

Workplace Risk Assessment Reference:	A110263	Assessor:	Manager responsible for residual risk:	
Work Area:	Site wide at RPLS & RPLT	Andy Benning	Rod Baggott	
Date Risk Assessment undertaken:	20th August 2021	Others involved in the assessment:	Managers Signature of residual risk acceptance:	Date:
Review Date Due:	19th November 2021	Business Continuity Management Team with input from the LWC & Safety Representatives.		

Introduction:

This workplace risk assessment has been developed to identify, assess and control the risks of COVID-19 commonly known as Coronavirus infection in the workplace. It is also intended to introduce consistent measures in all RPL work areas and has been developed in accordance with the Government guidance documents on working safely during COVID-19 and requirements of Health and Safety legislation e.g Management of Health and Safety at work regulations 1999 These have been exceptional time and RPL will comply with the latest guidance at all times. In conjunction with changes in society RPL is now on the journey to returning to a new normal

All Health and Safety requirements of any work activity must not be compromised at this time. If an activity cannot be undertaken safely by fulfilling any aspects of this workplace risk assessment it should be immediately stopped. Please be reminded that all personnel are empowered to stop a process or behaviour that may cause harm to themselves or others via a stop, call, wait. In accordance with the Ricoh way production system KF#1 'think safety, act safely'.

Risk Assessment Scoring Matrix

The risk assessment will be scored in the normal way by multiplying the likelihood of the hazard being encountered by the severity of the hazard if realised. This will be scored pre and post control to check the control measures are effective.

Likelihood: 1 = Very Unlikely, 2 = Unlikely, 3 = Likely, 4 = Very Likely, 5 = Certain

Severity: 1 = No lost time Injury/Damage, 2 = Minor Injury (Less than 1 day lost), 3 = Japanese Reportable injury (between 1 & 7 days lost), 4 = RIDDOR Reportable injury (more than 7 days lost), 5 = Fatal/catastrophic

		1	2	3	4	5	The multiplication of the Likelihood and Severity will give a total score Red = High risk Amber = Medium risk Green = Low risk
Likelihood	1	1	2	3	4	5	
	2	2	4	6	8	10	
	3	3	6	9	12	15	
	4	4	8	12	16	20	
	5	5	10	15	20	25	
		Severity					

Identification of the hazards, who could be harmed and how	Pre Control			Controlling the risks – Post Control					
	L	S	Risk Score	Controls in place			L	S	Risk Score
<p>Transmission of COVID-19 by any infected Associate, Contractor, Employee or visitor to a vulnerable person.</p> <p>In the COVID-19 government guidance, it refers certain ages or medical conditions which identify if persons fall in the categories of Clinically vulnerable and Clinically extremely vulnerable.</p>	4	5	20 High Risk	<ul style="list-style-type: none"> RPL will follow any government guidelines as set for clinically vulnerable and extremely clinically vulnerable persons however, Shielding is currently paused. Although the advice to shield has ended, clinically extremely vulnerable people must continue to follow the rules that are in place for everyone. Considerations are made for these persons when we review controls and consider any easing. RPL are advising clinically extremely vulnerable people to continue to take extra precautions to protect themselves. Those deemed as clinically vulnerable undergo individual case reviews with Occupational Health and only enter RPL sites until its deemed safe to do so. The list of staff coming onto site will be approved in conjunction between Occupational Health and Human Resources. HR, with the support of Occupational Health, will work with employees to identify any new cases that should fall into either category since these controls were first introduced, this process also includes new and expectant mothers and the risk assessment process has been amended to cover COVID controls. Expectant mothers risk assessments will follow the latest government and HSE advice. RPL stopped all non-essential visitors and contractors attending site however moving forward we will be open for business in a covid secure way. Any visitors or contractors attending site are subject to site access controls in advance to arriving and are in accordance with government guidelines or enhanced RPL control, this includes the completion of the visitor questionnaire which includes the COVID 19 targeted symptoms, countries visited in the previous 14 days, and outlines the site rules. The movement of these people on site is managed and restricted as appropriate by their RPL host and a guidance document has been published regarding the correct procedure to be followed for the different types of visitors (ref: COVID 19 – Stakeholder Site Access Controls Process). 			1	5	5 Low Risk

				<ul style="list-style-type: none"> • HS-GUD-021 - Rules on site protecting the workforce COVID-19 document also states the rules regarding self-isolation and goes beyond the current stay at home government guidance. • Social distancing & hygiene procedures will help to protect vulnerable persons and all others attending RPL's sites, this is a key consideration when determining safe returns to work for types of vulnerable people. • Young workers may be required to attend college, the COVID risk assessment for the respective destination must be approved by H&S prior to the student attending. As part of this process the appropriate provisions will be made, e.g issuing face coverings. • HS-GUD-021 - Rules on site protecting the workforce COVID-19 document states RPL issued face masks must be worn by all persons on site (unless exempt): When mobile (travelling beyond a work space) *, or When working within 2m of someone, inside or out (unless Perspex screens are in place) ** The above does not override existing PPE requirements or replace the need for social distancing, regular hand washing and good hygiene practices. *examples of a workspace include production stations, inspection stations, office desks, meeting rooms, production print machines, canteen tables, warehouse & warehouse trucks. ** For tasks which require face to face working, within 2m+, for more than 5 minutes the requirements of HS-GUD-024 must be followed. 			
Transmission of COVID-19 by any infected Associate, Contractor, Employee or visitor to a person when travelling to/from RPL sites.	4	5	20 High Risk	<ul style="list-style-type: none"> • HS-GUD-021 - Rules on site protecting the workforce COVID-19 document states that; You should travel to work alone or get a lift by a member in the same household as long as they are not currently under a period of self-isolation. If you cannot get to work via the above methods, you can cycle or walk by maintaining a 2-metre distance. If this is not at all possible you may use public transport or car share, but you must wear a face covering (unless exempt) and should act in the spirit of social distancing measures by remaining 2 metres apart as recommended: <ul style="list-style-type: none"> - Use of taxis: When using a taxi ensure to sit in the rear nearside (passenger side) to remain as far as possible away from the driver. It is advised that you use taxis alone without further passengers as this will further allow for social distancing. - Buses / Trains: You should practice social distancing to allow 2 metres between yourselves and other passengers. - Car sharing: If there is no option but to share a car with people who are not part of the same household, journeys should be shared with the same individuals and with the minimum number of people at any one time. Good ventilation (i.e. keeping the windows open), sitting as far apart as possible and facing away from each other may help to reduce the risk of transmission. Private vehicles that are used by people from multiple households should be cleaned regularly using gloves and standard cleaning products with emphasis on handles and other areas where passengers may touch surfaces. - The government have published guidance on how to make and wear a cloth face covering via this web address below. - https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering • Cycles are to be kept in the bike shelter, maintain a 2-metre distance from others whilst in the vicinity of the bike shelter. • Controls in place at each building main entrance to ensure a 2-metre gap is maintained whilst accessing site with access to hand cleaning products available at all entrances. 	1	5	5 Low Risk
Transmission of COVID-19 by any infected Associate, Contractor, Employee or visitor to a person at RPL site access points.	4	5	20 High Risk	<ul style="list-style-type: none"> • Face masks are available at all main entrance points with signage and instructions for use. • HS-GUD-021 - Rules on site protecting the workforce COVID-19 document states RPL issued face masks must be worn by all persons on site (unless exempt): When mobile (travelling beyond a work space) *, or When working within 2m of someone, inside or out (unless Perspex screens are in place) ** The above does not override existing PPE requirements or replace the need for social distancing, regular hand washing and good hygiene practices. *examples of a workspace include production stations, inspection stations, office desks, meeting rooms, production print machines, canteen tables, warehouse & warehouse trucks. ** For tasks which require face to face working, within 2m+, for more than 5 minutes the requirements of HS-GUD-024 must be followed. 	1	5	5 Low Risk

				<ul style="list-style-type: none"> • Hand sanitising facilities have been provided at all main entrances and exits, all persons required to wash or clean their hands upon entering or leaving the site whilst maintaining a safe 2 metre distance. Signage provided throughout to remind people of the need to wash/ sanitise hands and to maintain 2m social distancing. • Shifts are separated to reduce congestion and contact within immediate building corridors. • Regular cleaning of common contact surfaces at site access points including, security gatehouse and back gate. • HGV Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before handling goods or paperwork. A 2-metre distance must be maintained when the driver checks over the load or liaises with RPL staff, local procedures are in place locally where required. • Warehouse staff are maintaining safe distance by using a trolley and wearing disposable gloves when handling goods/paperwork and are regularly cleaning manual handling equipment e.g pump truck/FLT's. Stores areas are socially distanced by their work area. • At RPLT four temporary toilets are available on site for delivery/HGV drivers use only, these are serviced by an outside contractor weekly with additional cleaning performed by the onsite cleaning contractor between these times. At RPLS an external driver toilet is available to delivery drivers. 			
Transmission of COVID-19 by any infected Associate, Contractor, Employee or visitor to a person due to inadequate, congested or insufficient use of hand washing facilities, toilet facilities, changing facilities, showers and smoking facilities.	4	5	20 High Risk	<ul style="list-style-type: none"> • Soap, fresh water and drying facilities are readily available, and soap is always kept topped up. Barrier cream is available on site to protect hands from increased hand cleaning regimes. • Additional external toilets and hand cleaning products have been provided for drivers. • Frequent, regular breaks allow for all persons to wash their hands regularly. • Posters of correct UK government approved handwashing techniques are displayed in hand washing areas. Signage across the sites gives regular reminders of cleaning and hygiene standards. • We have provided hand sanitiser which is replenished regularly where hand washing facilities are unavailable and at other prominent points around the sites including all main site entrances, corridors, near toilets etc. • Enhanced cleaning regimes are in place for the facilities particularly door handles, push plates, locks, toilet flush, taps, dryers, showers, locker rooms and paper towel dispensers. Reference cleaning section below. • Suitable and sufficient rubbish bins are provided with regular removal and disposal. • Occupancy restrictions have been placed on the number of people using facilities at any one time to maintain a safe 2 metre distance. This is identified by signage. • Shifts are separated to reduce congestion and contact within immediate building corridors. • HS-GUD-021 - Rules on site protecting the workforce COVID-19 document states RPL issued face masks must be worn by all persons on site (unless exempt): When mobile (travelling beyond a work space) *, or When working within 2m of someone, inside or out (unless Perspex screens are in place) **. The above does not override existing PPE requirements or replace the need for social distancing, regular hand washing and good hygiene practices. *examples of a workspace include production stations, inspection stations, office desks, meeting rooms, production print machines, canteen tables, warehouse & warehouse trucks. ** For tasks which require face to face working, within 2m+, for more than 5 minutes the requirements of HS-GUD-024 must be followed. 	1	5	5 Low Risk
Transmission of COVID-19 by any infected Associate, Contractor, Employee or visitor to a person in a canteen or due to inadequate eating arrangements.	4	5	20 High Risk	<ul style="list-style-type: none"> • There is a requirement for RPL to provide means of heating food and making hot drinks so in accordance with HS-GUD-021 - Rules on site protecting the workforce COVID-19 document cleaning products are available in vicinity so items such as microwaves and hot water dispensers can be thoroughly cleaned between uses. • Dedicated eating areas are identified on site to reduce food waste and contamination. • Break times have been staggered to reduce congestion and contact. • One-way systems in operation were needed to reduce congestion or crossing at pinch points. • Occupancy limits set in canteens and rest areas. • Hand cleaning facilities or hand sanitiser is available at the entrance of canteen areas and must be used by workers when entering and leaving the areas. Signage in place to remind people. • Pre-prepared meals and refillable drinking bottles are permitted from home this includes own crockery, eating utensils, cups etc. • A food service is available in RPL which has its own COVID risk assessment/method statement to ensure all RPL and Government guidelines are adhered to. This has been prepared by Olive Catering • No sharing of food amongst colleagues even wrapped food e.g birthday chocolates. • Workers must sit 2 metres apart from each other whilst eating and avoid all contact (exception to those living together). Eating areas have been set up in this arrangement and are maintained via floor markings and rest areas have posters taped to the seats showing those unavailable due to social distancing. 	1	5	5 Low Risk

				<ul style="list-style-type: none"> • Tables are cleaned between each use, some canteens/rest areas may be locked between break times dependant of numbers on site. In addition, all eating areas are thoroughly cleaned regularly including chairs, tables and door handles. • All rubbish must be put straight in the bin and not left for someone else to clear up. • As and when further catering/vending services are re-introduced controls are in place to ensure this is done via suitable and sufficient risk assessments and method statements. 			
Transmission of COVID-19 by any infected Associate, Contractor, Employee or visitor to a person due to close working.	4	5	20 High Risk	<ul style="list-style-type: none"> • It is mandatory to wear an RPL issued face mask within all RPL buildings, and at all times. The only occasions when face masks may be removed are: <ul style="list-style-type: none"> - Whilst eating & drinking when seated within allocated canteen, rest area or office spaces. - When seated alone in a meeting room/ office. – - When working alone in isolated areas such as roof voids, plant rooms, etc. - When outside, providing 2-metre social distancing can be maintained. This is detailed in HS-GUD-025 general masks and includes those declared medically exempt from wearing a face mask either part or all the time. • Non-essential physical work that requires close contact between workers will not be carried out. • Work requiring skin to skin contact will not be carried out. • Although from 4th July 2020 the government advised to socially distance 2m where possible but maintain 1m+, RPL had no plans to change the site rules and reduce from 2-metres at this time. The only exceptions are; <ul style="list-style-type: none"> - persons living in the same household, - persons administering first aid with PPE and other controls in place, - Some rare critical tasks which cannot be completed safely whilst maintaining 2m social distancing. Separate site rules and controls, outlined in HS-GUD-024, have been put in place for managing these rare essential tasks taking longer than 5 minutes. • Processes are reviewed prior to operation or amendment to ensure that workers can socially distance to 2m from colleagues. Where this is not possible Perspex screens have been installed. • Workstations have been adjusted to accommodate 2 metre social distance and minimise contact between workers. E.g by including extensions to conveyors, using straps in manual handling processes or introduction of screening between colleagues. • All fixed workstations at risk of breaching 2 metre social distance have been marked with red tape which indicate the 2-metre social distancing zone which cannot be encroached or to switch staff in/out. Identification of areas where people have to directly pass things to one another and finding alternative ways to remove direct contact through chutes or drop off points to transfer. • Maximum Occupancy in office areas identified on floor plans and communicated to the workers in these areas, one-way systems have been introduced including offices. In offices desks are cleaned at the start, during and end of working day or between users. • Replenishment of Operations supplies before, during breaks and after work to limit the interaction between different groups of workers e.g Operations/Warehouse. • HS-GUD-021 - Rules on site protecting the workforce COVID-19 includes an assessment of understanding which must be completed before commencing work and is required to be re-completed following a significant rule change. • Enclosed spaces are reviewed prior to commencing work activities as additional ventilation may be required via the permit to work process. • Utilisation of regular workers on regular shifts rather than mixed to ensure continuity and have the same persons on processes, ergonomic risk assessments undertaken of amended individual use workstations. • Individual lockers are available for all staff to provide more storage for clothes and bags. • Procedures in place in Stores and Warehouse to ensure social distancing during deliveries and exchange of documentation in this process. 	1	5	5 Low Risk
Transmission of COVID-19 by any infected Associate, Contractor, Employee or visitor to a person through personal protective equipment.	4	5	20 High Risk	<ul style="list-style-type: none"> • Re-usable PPE must be thoroughly cleaned after use and not shared between workers. • Single use PPE should be disposed of in general waste so that it cannot be reused with the exception of PPE used to clean a confirmed/suspected COVID-19 case. Procedures in place to deal with reusable and disposable PPE when cleaning in H&S document HS-GUD-022 cleaning the workplace and in HS-GUD-024 working within 2 metres. Many types of reusable PPE is owned individually e.g hats, RPE, RPE hood etc but e.g Versaflo battery packs may be shared between staff. 	1	5	5 Low Risk

				<ul style="list-style-type: none"> • H&S document HS-GUD-023 - Removing Gloves to avoid contamination provides guidance on the correct technique. • H&S document HS-GUD-025 general masks issued to provide guidance on masks and face coverings in the workplace. • COVID related safety tours are being completed by safety representatives and Management to ensure the controls implemented in this risk assessment are being adhered to and working practically. • There is a requirement of all persons on site to complete a face mask toolbox talk to ensure adequate understanding of how to safely put on, remove and safely dispose of a face mask. There are also existing toolbox talks which require completion for those who wear respiratory protective equipment. • In addition to face masks, face shields have been offered as an additional PPE item FOC for anyone who wishes to wear one. 			
Transmission of COVID-19 by any infected Associate, Contractor, Employee or visitor to a person during Site Meetings.	4	5	20 High Risk	<ul style="list-style-type: none"> • Attendees should be two metres apart from each other. • Rooms are well ventilated by RPL air handling units. • Meeting rooms and smoking areas have limitations on occupancy levels and are set up accordingly to maintain this including signage. • HS-GUD-021 - Rules on site protecting the workforce COVID-19 document states that workers must stick within their working building and travel to other RPL buildings as little as possible. • Sanitisation tables are available in all meeting rooms and staff are instructed to clean before and after meetings as well as when equipment changes hands. 	1	5	5 Low Risk
Transmission of COVID-19 by any infected Associate, Contractor, Employee or visitor due to inadequate cleaning of potentially contaminated surfaces or equipment.	4	5	20 High Risk	<ul style="list-style-type: none"> • Enhanced cleaning procedures of touchpoints are in place across the sites, including: <ul style="list-style-type: none"> - Taps and washing facilities - Toilet flush and seats - Door handles and push plates - Hand rails on staircases and corridors - Machinery and equipment controls - inside of cabins e.g FLT's - Food preparation and eating surfaces - Telephone equipment - Keyboards, photocopiers and other office equipment • Method statement and specification for high level cleaning provided by cleaning contractors Prime Facilities to ensure cleaning regime meets the requirements of COVID-19 government and RPL guidance. A revised schedule was issued on 4th November to include an evening cleaning service, more frequent cleaning regimes (hourly) and additional touchpoints in the locker rooms. • HS-GUD-021 - Rules on site protecting the workforce COVID-19 document which states that all persons must the clean their immediate workstation regularly and at the start/end of the working day. • Document HS-GUD-022 has been issued to provide guidance on how to clean work areas and what to do in the event of a suspected or confirmed COVID-19 case regarding cleaning. • No equipment to be shared. If equipment changes hands, e.g due to a job rotation or shift change, it is thoroughly cleaned between uses. This includes items outside of operations including desk phones, ascoms, keys etc. • Signage across the sites giving regular reminders of cleaning and hygiene standards. • Waste collection has been increased throughout the day. • Restrictions on the use of isopropanol across the site has been lifted as long as safe working procedures are followed. • Packaging and raw materials coming into RPL are usually stored for greater than 72 hours before handling but hygiene procedures are in place for items which have arrived on site and handled within this timeframe and beyond. • A guidance document on RPL's response to a suspected case of COVID-19 has been published. This strictly follows the latest Public Health England advice, reference Guidelines for Responding to a Suspected COVID case. • Stylus pens have been provided to reduce contact points on touch screen and photocopiers. Door hooks are available to reduce contact on door handles. 	1	5	5 Low Risk
Changes to the workstation layout and increased home working could cause musculoskeletal disorders, strains/sprain or Manual Handling injuries.	3	4	12 High Risk	<ul style="list-style-type: none"> • H&S were involved in the process of setting up the adjusting Operations areas to ensure no ergonomic risk was introduced. A full ergonomic assessment is undertaken on any adjusted stations. The tact times are adjusted to reflect new ways of working. • Workers have received manual handling training where manual handling is required. • ROSE station status remains in place on workstations prior to use. 	2	4	8 Medium Risk

				<ul style="list-style-type: none"> All workers are empowered to raise a stop, call, wait if required and this has been reinforced during COVID-19 via communications and Employee consultative bodies. Provision of equipment for people working from home e.g software to ensure remote access to work systems, hardware e.g monitors, keyboards, mice and desk chairs. Information, instruction, and training on how to set up and safely use DSE in the home working environment has been implemented. We launched a new DSE software package called Agile working on 6th October. This DSE assessment packages covers information, training and assessment on active working, hot-desking, space management, homeworking and remote working. 			
<p>Risks of developing other ill health e.g poor mental health through pressures of not working, working from home, changing job responsibilities or new ways of working.</p> <p>The risk of dermatitis and other skin conditions</p>	3	4	12 High Risk	<ul style="list-style-type: none"> Allowing those shielding or restricted to still be able to work from the home environment with adequate equipment, information, instruction and training. Regular communication from the Management team to the whole workforce to update on key business announcements. Alternative ways of communicating e.g Facebook page to ensure everyone receives the same message in a timely manner but also as a chance to feel better connected and comment with the organisation inside or outside of work. A weekly Wellbeing Wednesday email giving hints and tips for all to assist their wellbeing. Availability of Occupational Health, HR, H&S and Management to speak with employees Continuation of Open-Door sessions for open conversation between different groups. Regular keep in touch meetings/calls with people working from home or furloughed through line managers and department managers. Continuation of existing support from employee assistance programmes e.g Paycare and external support services are being communicated regularly. Advice has been issued by health and safety regarding skincare following increase hand cleaning regimes. All staff working from home will be required to attend site one day per week, this will enable safe interactions and will start on the journey of RPL's new normal. 	2	4	8 Medium Risk
Transmission of COVID-19 by any infected Associate, Contractor, Employee or visitor during First aid treatment	4	5	20 High Risk	<ul style="list-style-type: none"> First aid treatment will continue on site and, in these instances, a sensible approach should be followed. In the event of CPR being required all first aiders have access to CPR face shield to place on the mouth of a patient to prevent the spread of infection between both parties. Provision and requirement of first aiders to wear Personal Protective Equipment when giving first aid treatment, comprising of gloves and a full-face shield. Although not PPE a face covering is also required to be worn. First aiders will ask patients to face in another direction where practical whilst giving first aid. HS-GUD-021 - Rules on site protecting the workforce COVID-19 document states RPL issued face masks must be worn by all persons on site (unless exempt): When mobile (travelling beyond a work space) *, or When working within 2m of someone, inside or out (unless Perspex screens are in place) ** The above does not override existing PPE requirements or replace the need for social distancing, regular hand washing and good hygiene practices. *examples of a workspace include production stations, inspection stations, office desks, meeting rooms, production print machines, canteen tables, warehouse & warehouse trucks.** For tasks which require face to face working, within 2m+, for more than 5 minutes the requirements of HS-GUD-024 must be followed. First aid qualifications and refreshers have recommenced. All details will be given to the first aider prior to training in the joining instructions. RPL will train staff in accordance with the HSE guidance and on occasions do this on-site. 	1	5	5 Low Risk
<p>To reduce the number of touch points on site, a number of fire doors have been propped open. RPL sites are built and separated into fire compartments meeting varying fire rated standards for doors, walls and windows.</p> <p>The risk of a fire on site still remains unlikely however, by propping open doors it increases the severity if a fire occurred. Fire will spread quickly if it cannot be contained within a fire compartment that has fire rated walls/doors.</p>	2	5	10 Medium Risk	<ul style="list-style-type: none"> Fire compartments have been studied and where possible some doors have been opened. Those identified as being open will have a numbered wedge which indicates and corresponds with the door number. All other doors onsite must remain closed to mitigate the fire spread risk. In the event of an emergency evacuation, a procedure is in place whereby the Manager/lead and submits to lead evacuation marshal at the fire panel. This includes the removal of wedges. Continuation of emergency evacuation tests to monitor effectiveness. 2-metre social distancing encouraged at muster points – space is available to enable this but regularly reviewed as the numbers of persons on site fluctuates. 3D printed door handle openers have been made available to staff if they wish use them, the aim of which to reduce touch points. 	2	5	10 Medium Risk

Transmission of COVID-19 to an Employee during a Company business trip in the UK or Overseas.	2	5	10 Medium Risk	<ul style="list-style-type: none"> RPL has stopped all non-essential business travel for all persons. Only essential travel, approved by the Board, is permitted. During this process a justification is given as to why the purpose can't be satisfied remotely. The COVID-19 risks associated with the countries being visited will be considered in line with Foreign Office guidance and Company policy. Any Employees uncomfortable about travelling will not be required to travel. Employees must not travel if they are experiencing any coronavirus symptoms or are self-isolating in line with UK Gov guidance. All travel is booked through the travel booking process. When planning the travel, the busiest times and routes will be avoided; the public health requirements for the commute and destination will be considered when planning the safest route whilst considering all other H&S risks e.g. fatigue. Accommodation is checked to ensure it meets COVID-19 secure expectations and guidance is issued on documentation, local controls, quarantine rules etc that may be necessary for the trip. The travel booking process gives access to a 24/7 helpline should difficulties be encountered on the trip e.g if someone becomes unwell. RPL travel insurances cover COVID-19 so should an Employee become ill whilst on the business trip further guidance and support will be provided to the Employee and their family by HR. Travellers should wash or sanitise hands regularly, particularly after touching surfaces, for example luggage trolley handles, self-service check-in and security trays. Small bottles of hand sanitiser will be made available to all travellers. Where possible, employees should check-in online to avoid face-to-face contact at the airport. Employees are encouraged to check in baggage to the aircraft hold and minimise any hand baggage. This will speed up boarding and disembarking and minimise the risk of transmission. Face coverings must be worn whilst using public transport (unless exemptions apply) and as per local regulations. It is recommended that they are worn for business contact activities. The COVID-19 controls in place at the destination Company are requested in advance of the trip and checked for suitability. Where the travel involves practical work at the destination a Risk Assessment/ Method statement must be completed, reflecting COVID-19 controls of both RPL and the destination Company. All required equipment, including PPE & cleaning materials, will be made available to support the activity. During the business trip 2-metre social distancing is to be maintained where possible. Where this is not possible local guidelines are followed. Quarantine restrictions are followed in accordance with UK government guidelines, visiting country requirements and RPL site rules. Sanitisation products available for when using when using RPL pool cars/vehicles. Workers may be required to attend college/university, the COVID risk assessment for the respective destination must be approved by H&S prior to the student attending. As part of this process the appropriate provisions will be made, e.g issuing face coverings. 	2	5	10 Medium Risk
Poor workplace ventilation leading to risks of coronavirus spreading	2	5	10 Medium Risk	<ul style="list-style-type: none"> Offices and Occupied areas are supplied with fresh air at a minimum rate of 20 litres per person per second based on full occupancy. This is over double the recommended amount of fresh air in accordance with the HSE and Chartered Institution of Building Services Engineers. In the colder months we have to balance this with thermal comfort; however, we will not reduce lower than the recommended ventilation rate of 10 litres per person per second based on full occupancy. Filters are replaced and systems are serviced in accordance with our regular maintenance procedures and manufacturers guidance. RPLS doesn't have as many AU's but windows/vents can be opened, and we have low occupancy and vast spaces It is not possible to open most windows or external doors across the sites. Ventilation assessments have been undertaken at both RPL sites. One industrial fan is used in RPL2, the use of this is controlled following H&S advice taken by an external expert. 	1	5	5 Low Risk
Transmission of COVID-19 during Health Surveillance programme	2	5	10 Medium Risk	<ul style="list-style-type: none"> The UK Health and Safety Executive (HSE) has issued guidance on Health surveillance and safety critical medicals during the coronavirus (COVID-19) pandemic, this guidance is being followed at RPL. RPL is performing health surveillance remotely via questionnaires. For questionnaires requiring follow up, this is being done by telephone, video or, if considered necessary, face to face assessment in a COVID-secure environment 	1	5	5 Low Risk

				and a safe system of work has been developed in conjunction with Telford Occupational Health service regarding Audiometry, Spirometry, safety critical medicals and meetings.			
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