

KOREC COVID-19 RESPONSE DOCUMENT JANUARY 2021

1. Scope of Document

Following the outbreak of Coronavirus/COVID-19 in March 2020, KOREC developed a Business Continuity Plan to ensure we were able to react appropriately to the situation whilst identifying and protecting crucial operations of the business. This BCP evolved over time as the pandemic became more widespread and was updated as we made the necessary changes to safeguard employees' health and enabling the business to continue operating.

For both the UK and Ireland we are continuing to review the latest government guidelines to ensure that as the coronavirus restrictions are changed, we remain compliant and focused on ensuring our staff are operating with minimum risk.

Whilst the majority of our employees are working from home and will continue to do so, there are other employees who need to be at work to carry out their roles.

This document will outline the steps taken to comply with the above-mentioned guidelines and will form a record of the processes and changes implemented in our locations and external practices.

It will also serve as an information hub for employees to access the latest information regarding the virus and what to do in the event of suspected illness.

2. COVID-19 Information

Symptoms & Transmission

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu.

Common symptoms of coronavirus include:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste
- shortness of breath or breathing difficulties.

Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

The virus that causes COVID-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks. The fluid or droplets land on objects and surfaces around the infected person. Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands. COVID-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Thorough and regular cleaning of frequently touched surfaces is essential.

While people are most likely to pass on the infection when they have symptoms, current information suggests that some infected people spread the virus to others prior to developing or displaying symptoms themselves.

What to do if you experience symptoms – UK

Information: It's a legal requirement to self-isolate if you test positive or are told to self-isolate by NHS Test and Trace. You could be fined if you do not self-isolate.

When to self-isolate: Self-isolate immediately if:

- you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- you live with someone who has symptoms or tested positive
- someone in your support bubble has symptoms or tested positive
- you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app
- you arrive in the UK from a country with a high coronavirus risk – see GOV.UK: how to self-isolate when you travel to the UK

Information: If you think you've been in contact with someone who has coronavirus, but you do not have symptoms and have not been told to self-isolate, continue to follow social distancing advice.

When to get a test: Get a test as soon as possible if you have any symptoms of coronavirus.

The test needs to be done in the first 8 days of having symptoms. You do not need to get a test if you have no symptoms or if you have different symptoms. Follow this link to get a test Get a test to check if you have coronavirus.

How long to self-isolate: If you have symptoms or have tested positive for coronavirus, you will usually need to self-isolate for at least 10 days.

You will usually need to self-isolate for 14 days if:

- someone you live with has symptoms or tested positive
- someone in your support bubble has symptoms or tested positive
- you've been told to self-isolate by NHS Test and Trace

For more information please visit <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>.

What to do if you experience symptoms – Ireland

If you or someone you live with experiences symptoms, you will need to self-isolate. If you have symptoms yourself, you will need to self-isolate and contact your GP or Out of Hours service to get a test.

If you live with someone who has symptoms of coronavirus or are a close contact of a confirmed case of coronavirus, you need to restrict your movements and self-isolate for at least 14 days.

If the person you live with has had a test and it is negative, you don't need to wait 14 days providing you have not experienced symptoms.

For more information please visit <https://www2.hse.ie/coronavirus/>.

When to seek help and how <https://www2.hse.ie/conditions/coronavirus/managing-coronavirus-at-home/when-to-get-medical-help-and-hospital-treatment.html>.

Reporting Symptoms

Notify your line Manager in accordance with usual absence reporting procedures if you are not able to attend work due to suspected coronavirus. You will be reminded of the isolation requirements and asked to keep the company updated on your condition. Prior to returning you will need to complete the COVID-19 Return to Work form. After the form has been reviewed your return will be confirmed to you. Please do not return to work without prior confirmation.

3. Risk Assessments

Detailed risk assessments including COVID-19 specific factors have been carried out for all four of our locations and are attached to this document. A template risk assessment has also been created for field-based activities. This will be completed in advance of any external visits to customer sites for demo or support purposes.

4. Company Locations

A detailed review of guidance supplied by both the UK and Irish Governments has been carried out and measures put in place in each location to ensure compliance and minimum risk to our staff and visitors.

UK locations have been assessed according to the 'Working safely during COVID-19 in offices and contact centres' document issued by HM Government on 11th May 2020.

Dublin has been assessed according to the 'Return to Work Safely Protocol' issued by the Irish Government on 8th May 2020.

HUNTINGDON

Huntingdon is open with some departments staffed by people working from the location who cannot work from home. The below measures continue to be implemented and enforced.

Hygiene

- Handwashing facilities available
- Hand sanitizer supplied in small refillable bottles – plus several wall mounted dispensers around the building
- Anti-bacterial wipes available for surface/door handle/stairs/other common touched areas
- Cleaning – office cleaner attending daily, surfaces and common areas cleaned regularly throughout the day
- Gloves – available for goods handling

- Masks – re-usable masks provided for all staff – disposable masks available for visitors/staff if needed
- Additional waste bins installed where needed
- Infra-red thermometer to be made available for staff use if requested
- Office and Department doors (not fire doors) to be kept open during working hours to minimise repeated handle touching

Distancing

- All employees and visitors to maintain minimum social distance from each other of 2m
- Floor area marked for visitors
- Workstations set up to respect 2m distance and minimise face to face working – perspex screens installed where appropriate
- Access to communal areas controlled to ensure distancing can be maintained
- One-way system for people moving around the building (downstairs only currently)
- Maximum people per room assessed and visible on shared meeting rooms/other communal spaces
- Minimal movement around the building – no unnecessary visits to other departments
- Non office-based staff visiting building to notify team of visit in advance and advised/reminded of distancing guidelines in place
- Visitors (including non-HUN based employees) to complete COVID Visitor form for Test & Trace purposes
- Hazard tape used on floors in certain areas to show visual representation of 2m distancing
- Customer visit area set up in reception and marked with tape
- Signage reminders where appropriate

Goods & Equipment Handling

- All deliveries to single point of entry to building – stores side entrance – signed appropriately
- All items removed from packaging and wiped with anti-bacterial wipes (gloves used for this process)
- Central transition area for goods moving through departments set up to minimise movement of people and goods around the building

LOCKDOWN UPDATE JANUARY 2021

Operations staff – all those currently working from HUN will continue to do so following all existing guidance as regards distancing, hygiene etc. with the return of face covering requirements. From 4th January 2021, the company requires any staff working there to wear a face covering at all times whilst moving around the building and whilst being in shared communal spaces. Sitting/standing at a stationary place of work will not require the wearing of a face covering. Face coverings will be provided by the company but employees are free to bring their own. We have also again staggered the workshop shifts to minimise the numbers of people in the department at any single time.

Visits to Huntingdon for anyone not based there should be for essential tasks only that cannot be done remotely. Any visit must be notified to Debbie Vincent in advance and a COVID visitor form should be provided for all non-HUN based visitors whether staff or customers. As above, for any visitors to Huntingdon (staff or customers) – as of today, Tuesday 5th January 2021 it will be mandatory to wear

a face covering at all times whilst moving around the building and whilst being in shared communal spaces.

Medical grade air purifiers have been ordered for use in shared spaces to further minimise risk to employees – these will be in place w/c 11th January 2021.

DUBLIN, CRAIGAVON & LIMERICK

These locations are currently operating with the below measures in place.

COVID-19 Induction

Each staff member must watch a KOREC COVID-19 induction training video that will outline the measures that will prevent the spread of COVID-19 in the workplace.

COVID-19 Representative

KOREC have appointed Alan Browne, Conor Smith and Reece Whelan as COVID-19 representatives to ensure COVID-19 measures are strictly adhered to in the workplace. They can also advise if there are any questions relating to COVID-19 work practices.

COVID-19 Logbook

Attendance is logged for all staff working in the office. This logbook will be managed by the COVID-19 representative in attendance. Any visitors that enter office area (except dispatch area at the rear) must also log their attendance and be made aware of the COVID-19 workplace measures. It would be preferred if possible, for visitors not to enter the building. It will also be required for field workers to log their customer/site visits.

COVID-19 PPE

Each member of staff has been issued with two face masks sent to their home address which are washable and reusable. The wearing of these masks is not mandatory, and it is up to each staff member to wear as they see fit.

Gloves, hand sanitizer and disinfectant cleaning products will be provided in the office and will be used as appropriate to minimise risk. Gloves, hand sanitizer and disinfectant cleaning products will be made available to each field worker in their vehicle.

COVID-19 Social Distancing

Signage and distance markings are in place around the workplace. A one-way system of moving around the building is in place to minimise cross traffic in smaller areas. Access to communal areas controlled to ensure distancing can be maintained. Field staff will notify Managers of intention to visit the office and also for visiting customers/sites.

COVID-19 Systematic Cleaning

Cleaning of work areas must be conducted using disinfectant cleaning products at regular intervals. A cleaning roster will be issued each week according to staff in attendance.

COVID-19 Manual Handling

All deliveries are to the rear entrance and the dispatch shelf has been fitted with a perspex screen. Social distancing should be maintained at all times. Gloves must be worn handling all deliveries and placed into a quarantine area before opening. Deliveries from courier companies should be quarantined for at least 24 hours. If field staff are collecting or delivering directly from customers/site they must also wear gloves and the quarantine period is extended to 48 hours. The quarantine areas

will be clearly marked out in the warehouse. For quick turnaround items where quarantine may not be possible then it will be necessary to wipe down and disinfect as required.

LEVEL 5 LOCKDOWN UPDATE JANUARY 2021

ALL LOCATIONS (DUBLIN, CRAIGAVON, LIMERICK)

During Level 5 KOREC office locations continue to operate.

Wherever possible staff will work from home to limit the numbers in attendance at office locations. Dublin has implemented staggered shift patterns for essential staff to minimise risk and exposure.

For essential field-based activities that cannot be carried out remotely all social distancing, hygiene and face covering measures will be necessary as outlined below.

When attending KOREC office locations please be aware of the measure in place as per below:

COVID-19 Induction

Each staff member must watch a KOREC COVID-19 induction training video that will outline the measures that will prevent the spread of COVID-19 in the workplace.

COVID-19 Representative

KOREC have appointed Alan Browne, Conor Smith and Reece Whelan as COVID-19 representatives to ensure COVID-19 measures are strictly adhered to in the workplace. They can also advise if there are any questions relating to COVID-19 work practices.

COVID-19 Logbook

It is the responsibility of each employee to keep a record of their movements for contact tracing purposes. This can be done in many ways and is at the discretion of the employee. In the case of office employees this record must track if they were working from home or one of the KOREC office locations. In the case of field employees this record must account for home, office and any other locations such as customer / site visits etc.

Please remember that the attendance of any visitors must also be logged if they enter any area except the dispatch area. The KOREC COVID-19 Visitor Form must also be completed in such circumstances. This form must be filled out the day before attendance at the office and not before this. The form must be received by KOREC before attendance.

Visitors must also be made aware of the COVID-19 workplace measures. It would be preferred if possible for visitors to not enter the building.

COVID-19 PPE

Each member of staff has been issued with two face masks sent to their home address which are washable and reusable. When social distancing cannot be maintained please face coverings are now mandatory at all times when dealing with customers and other employees.

Gloves, hand sanitizer and disinfectant cleaning products will be provided in the office and should be used as appropriate to minimise risk. Gloves, hand sanitizer and disinfectant cleaning products will be made available to each field worker in their vehicle.

Please let KOREC management know if any PPE is required at office locations or individually.

COVID-19 Hygiene

It is the responsibility of each individual to maintain hygiene standards in line with HSE guidelines. Please wash hands and use hand sanitizer regularly especially after using communal surfaces or manual handling or after any other occasions of increased risk / exposure. A medical grade air purifier has been installed in the workshop area to further minimise risk to employees.

COVID-19 Social Distancing

Signage markings are in place around the workplace. When possible a one-way system of moving around the building should be used to minimise cross traffic. Where possible please space seating arrangements in office areas to maintain social distancing. In smaller or communal areas please limit the number of people at any one time by using the 'one in – one out' system.

Social distancing should be maintained at all times. When social distancing cannot be maintained face coverings are mandatory when dealing with customers and other employees. All deliveries are to the rear entrance and the dispatch shelf has been fitted with a perspex screen.

COVID-19 Systematic Cleaning

Cleaning of work areas must be conducted daily and at regular intervals using disinfectant cleaning products. It is important the sanitization regime is strictly adhered to by members of staff with responsibility to do so. This is now being documented to ensure all areas cleaned in accordance with the schedule.

COVID-19 Manual Handling

After manual handling please remember to sanitize hands, surfaces and any other objects in order to minimise risk and in line with HSE guidelines.

LIVERPOOL

The Liverpool office is currently closed and will remain so for the duration of the Level 5 lockdown. All staff are working remotely. The below measures remain in place for when the office is reopened.

Hygiene

- Handwashing facilities available
- Hand sanitizer supplied in small refillable bottles – plus several wall mounted dispensers around the building
- Anti-bacterial wipes available for surface/door handle/stairs/other common touched areas
- Cleaning – surfaces and common areas cleaned regularly throughout the day - with additional cleaning provided
- Gloves – available for goods handling
- Masks – re-usable masks provided for all staff – disposable masks available for visitors/staff if needed
- Additional waste bins installed where needed

Distancing

- All employees and visitors to maintain minimum social distance from each other of 2m
- Workstations set up to respect 2m distance and minimise face to face working – perspex screens installed where appropriate
- Access to communal areas controlled to ensure distancing can be maintained

- One-way system for people moving around the building (downstairs only currently)
- Maximum people per room assessed and visible on shared meeting rooms/other communal spaces
- Minimal movement around the building – no unnecessary visits to other departments
- Non office-based staff visiting building to notify team of visit in advance and advised/reminded of distancing guidelines in place
- Signage reminders where appropriate

Goods & Equipment Handling

- Wipes and gloves available as needed for any incoming deliveries

LOCKDOWN UPDATE JANUARY 2021

The Liverpool office will be closed during this new lockdown period. The office support team will again relocate to home-based working for the duration of the lockdown beginning on Wednesday 6th January 2021. The office can be opened for any essential tasks as required – if the number of people in the building exceeds 1 then it will be mandatory to wear a face covering at all times whilst moving around the building and whilst being in shared communal spaces.

5. Remote & Field Based Activities

We will endeavour to continue our sales and support activities as normally as possible whilst working within the guidance and spirit of the new lockdown. Any activity that can be done remotely should be done remotely. For activities that cannot be done remotely we will continue to adhere to our existing measures as regards hygiene, distancing, risk assessments etc. with the following changes. From Wednesday 6th January 2021, we require sales and support staff to wear a face covering for the duration of all face to face (indoor or outdoor) activities that are in the presence of others. We also now will be requiring customers to also wear face coverings during these activities – this should be addressed in advance during the risk assessment discussion referred to below. Face coverings have been provided by the company however feel free to purchase a box of single use face masks for your own/customer use. These can be claimed on expenses in the usual manner. Also please ensure you have anti-bacterial wipes to hand for wiping kit before and after transfer from person to person. Again please claim on expenses.

Prior to carrying out any non-remote tasks we ask that a risk assessment discussion is had with the customer/relevant people to establish the grounds for the activity – this can include the manner in which the activity will be delivered, along with the discussion on face coverings and the requirement for all parties to wear them.

Training – we will not be hosting any customers for training at either Liverpool or Huntingdon until the current lockdown is reviewed in February. We can provide training remotely (preferred) or at customer premises where necessary following above guidance.

This document will be updated regularly and circulated to the business and will be made available on request to partners, customers and other stakeholders.


Appendix

1. Risk Assessments for all locations
2. Risk Assessment template for site visits
3. COVID-19 Return to Work form
4. COVID-19 Visitor form
5. Staying COVID-19 Secure Poster

RISK ASSESSMENT 2020
HUNTINGDON LOCATION RISK ASSESSMENT

**REMEMBER: You cannot leave this blank. Assess, then put "No Appreciable Risk" if that's the case, then sign by all staff present
Rather than numbers, ratings of High, Medium or Low will suffice**



| Hazard | Rating High / Medium / Low | Actions Required | Revised Rating | Safe to Work Y/N |
|----------------------------|----------------------------|--|----------------|------------------|
| Evacuation Procedures | H | Regular drills, maintain appropriate signage, advise visitors of evacuation procedures | L | Y |
| Manual Handling | M | Follow correct manual handling techniques. Wear protective footwear. | L | Y |
| Injury from work equipment | M | Ensure you have been properly trained in the use of equipment and wear correct PPE when needed | L | Y |
| Slips, Trips, Falls | M | Be vigilant and good housekeeping of workspace and shared areas. | L | Y |
| Welfare facilities | L | Ensure all facilities accessible with toilets and hot and cold running water. | L | Y |
| DSE | L | Ensure workstations are set up correctly to minimise Display Screen Equipment issues | L | Y |
| | | | | |
| | | | | |
| COVID 19 Specific | | | | |
| Exposure from others | H | <ul style="list-style-type: none"> Maintain 2m social distancing at all times Follow all government and company advice Avoid all skin to skin or face to face contact Wear appropriate PPE when needed (for necessary tasks where 2m distancing is not possible). Washable masks to be provided to all staff Limit use of communal spaces, kitchen, bathroom, staff room to ensure distancing is maintained | L | Y |

| Poor Hygiene | H | <ul style="list-style-type: none"> Wash hands for 20 seconds regularly using soap Use hand sanitiser where feasible until hand washing can be carried out Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin Single use PPE should be disposed and not reused | L | Y | |
|---|------|---|--------|-----------------|------------------|
| Equipment handling | M | <ul style="list-style-type: none"> Deliveries to single point to side of building Goods in unpacked and wiped with anti-bacterial wipes Transition area set up inside building for transfer of goods between departments to minimise people and equipment movement internally | L | Y | |
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| Signed: | |  Kirsten Moss Group HR Director 14th May 2020 | | | |
| Signed: | | | | | |
| CHANGES: Record new or changed hazards including changes to environment and changes in personnel on site | | | | | |
| Hazard | Date | Time | Change | Action Required | Safe to Work Y/N |
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RISK ASSESSMENT 2020
DUBLIN OFFICE RISK ASSESSMENT

**REMEMBER: You cannot leave this blank. Assess, then put "No Appreciable Risk" if that's the case, then sign by all staff present
Rather than numbers, ratings of High, Medium or Low will suffice**


| Hazard | Rating High / Medium / Low | Actions Required | Revised Rating | Safe to Work Y/N |
|----------------------------|----------------------------|--|----------------|------------------|
| Evacuation Procedures | H | Regular drills, maintain appropriate signage, advise visitors of evacuation procedures | L | Y |
| Manual Handling | M | Follow correct manual handling techniques. Wear protective footwear. | L | Y |
| Injury from work equipment | M | Ensure you have been properly trained in the use of equipment and wear correct PPE when needed | L | Y |
| Slips, Trips, Falls | M | Be vigilant and good housekeeping of workspace and shared areas. | L | Y |
| Welfare facilities | L | Ensure all facilities accessible with toilets and hot and cold running water. | L | Y |
| DSE | L | Ensure workstations are set up correctly to minimise Display Screen Equipment issues | L | Y |
| | | | | |
| | | | | |
| COVID 19 Specific | | | | |
| Exposure from others | H | <ul style="list-style-type: none"> Maintain 2m social distancing at all times Follow all government and company advice Avoid all skin to skin or face to face contact Wear appropriate PPE when needed (for necessary tasks where 2m distancing is not possible). Washable masks to be provided to all staff Limit use of communal spaces, kitchen, bathroom, staff room to ensure distancing is maintained | L | Y |

| Poor Hygiene | H | <ul style="list-style-type: none"> Wash hands for 20 seconds regularly using soap Use hand sanitiser where feasible until hand washing can be carried out Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin Single use PPE should be disposed and not reused | L | Y | |
|---|------|---|--------|-----------------|------------------|
| Equipment handling | M | <ul style="list-style-type: none"> Deliveries to single point to rear of building – dedicated delivery desk with perspex screen Quarantine location for goods in Gloves provided for handling of goods in | L | Y | |
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| | | | | | |
| | | | | | |
| Signed: | |  Kirsten Moss Group HR Director 14th May 2020 | | | |
| Signed: | |  Fran Mullally Operations & Support Manager 14th May 2020 | | | |
| CHANGES: Record new or changed hazards including changes to environment and changes in personnel on site | | | | | |
| Hazard | Date | Time | Change | Action Required | Safe to Work Y/N |
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RISK ASSESSMENT 2020
LIVERPOOL LOCATION RISK ASSESSMENT

**REMEMBER: You cannot leave this blank. Assess, then put "No Appreciable Risk" if that's the case, then sign by all staff present
Rather than numbers, ratings of High, Medium or Low will suffice**

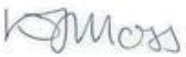

| Hazard | Rating High / Medium / Low | Actions Required | Revised Rating | Safe to Work Y/N |
|----------------------------|----------------------------|--|----------------|------------------|
| Evacuation Procedures | H | Regular drills, maintain appropriate signage, advise visitors of evacuation procedures | L | Y |
| Manual Handling | M | Follow correct manual handling techniques. Wear protective footwear. | L | Y |
| Injury from work equipment | M | Ensure you have been properly trained in the use of equipment and wear correct PPE when needed | L | Y |
| Slips, Trips, Falls | M | Be vigilant and good housekeeping of workspace and shared areas. | L | Y |
| Welfare facilities | L | Ensure all facilities accessible with toilets and hot and cold running water. | L | Y |
| DSE | L | Ensure workstations are set up correctly to minimise Display Screen Equipment issues | L | Y |
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| | | | | |
| COVID 19 Specific | | | | |
| Exposure from others | H | <ul style="list-style-type: none"> Maintain 2m social distancing at all times Follow all government and company advice Avoid all skin to skin or face to face contact Wear appropriate PPE when needed (for necessary tasks where 2m distancing is not possible). Washable masks to be provided to all staff Limit use of communal spaces, kitchen, bathroom, staff room to ensure distancing is maintained | L | Y |

| Poor Hygiene | H | <ul style="list-style-type: none"> Wash hands for 20 seconds regularly using soap Use hand sanitiser where feasible until hand washing can be carried out Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin Single use PPE should be disposed and not reused | L | Y | |
|---|------|---|--------|-----------------|------------------|
| Equipment handling | M | <ul style="list-style-type: none"> Goods in – handled with gloves, antibacterial wipes used where appropriate | L | Y | |
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| | | | | | |
| | | | | | |
| Signed: | |  Kirsten Moss Group HR Director 14th May 2020 | | | |
| Signed: | | | | | |
| CHANGES: Record new or changed hazards including changes to environment and changes in personnel on site | | | | | |
| Hazard | Date | Time | Change | Action Required | Safe to Work Y/N |
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RISK ASSESSMENT 2020
CRAIGAVON OFFICE RISK ASSESSMENT

**REMEMBER: You cannot leave this blank. Assess, then put "No Appreciable Risk" if that's the case, then sign by all staff present
Rather than numbers, ratings of High, Medium or Low will suffice**

| Hazard | Rating High / Medium / Low | Actions Required | Revised Rating | Safe to Work Y/N |
|----------------------------|----------------------------|--|----------------|------------------|
| Evacuation Procedures | H | Regular drills, maintain appropriate signage, advise visitors of evacuation procedures | L | Y |
| Manual Handling | M | Follow correct manual handling techniques. Wear protective footwear. | L | Y |
| Injury from work equipment | M | Ensure you have been properly trained in the use of equipment and wear correct PPE when needed | L | Y |
| Slips, Trips, Falls | M | Be vigilant and good housekeeping of workspace and shared areas. | L | Y |
| Welfare facilities | L | Ensure all facilities accessible with toilets and hot and cold running water. | L | Y |
| DSE | L | Ensure workstations are set up correctly to minimise Display Screen Equipment issues | L | Y |
| | | | | |
| | | | | |
| COVID 19 Specific | | | | |
| Exposure from others | H | <ul style="list-style-type: none"> Maintain 2m social distancing at all times Follow all government and company advice Avoid all skin to skin or face to face contact Wear appropriate PPE when needed (for necessary tasks where 2m distancing is not possible). Washable masks to be provided to all staff Limit use of communal spaces, kitchen, bathroom, staff room to ensure distancing is maintained | L | Y |

| Poor Hygiene | H | <ul style="list-style-type: none"> Wash hands for 20 seconds regularly using soap Use hand sanitiser where feasible until hand washing can be carried out Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin Single use PPE should be disposed and not reused | L | Y | |
|---|------|---|--------|-----------------|------------------|
| Equipment handling | M | <ul style="list-style-type: none"> Quarantine location for goods in Gloves provided for handling of goods in | L | Y | |
| | | | | | |
| | | | | | |
| | | | | | |
| Signed: | |  Kirsten Moss Group HR Director 14th May 2020 | | | |
| Signed: | |  Fran Mullally Operations & Support Manager 14th May 2020 | | | |
| CHANGES: Record new or changed hazards including changes to environment and changes in personnel on site | | | | | |
| Hazard | Date | Time | Change | Action Required | Safe to Work Y/N |
| | | | | | |
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JOB SHEET – RISK ASSESSMENT

SITE RISK ASSESSMENT: TO BE FILLED OUT BY EMPLOYEE ON FIRST SITE VISIT
REMEMBER: You cannot leave this blank. Assess, then put "No Appreciable Risk" if that's the case, then sign by all staff present
Rather than numbers, ratings of High, Medium or Low will suffice

| Hazard | Rating High / Medium / Low | Actions Required | Revised Rating | Safe to Work Y/N |
|---------------------------------|----------------------------|---|----------------|------------------|
| Working Alone | H | Do not work alone. Make sure others know where you are. Arrange to report at regular intervals | L | Y |
| Evacuation Procedures | H | Attend site induction. | L | Y |
| Manual Handling | M | Follow correct manual handling techniques. Wear protective footwear. | L | Y |
| Injury from work equipment | M | Ensure you have been properly trained in the use of equipment and wear correct PPE. | L | Y |
| Impact with moving objects | M | Wear High visibility clothing at all times. Use safe walking routes when available. Do not wear hearing protection when working in vehicle routes | L | Y |
| Slips, Trips, Falls | M | Be vigilant and good housekeeping of survey area. | L | Y |
| Heat Injuries | M | Appropriate sun protection, and take regular breaks to avoid sunburn. Ensure that water / welfare facilities are available to avoid dehydration. | L | Y |
| Noise | M | Wear ear protection and avoid prolonged exposure to noise | L | Y |
| Knowledge of Welfare facilities | L | Locate and record nearest suitable facilities with toilets and hot and cold running water. | L | Y |

| | | | | |
|---------------------------|---|---|---|---|
| Aggression & Violence | L | Only work in safe locations and leave site if necessary. Avoid conflict at all times. | L | Y |
| COVID 19 Specific | | | | |
| Exposure from others | H | <ul style="list-style-type: none"> • Travel alone • Maintain 2m social distancing at all times • Follow all government and site specific advice • Where possible all activities should be conducted outside. • Avoid all skin to skin or face to face contact. • Wear appropriate PPE | L | Y |
| Poor Hygiene | H | <ul style="list-style-type: none"> • Wash hands for 20 second when entering and leaving sites. If no washing facilities are available use hand sanitiser • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • Do not eat on site • Clean all clothing and PPE immediately after visiting site • Single use PPE should be disposed and not reused. | L | Y |
| Expose from large numbers | M | <ul style="list-style-type: none"> • Do not undertake activity in groups • Use an additional tablet such that customers can review data and the instrument screen from more than 2m away • If possible capture data onsite without unnecessary people observing | L | Y |
| Equipment handling | M | <ul style="list-style-type: none"> • Where possible do not pass equipment between operators • Enhanced cleaning of equipment should be | L | Y |

| | | undertaking before and after all activity. <ul style="list-style-type: none"> Equipment should be wiped down with alcohol wipes and then again with non-alcohol wipes and left to air dry | | | |
|---|------|--|--------|-----------------|------------------|
| Signed: Surveyor 1 | | | | | |
| Signed: Surveyor 2 | | | | | |
| Signed: Surveyor 3 | | | | | |
| CHANGES: Record new or changed hazards including changes to environment and changes in personnel on site | | | | | |
| Hazard | Date | Time | Change | Action Required | Safe to Work Y/N |
| | | | | | |
| | | | | | |

COVID-19 RETURN TO WORK QUESTIONNAIRE

Name

Job Title

Location

1. Do you have/have you had symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? Yes No
2. If you experienced COVID-19 symptoms, how long did they last for?
3. If you experienced COVID-19 symptoms, on what date did they stop completely?
4. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? Yes No
5. Have you been tested for COVID-19? Yes No
6. If so, how many times were you tested and what were the results?
7. Were you hospitalized or did you receive any medical advice or treatment? Yes No
8. If so, please provide details, including the dates on which you were hospitalised, what treatment you received, and what diagnosis was given by those treating you.
9. Have you been advised by a doctor or other health service to self-isolate at this time? Yes No
10. If yes for how long?
11. Have you been advised by a doctor or other health service to cocoon/shield at this time? Yes No
12. If yes for how long?
13. Any other comments?

Signed by Employee:

Date:

COVID-19 VISITOR QUESTIONNAIRE

Name

Company

Location KOREC Huntingdon Office

Telephone Number

- | | | | |
|-----|---|-----|----|
| 1. | Do you have/have you had symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? | Yes | No |
| 2. | If you experienced COVID-19 symptoms, how long did they last for? | | |
| 3. | If you experienced COVID-19 symptoms, on what date did they stop completely? | | |
| 4. | Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? | Yes | No |
| 5. | Have you been tested for COVID-19? | Yes | No |
| 6. | If so, how many times were you tested and what were the results? | | |
| 7. | Were you hospitalized or did you receive any medical advice or treatment? | Yes | No |
| 8. | If so, please provide details, including the dates on which you were hospitalised, what treatment you received, and what diagnosis was given by those treating you. | | |
| 9. | Have you been advised by a doctor or other health service to self-isolate at this time? | Yes | No |
| 10. | If yes for how long? | | |
| 11. | Have you been advised by a doctor or other health service to cocoon/shield at this time? | Yes | No |
| 12. | If yes for how long? | | |
| 13. | Any other comments? | | |

Signed by Visitor:

Date:

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**



Employer _____ Date 11th May 2020

Who to contact: Kate Foard - Compliance & Renewals Manager
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)