

| RA500 – COVID-19 & MVK Offices | | | | | | | Rev: 8 | RISK FACTOR | | |
|--|--|---------|-----------|---|--------------------|----------------|--|--|--------------------|-----------------------|
| All MV Kelly Offices | | | | | | | Page: 1 of 2 | 0-9 | LOW | |
| | | | | | | | | 10-15 | MEDIUM | |
| | | | | | | | | 16-25 | HIGH | |
| HAZARD | CONSEQUENCE | AT RISK | | ASSESSMENT Severity x Probability = Risk Factor | | | CONTROL MEASURES | RESIDUAL RISK Severity x Probability = Risk Factor | | |
| | | PUBLIC | OPERATIVE | SEVERITY 0-5 | PROBABILITY 0-5 | RISK BEFORE | | SEVERITY 0-5 | PROBABILITY 0-5 | RISK WITH CONTROLS |
| Exposure to someone with COVID-19 | Ill health and possible spreading of the virus | ✓ | ✓ | 5 | 4 | 20 | Self-isolate immediately if: <ul style="list-style-type: none"> you have any symptoms of COVID-19 (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) you've tested positive for COVID-19 – this means you have the virus You have been advised to by NHS Test & Trace Ensure you are following current testing and self-isolation rules https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection | 5 | 2 | 10 |
| Working from home rather than an MV Kelly Office under Covid-19 conditions | Ill health and possible spreading of the virus | ✓ | ✓ | 5 | 4 | 20 | <ul style="list-style-type: none"> IT to continue to plan for home working when required. Line Managers to continue to individually consult & review with staff who are working from home. Home working checklist to be sent to all staff working at home to review their home computer set-up, workstation, actions to be taken as necessary. | 5 | 2 | 10 |
| Working in MV Kelly offices under Covid-19 guidelines when not effective to work from home | Ill health and possible spreading of the virus | ✓ | ✓ | 5 | 4 | 20 | <ul style="list-style-type: none"> Turn people with coronavirus symptoms away. Issued all office staff safe working guidelines. Each office has ample supplies of anti-bacterial cleaners, hand washing facilities and sanitiser and all staff are encouraged to clean hands frequently. Regular cleaning through appointed cleaning contractors in each office Regular cleaning of all surfaces/ common contact points throughout the day. | 5 | 2 | 10 |
| Office Access Points | Ill health and possible spreading of the virus | ✓ | ✓ | 5 | 4 | 20 | <ul style="list-style-type: none"> Additional Covid-19 signage at entrances, including the 'Staying Covid-19 Secure in 2020' poster. Visitors sign in and use hand gel. Provide hand cleaning facilities at entrances and exits. | 5 | 2 | 10 |

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| Kitchen/Canteen, Toilet areas (Showers in Birmingham Office) | Ill health and possible spreading of the virus | ✓ | ✓ | 5 | 4 | 20 | <ul style="list-style-type: none"> All surfaces to be regularly cleaned. Break times are staggered to reduce crowding All appliances must be consistently cleaned before and after use by the user. Toilets to be cleaned regularly by external cleaners. Wash hands before and after use. Showers can be used; cleaning will continue to avoid legionella risks. | 5 | 2 | 10 |
| Communal areas | Ill health and possible spreading of the virus | ✓ | ✓ | 5 | 4 | 20 | <ul style="list-style-type: none"> Doors to be wedged open during working hours Print rooms to have sanitiser wipes/spray available for cleaning touch screen faces and surfaces | 5 | 2 | 10 |
| Suspected case whilst working in the office | Ill health and possible spreading of the virus | ✓ | ✓ | 5 | 4 | 20 | <ul style="list-style-type: none"> Staff member to go home immediately, if they refuse, they must be sent home by a member of the MV Kelly office management team. Arrangements to get them home should be considered, i.e. did they use Public transport to get to work, this should be avoided, they may have a family member who could collect them from the office. The staff member must then follow the governments guidance on self-isolation. Office management to arrange for thorough cleaning in line with guidance. | 5 | 2 | 10 |
| Mental Health | Health issues | ✓ | ✓ | 5 | 4 | 20 | <ul style="list-style-type: none"> Communication sheet sent to all staff with helpline numbers for both outside organisations as well as trained MV Kelly staff. Employee Assistance program in operation and regular communication of this to all staff. | 5 | 2 | 10 |
| Monitoring arrangements | Ill health and possible spreading of the virus | ✓ | ✓ | 5 | 4 | 20 | <ul style="list-style-type: none"> Weekly audits to be carried out at each office and any improvements / actions required acted on and closed out. | 5 | 2 | 10 |