

## HAZARD & RISK ASSESSMENT

Operation/Activity: <b>Coronavirus Workplace Risk Management</b>	Persons at risk: <b>All employees</b>	Location: <b>Newmor Group Ltd sites (UK)</b>
Assessed by: <b>Rachel Jones</b>	Position: <b>Human Resources Manager</b>	Date: <b>19<sup>th</sup> May 2020</b>

Coronavirus (Covid-19) is now classed as a pandemic. Whilst most patients will suffer a mild to moderate illness, similar to seasonal flu, a minority will require hospital care and a proportion could die. This assessment is designed to support the Company's management of the risk to our employees of contracting & spreading the virus whilst at work.

Identified Hazard	Risk/Harm Potential	R	Control Measures	Risk Rating
Coronavirus	Spread of virus in the workplace leading to employee illness	H	<p><i>Employee self-isolation:</i></p> <ul style="list-style-type: none"> <li>All staff understand that as per public health guidelines they should not come to work for the specified length of time if they or their family have shown symptoms associated with COVID-19. They should also report any symptoms or test results to their supervisor, manager, or HR.</li> </ul>	Medium
Coronavirus	Spread of virus in the workplace leading to employee illness	H	<p><i>Remote working:</i></p> <ul style="list-style-type: none"> <li>Remote working measures have been implemented for all appropriate roles. VPN access and MS Teams in place for all users.</li> <li>Return to office working to be mixed remote/office basis with employee office days alternated to reduce contact. Desks rearranged to create 2-metre spacing.</li> </ul>	Medium
Coronavirus	Spread of virus in the workplace leading to employee illness	H	<p><i>Social distancing (internal):</i></p> <p>Public Health guidelines on social distancing to be strictly observed in the workplace with a range of measures to support adherence:</p> <ul style="list-style-type: none"> <li>Identified that all staff commuting to work should do so alone and in their own vehicles. Car-sharing strongly advised against.</li> <li>Staff must observe social distancing around clocking-in terminals and move quickly away from terminal to allow others to use.</li> <li>2-metre markers on floors on entering buildings. Hazard tape used on floor areas to mark out 2-metre distance including on machines.</li> <li>Measures introduced to ensure social distancing in communal areas, including lavatories &amp; smoking shelters. Certain rooms specified one-in, one-out.</li> <li>Advice issued to employees on distancing in communal walkways.</li> </ul>	Medium

Identified Hazard	Risk/Harm Potential	R	Control Measures	Risk Rating
			<ul style="list-style-type: none"> <li>▪ Canteen seating areas closed. Facilities available for preparing of food and drink only with breaks to be taken in cars, outdoors or communal areas where distancing can be maintained.</li> <li>▪ Shift times and breaktimes have been staggered where possible to reduce contact.</li> <li>▪ All machine working practices have been reviewed and adapted where necessary to observe distancing guidelines. See <b>COVID-19 Production &amp; Warehouse Policy</b> for individual machine details.</li> <li>▪ Production and maintenance staff advised against sharing tools or to sanitise before/after use if unavoidable.</li> <li>▪ Measures introduced for individual office members/teams. See <b>COVID-19 Office Policy</b> for details.</li> <li>▪ Office desks rearranged to create 2-metre spacing. Where not possible, screening installed.</li> <li>▪ Staff advised to use disinfect wipes before and after using communal phones and computers.</li> <li>▪ All staff communication and meetings to be done electronically where possible. Where physical meetings unavoidable, social distancing to be adhered to.</li> </ul> <p><i>Social distancing (external parties):</i></p> <ul style="list-style-type: none"> <li>▪ The Company is not receiving any external visitors unless essential to the ongoing operation of sites. Any visitors to be advised to manager and preparations made.</li> <li>▪ Delivery/collection drivers – procedures in place to reduce contact including signage, remaining in vehicles, non-signing.</li> </ul>	
Coronavirus	Spread of virus in the workplace leading to employee illness	H	<p><i>Special hygiene measures:</i></p> <ul style="list-style-type: none"> <li>▪ Notices on hand washing and general hygiene are displayed at appropriate locations.</li> <li>▪ Hand sanitizer provided for use when entering and exiting buildings and at various locations.</li> <li>▪ More thorough cleaning procedures implemented with external cleaners.</li> <li>▪ Clocking-in machines to be wiped down with disinfectant daily.</li> <li>▪ Staff to use paper towels to open doors leading from toilets. Some doors propped open where no contravention of fire regulations.</li> <li>▪ All workstations to be cleaned with anti-bacterial spray (located on every machine) at start and end of shift.</li> <li>▪ Sites to have adequate supplies of sanitiser, soap &amp; paper towels. Order supplies through cleaning company.</li> </ul>	Medium
Coronavirus	Spread of virus in the workplace leading to employee illness	H	PPE:	Medium

Identified Hazard	Risk/Harm Potential	R	Control Measures	Risk Rating
			<ul style="list-style-type: none"> <li>▪ PPE is part of Company response to COVID-19 but emphasised to employees that it should be viewed as last line of defence: <b>social distancing and hygiene are of primary importance.</b></li> <li>▪ Certain operations identified where social distancing hard to maintain. PPE (masks and gloves) to be mandatory in these areas. Provided by Company, to include visor if requested.</li> <li>▪ In other non-mandatory areas, PPE to be provided by Company on request.</li> </ul>	
Mental Health and Welfare	Employee illness	H	<i>Provision for effects of pandemic on mental health:</i> <ul style="list-style-type: none"> <li>▪ Dedicated Employee Assistance Program for all staff and their families to assist with mental stress resulting from pandemic.</li> <li>▪ Occupational Health appointments and surveillance revised and carried out effectively considering social distancing.</li> <li>▪ First aid provisions in place.</li> </ul>	Medium

**Recommended Further Action:**

<p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19</a></p> <p>26/03/20: Newmor Wallcoverings is currently working. Morland has a skeleton shift to service the modular / rapid-deployment construction sector. There is a single person in the Group accounts office. All other staff are either remote-working or furloughed.</p> <p>30/03/20: Morland shift altered from 5-day to 4-day in order to leave &gt;72-hour period over weekend (indications that virus survives &lt;72 hours on surfaces).</p> <p>31/03/20: New social distancing measures drawn up for laminators. See separate document. Measures to be written up for all operations pending post-lockdown reopening.</p> <p>01/04/20: Newmor Wallcoverings furloughed office staff.</p> <p>15/04/20: New social distancing measures drawn up for wrappers and warehousing. See separate document. Measures to be written up for all operations pending post-lockdown reopening.</p> <p>27/04/20: New social distancing measures drawn up for Unit 10 machines. See separate document. Measures to be compiled in one document for induction.</p> <p>01/05/20: Newmor Wallcovering has a skeleton shift to service the hospital and export market.</p> <p>13/05/20: Draft induction process circulated to management for comment.</p> <p>29/05/20: Induction Finalised and rolled out to staff.</p>
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Name of Assessor:	Position of Assessor:	Signature of Assessor:	Date of Assessment:
Rachel Jones	Human Resources Manager		19/05/20