social distance from each other wherever possible.</li> <li>• staff working at Mulberry Terminal are under a strict PPE regime including the wearing of gloves and masks in production areas which will help limit the risk of transmission. When driving the Volvo shovel the operator is isolated from colleague and elsewhere on the site staff will endeavour to keep the maximum possible distance from each other</li> <li>• staff should wash their own cups in the facilities provided</li> <li>• visiting drivers are not permitted to enter the office but may use the toilet facilities accessed on the side of the office block. To avoid the risk of transmission staff based at Mulberry Terminal should use the toilet facilities in the office</li> <li>• Ships’ agents, dock staff etc are only permitted to enter the office where required to perform their role. If possible discussions should be held outside, maintaining a 2m distance</li> <li>• Wherever possible each member of staff should endeavour to use the same FLT truck during the day</li> <li>• hands should be washed or sanitised before using kitchen and washroom facilities and after</li> </ul> <p>Any visitor required to attend Mulberry Terminal during the Covid 19 period will be invited to hand sanitiser and be required to complete the Group’s Covid 19 tracing questionnaire.</p> <p>No visitor displaying Covid 19 symptoms or has been in contact with a Covid 19 confirmed case within the last 21 days will be permitted to enter the Mulberry Terminal facility.</p> <p>Any member of staff displaying Covid 19 symptoms should follow Government Guidance published from time to time and self-isolate for the recommended period as published by the Government. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff living with a person displaying Covid 19 symptoms or having tested positive for Covid 10 should self-isolate and follow any other guidance issues by the Government from time to time. Please see the Covid 19 pages on the gov.uk website.</p>	
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		Any member of staff who considers that either they or a member of their household is within an at risk category or has been contacted by the Government directly in respect of Covid 19 should notify their Manager and liaising with HR to agree suitable changes in their working arrangements. These will be reviewed on a case by case basis.		
Working at BSD Eastleigh	There is the risk of the spread of Covid 19 and illness for all staff and visitors to BSD's warehouse site at Eastleigh.	<p>During the Covid 19 period it is not possible for BSD staff based at Eastleigh to work at home.</p> <p>The director of BSD at Eastleigh is not visiting Havant during the Covid 19 period.</p> <p>During the Covid 19 period a number of Eastleigh based staff have been placed on the Job Retention Scheme to reduce the number of people working on site.</p> <p>During the Covid 19 period no non-essential visitors are not permitted to Eastleigh and staff based there will not undertake any non-essential travel for work. Members of the public do not visit the Eastleigh site.</p> <p>During the Covid 19 period:</p> <ul style="list-style-type: none"> <li>• hand sanitiser will be provided for staff who will also be encouraged to wash their hands regularly</li> <li>• staff will keep a 2m social distance from each other wherever possible. The desks in the office have PC screens that act as a barrier.</li> <li>• staff should wash their own cups in the facilities provided</li> <li>• office staff should not enter the warehouse or canteen unless required to complete their function</li> <li>• warehouse staff should not enter the canteen unless required to complete their function</li> <li>• Office staff should only use the WC facilities on the first floor</li> <li>• Warehouse staff should only use the WC facilities on the ground floor</li> <li>• Wherever possible each member of staff should endeavour to use the same FLT truck during the day</li> <li>• Gloves when handling any haulier paperwork</li> <li>• Staff should use their own pen if required to sign third party documents</li> <li>• hands should be washed or sanitised before using kitchen and washroom facilities and after</li> </ul> <p>Any visitor required to attend Eastleigh during the Covid 19 period will be invited to hand sanitiser and be required to complete the Group's Covid 19 tracing questionnaire.</p> <p>No visitor displaying Covid 19 symptoms or has been in contact with a Covid 19 confirmed case within the last 21 days will be permitted to enter the Eastleigh facility.</p>	H	Y

		<p>Any member of staff displaying Covid 19 symptoms should follow Government Guidance published from time to time and self-isolate for the recommended period as published by the Government. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff living with a person displaying Covid 19 symptoms or having tested positive for Covid 10 should self-isolate and follow any other guidance issues by the Government from time to time. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff who considers that either they or a member of their household is within an at risk category or has been contacted by the Government directly in respect of Covid 19 should notify their Manager and liaising with HR to agree suitable changes in their working arrangements. These will be reviewed on a case by case basis.</p> <p>When those on the Job Retention Scheme return to work and greater numbers are on site the Covid 19 protocols above will be reinforced to limit the risk of transmission.</p>		
Working at Fisherton	There is the risk of the spread of Covid 19 and illness for all staff and visitors to the Fisherton office.	<p>Until further notice staff based at the Fisherton office are either working at home or are on the Job Retention Scheme to avoid the risk of transmission of Covid 19.</p> <p>On the office re-opening:</p> <ul style="list-style-type: none"> <li>• staff will not attend the office daily and will work from home where possible</li> <li>• hand sanitiser will be provided for staff who will also be encouraged to wash their hands regularly</li> <li>• staff will keep a 2m social distance from each other wherever possible. When sitting at a desk PC screens provide a barrier from any member of the team sitting opposite</li> <li>• staff should wash their own cups in the facilities provided hands should be washed or sanitised before using kitchen and washroom facilities and after</li> </ul> <p>The offices are cleaned regularly.</p> <p>During the Covid 19 period no non-essential visitors are not permitted to the Fisherton office and staff based there will not undertake any non-essential travel for work.</p> <p>Any visitor required to attend the Fisherton office during the Covid 19 period will be invited to hand sanitiser and be required to complete the Group's Covid 19 tracing questionnaire.</p> <p>No visitor displaying Covid 19 symptoms or has been in contact with a Covid 19 confirmed case within the last 21 days will be permitted to enter the Fisherton office.</p>	H	Y

		<p>Any member of staff displaying Covid 19 symptoms should follow Government Guidance published from time to time and self-isolate for the recommended period as published by the Government. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff living with a person displaying Covid 19 symptoms or having tested positive for Covid 10 should self-isolate and follow any other guidance issues by the Government from time to time. Please see the Covid 19 pages on the gov.uk website.</p> <p>Any member of staff who considers that either they or a member of their household is within an at risk category or has been contacted by the Government directly in respect of Covid 19 should notify their Manager and liaising with HR to agree suitable changes in their working arrangements. These will be reviewed on a case by case basis.</p>		
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	Action Plan	
Actions to be Taken	Who is responsible for carrying out Action	By When?
Comply with Covid 19 RAMS	All staff	Daily
Comply with third party sites' H&S regime and Covid 19 policies	Staff visiting third party sites	Daily
Follow Government guidance (Gov.uk) on self-isolation if	All staff	Daily
Report any Covid 19 symptoms to your Manager and HR	All staff	Daily

<b>Assessor</b>	Tim Gleeson
<b>Signed</b>	<i>Tim Gleeson</i>
<b>Date</b>	13 <sup>th</sup> May 2020
<b>Email</b>	<a href="mailto:timgleeson@bartholomews.co.uk">timgleeson@bartholomews.co.uk</a>
<b>Director or Manager</b>	Gary Herman
<b>Signed</b>	<i>Gary Herman</i>
<b>Date</b>	17 <sup>th</sup> May 2020
<b>Distribution List</b>	All Group staff

**Table 1**

**Classification of Risk - Risk Analysis / Priority of Action Matrix**

SEVERITY	LIKELIHOOD				
	1 Very Unlikely <i>(freak event – no known history)</i>	2 Unlikely <i>(Unlikely sequence of events)</i>	3 Possible <i>(Foreseeable under unusual circumstances)</i>	4 Likely <i>(Easily foreseeable-odd incident may have occurred)</i>	5 Very Likely <i>(Common occurrence – aware of incidents)</i>
<b>1</b> Negligible <i>(No visible injury – no pain)</i>	Low  1	Low  2	Low  3	Low  4	Low  5
<b>2</b> Slight <i>(Minor cuts, bruises – no long term effects)</i>	Low  2	Low  4	Low  6	Medium  8	Medium  10
<b>3</b> Moderate <i>(Heavy bruising, deep flesh wound. Lost time accident)</i>	Low  3	Low  6	Medium  9	High  12	High  15
<b>4</b> Severe <i>(Lost time accidents and major injuries)</i>	Low  4	Medium  8	High  12	High  16	High  20
<b>5</b> Very Severe <i>(Long term disability or death)</i>	Low  5	Medium  10	High  15	High  20	High  25