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|  | Risk Assessment Ref: | TPS-RA004.1-COVID SECURE-HQ-MM |  |
| | Location: | Head Office, Wincomblee Road, Newcastle, NE6 3PF | |
| | Date Issued: | 28/05/2020 | |
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| What are the hazards: | Who might be harmed and how? | Risk Rating | | | Control Measures | Residual Risk Rating | | |
|---|---|-------------|----------|------|---|----------------------|----------|------|
| | | Probability | Severity | Risk | | Probability | Severity | Risk |
| Transmission of COVID-19 while: Attending and leaving work | <p><u>Who:</u> Thompson Group Employees, wider population.</p> <p><u>How:</u> Transfer of COVID-19 infection to others causing illness which may result in fatality</p> | 3 | 5 | M | <p>Staff who can effectively work from home have been instructed to do so.</p> <p>Vehicles used in the course of any work activity including attending and leaving site will only have one occupant to maintain social distancing unless cohorts are used.</p> <p>Arrival and departure times staggered to ensure staff can maintain social distancing at entry and exit points.</p> <p>Hand sanitisation stations set up at entry and exit points to allow staff to sanitise hands on arrival and departure.</p> <p>Staff conduct individual temperature testing on arrival and record findings</p> <p>All relevant instruction and information on procedures and risks have been communicated to staff.</p> | 1 | 5 | L |

| What are the hazards: | Who might be harmed and how? | Risk Rating | | | Control Measures | Residual Risk Rating | | |
|---|---|-------------|----------|------|--|----------------------|----------|------|
| | | Probability | Severity | Risk | | Probability | Severity | Risk |
| Transmission of COVID-19 while: In work area | <p><u>Who:</u> Thompson Group Employees, wider population.</p> <p><u>How:</u> Transfer of COVID-19 infection to others causing illness which may result in fatality</p> | 3 | 5 | H | <p>Staff to maintain social distancing where possible.</p> <p>Minimum amount of staff assigned to tasks to ensure social distancing where safe and possible.</p> <p>Work organised to maintain social distancing where possible.</p> <p>Floor marked to indicate 2m distancing.</p> <p>Signage in place to remind and instruct staff on social distancing rules.</p> <p>Where social distancing can not be achieved, staff are to work 'face to face' for the minimum time possible and should attempt to work 'side by side' where appropriate.</p> <p>Surfaces likely to be contaminated are sanitised regularly.</p> <p>Shared equipment is to be discouraged and sanitised between uses where appropriate.</p> <p>Sanctuary areas introduced on walkways to allow safe passage of staff.</p> <p>Individual workstations taped of to deter encroachment within 2m.</p> <p>Individuals or cohorts have been issued with hand sanitiser</p> | 1 | 5 | L |

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|---|---|-------------|----------|------|---|----------------------|----------|------|
| | | Probability | Severity | Risk | | Probability | Severity | Risk |
| Transmission of COVID-19 while: In common areas | <p><u>Who:</u> Thompson Group Employees, wider population.</p> <p><u>How:</u> Transfer of COVID-19 infection to others causing illness which may result in fatality</p> | 3 | 5 | H | <p>Common area use should be limited, and social distancing maintained at all times.</p> <p>Breaks should be taken individually and/or taken in vehicles/outdoors to ensure social distancing is observed.</p> <p>Common areas sanitised by designated individuals at regular intervals.</p> <p>Toilet breaks should be taken individually, and social distancing maintained where possible.</p> <p>Increase of contract cleaning service</p> <p>Frequently touched surfaces sanitised by designated individuals at regular intervals</p> | 1 | 5 | L |
| Transmission of COVID-19 while: Visitors attend site | <p><u>Who:</u> Thompson Group Employees, wider population.</p> <p><u>How:</u> Transfer of COVID-19 infection to others causing illness which may result in fatality</p> | 3 | 5 | H | <p>Site visits are to be discouraged and other means such as telephone / video calls should be adopted.</p> <p>All visitors must be instructed on the contents of risk Assessment and that social distancing must be maintained throughout visit.</p> <p>Visitor numbers must be reduced, and any non-essential visitors are to be denied access to work site.</p> | 1 | 5 | L |

| What are the hazards: | Who might be harmed and how? | Risk Rating | | | Control Measures | Residual Risk Rating | | |
|---|---|-------------|----------|------|--|----------------------|----------|------|
| | | Probability | Severity | Risk | | Probability | Severity | Risk |
| Transmission of COVID-19 while: Moving around work environment | <p><u>Who:</u> Thompson Group Employees, wider population.</p> <p><u>How:</u> Transfer of COVID-19 infection to others causing illness which may result in fatality</p> | 3 | 5 | H | <p>Staff are to limit trips through work area to maintain social distancing as much as possible.</p> <p>'Right of way' policy to be adopted in corridors and stairwells etc. Maintain social distancing and allow others to pass safely where possible.</p> <p>Procedures in place to restrict office traffic.</p> <p>Staff placed in cohorts to restrict social interaction outside designated groups</p> | 1 | 5 | L |