

**Coronavirus Risk****Assessment**

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. The hierarchy of controls is shown in Appendix A. This table sets out an ideal order to follow when planning to reduce risk.

Hazard	Who might be affected and how?	Control Measures	Additional advice & control measures General comments
Coronavirus  (COVID-19)  <b>General</b>	<b>Employees</b>  Employees are not aware of the risks from COVID-19 and become infected due to lack of awareness of control measures.	Covid-19 Policy developed and issued  Poster at entrances gives information and advice on symptoms and precautionary measures  Ongoing review of Government and public health advice & guidelines  Return to office communication includes hygiene guidance such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands  Social distancing policy and guidance from Govt. to be followed	Additional information available internally and from public body websites  Signs being displayed
Coronavirus  (COVID-19)	<b>Employees</b>  Potential contact with virus through colleagues /others and /or contaminated workplaces	Employees to self monitor for symptoms before entering office and if they have symptoms they must not enter the office Employees to self monitor for symptoms whilst at office and if they have symptoms they must leave the office immediately  A Social Distancing policy has been implemented	

**Working in office**

Hygiene requirements (handwashing, catching coughs & sneezes in a tissue etc.) and symptoms of COVID-19 included within return to office communications

COVID-19 information posters are placed in various locations within the workplace (e.g. notice boards & site files)

Hand washing facilities with soap and water

Hand sanitisers (minimum 60% alcohol based) in any area where washing facilities not readily available

Formal cleaning regimes implemented including enhanced cleaning of key touch point areas

Sanitiser available for use before and after using shared equipment

Gloves available for handling deliveries or ad hoc cleaning

Face coverings to be worn whilst in common areas (company policy)

Kitchens closed

Lifts only to be used by those with disabilities and then max of 1 person at a time

Upon becoming notified that an employee has tested positive or is suspected positive for COVID-19, in addition to sending the employee home to self-isolate, Epicor will ask the employee who they've been in close contact with during the period that began 2 days before they were symptomatic until recovery and promptly notify those employees and other (i.e., customers or visitors) of their possible exposure to COVID-19 in the workplace.

AC to be adjusted to reduce air re-circulation or if not possible AC switched off and windows opened

Provision of hand washing facilities, or hand sanitiser where not possible, at entry and exit points

Compliance monitoring

Where applicable and when staff numbers warrant it, one-way system in place on stairwells to ensure that the 2 metres distancing rule is enforced

Flexible start / finish times and break times to reduce the number of people in entrance / exits / break out space

One person per table rule in breakout area


Reminder to contact on-site management team with concerns about colleagues not adhering to measures

<p>Coronavirus  (COVID-19)</p> <p><b>Working offsite</b></p>	<p><b>Employees</b></p> <p>Potential contact with virus through others and /or contaminated workplaces</p>	<p>request copy of customers risk assessment and assess risks and controls</p> <p>Flag any concerns to line manager and escalate to HR if needed</p> <p>Avoid public transport if possible. Do not share a car with colleague</p> <p>Adher to Government's and epicor's policies for example hygiene, hand washing, social distancing etc</p>	
<p>Coronavirus  (COVID-19)</p> <p><b>Visitors &amp; Contractors</b></p>	<p><b>Employees, visitors, contractors</b></p> <p>Potential contact with virus through colleagues / others and/or contaminated workplaces</p>	<p>Encourage meetings via remote connection where this is an option</p> <p>Minimise number of external visitors / contractors</p> <p>Limit the number of visitors / contractors in office at any one time</p> <p>Visitors must certify that they are not experiencing any COVID-19 symptoms</p> <p>Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people</p> <p>Provide guidance on social-distancing, hygiene and need to wear face covering</p> <p>Maintain social distancing at all times, including in meeting rooms</p> <p>Disinfect visitor passes after use</p>	
<p>Coronavirus  (COVID-19)</p> <p><b>Someone becomes ill within the workplace</b></p>	<p><b>Employees, visitors, contractors</b></p> <p>Contracted COVID-19 by any means.</p>	<p>Symptomatic individual will be isolated in quarantine area before being sent home and advised to follow NHS guidance (incl. testing)</p> <p>Deep clean of work areas as required</p> <p>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow current Health Service/ Government guidelines</p>	<p>Advise HR of any employee absence due to Covid-19</p>

<p>Coronavirus</p> <p>(COVID-19)</p>	<p><b>Employees and family members with underlying health conditions who are considered at increased risk</b></p>	<p>social distancing policy and guidance from Govt. to be followed</p> <p>Advice provided to employees in the increased risk category will be based on individual circumstances, considering working environment / activities, travel to / from work and risk of infection</p> <p>Home working to be implemented where possible</p>	<p>Seek advice from HR</p> <p>Continue to follow Government and HR guidance. Voluntary return to office during initial stage</p>
<p>Coronavirus</p> <p>(COVID-19)</p> <p><b>Proximity, workplace gatherings</b></p>	<p><b>Employees</b></p> <p>A person catches COVID-19 due to working closely with an infected person</p>	<p>A Social Distancing policy has been implemented</p> <p>Home working implemented where possible</p> <p>Work areas and activities have been evaluated against the possibility to implement social distancing (avoid physical contact where possible; observe 2 metre distance; deferring large meetings)</p> <p>Conference calls &amp; social media adopted as means of communication where possible</p> <p>Social distancing – 2 metre distance observed where possible at work including queuing, break times etc. i.e. staggered start / finish and breaks times</p>	<p>Compliance monitoring</p> <p>Voluntary return to office during initial stage</p> <p>Max occupancy of 1 in restrooms, lifts, kitchens to ensure social distancing</p> <p>Where applicable and when staff numbers warrant it, one-way system in place on stairwells to ensure that the 2 metres distancing rule is enforced</p> <p>Signage has been put up in highly prominent places, ensuring all staff are getting consistent and frequent reminders to remain at a distance, to use hand sanitiser, wash hands frequently etc.</p> <p>Reminder to contact their manager and remain at home if they are displaying any of the following symptoms – new and persistent cough, high temperature, loss of smell and/or taste. Follow government guidance on self-isolation</p>

Coronavirus (COVID-19)	<b>Employees</b>  Employees are not aware of the need to self-isolate or how to self-isolate.	Advice on how to self-isolate has been passed to colleagues via regular briefings / bulletins  NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist	Advise HR of any employee absence due to Covid-19  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/</a>
Coronavirus (COVID-19)  <b>Symptomatic employee - Presenteeism</b>	<b>Employees, others in workplace</b>	Employee advised to follow NHS guidance (incl. testing)  Symptomatic employee will be sent home Colleagues who have had contact with a symptomatic employee will be reminded of the symptoms and the control measures	Advise HR of any employee absence due to Covid-19  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>
Coronavirus (COVID-19)	<b>Employees</b> Commuting to / from work & general work travel	All non-essential travel has been restricted Voluntary return to office during initial stage  Employees advised to avoid non-essential use of public transport & vary travel times to avoid peak hours where possible. Social distancing policy to be observed – maintain a distance of 2 metres apart.  Flexible approach adopted to start and finish times where possible	
Coronavirus (COVID-19)	<b>Employees</b> Anxiety, stress & general mental health & wellbeing	Provision of information about COVID-19 Access to mental health counsellor	-

Director

DocuSigned by:  
  
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Date:

## Appendix A - 'Work Planning to Avoid Close Working'

In line with Public Health Authority guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Public Health Authority and HSE/HSA guidance and epicor internal policies and guidance.

Managers regularly remind colleagues of the specific control measures necessary to protect them, their colleagues, families, and the population.

### Hierarchy of Controls

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. The table below sets out an ideal order to follow when planning to reduce risk. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.

If you are not able to work whilst maintaining a two metre distance, you should consider whether the activity should continue and, if so, assess the risk and include it in the risk assessment using the hierarchy of controls below and against any Government sector-specific guidance.

Eliminate	<ul style="list-style-type: none"> <li>· Colleagues who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace</li> <li>· Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)</li> <li>· Avoid skin to skin and face to face contact</li> <li>· Stairs should be used in preference to lifts and consider one ways systems</li> <li>· Consider alternative or additional mechanical aids to reduce colleague interface</li> </ul> <p>Meetings</p> <ul style="list-style-type: none"> <li>· Only absolutely necessary meeting participants should attend</li> <li>· Attendees should be at least two metres apart from each other</li> <li>· Rooms should be well ventilated / windows opened to allow fresh air circulation</li> <li>· Consider holding meetings in open areas where possible</li> </ul>
Reduce	<p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> <li>· Minimise the frequency and time colleagues are within 2 metres of each other</li> <li>· Minimise the number of colleagues involved in these tasks</li> <li>· Colleagues should work side by side, or facing away from each other, rather than face to face</li> <li>· Reduce the capacity of lifts</li> <li>· Regularly clean common touchpoints, doors, buttons, handles, equipment etc.</li> <li>· Increase ventilation in enclosed spaces</li> <li>· Colleagues should wash their hands before and after using any equipment</li> </ul>
Isolate	<p>Keep groups of colleagues that have to work within 2 metres:</p> <ul style="list-style-type: none"> <li>· Together in teams e.g. (do not change colleagues within teams)</li> <li>· As small as possible</li> <li>· Away from other workers where possible</li> <li>· Use of plexiglass barriers to provide separation between colleagues/persons; barriers require regular cleaning</li> </ul>
Control	<p>Where face to face working is essential to carry out a task when working within 2 metres:</p>

	<ul style="list-style-type: none"><li>· Keep this to 15 minutes or less where possible</li><li>· Consider introducing an enhanced authorisation process for these activities</li><li>· Provide additional supervision to monitor and manage compliance</li></ul>
PPE	Single use PPE should be disposed of (appropriately) so that it cannot be reused
Behaviours	The measures necessary to minimise the risk of spread of infection rely on everyone taking responsibility for their actions and behaviours. Encourage open and collaborative approach where any issues can be reported/openly discussed and addressed.