

|   |                 |   |  |                         |   |   |    |
|---|-----------------|---|--|-------------------------|---|---|----|
| Risk Assessment   |                 | Rhodawn Ltd t/a Bookspeed               |  |                         |   |   |    |
| Activity  |                 | Covid-19                                |  |                         |   |   |    |
| Assessor  | Annie Rhodes    | Location of Assessment                  | 16 Salamander Yards and 25 Albert Road |                         |   |   |    |
| Risk Rating Matrix (RR)   |                 | Likelihood (L)                          |  |                         |   |   |    |
| Severity (S)  |                 | Certain or near certain to occur (High) | Reasonably likely to occur (Medium)    | Unlikely to occur (Low) |   |   |    |
| Fatality; major injury or illness causing long term disability (High) |                 | HIGH (H)                                | HIGH (H)                               | MEDIUM (M)              |   |   |    |
| Injury or illness causing short term disability (Medium)              |                 | HIGH (H)                                | MEDIUM (M)                             | LOW (L)                 |   |   |    |
| Other injury or illness (Low)   |                 | MEDIUM (M)                              | LOW (L)                                | LOW (L)                 |   |   |    |
| Hazards   | Who is at risk? | Controls in place                       |  |                         | L | S | RR |

| Hazards                        | Who is at risk?   | Controls in place   | L | S | RR     |
|--------------------------------|---|---|---|---|--------|
| Spread of infection - Covid-19 | <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>Employees/Staff</li> <li>Contractors</li> <li>New &amp; Expectant Mothers</li> <li>• Visitors</li> <li>Homeworkers</li> </ul> | <ul style="list-style-type: none"> <li>• Extensive protocols for hand washing, sanitising, routine, regular cleaning of personal workstations and shared workspaces have been established, documented and issued to all colleagues and visitors. Air hand driers disconnected and single-use paper towels and anti-viral wipes are available throughout the workplace. Single use tissues and a means of disposing has been installed at each workstation. Number of people allowed in any one area reduced and signage displayed to enforce this.</li> <li>• Extra Hand Sanitisers units have been fitted around the building.</li> <li>• Daily wellness checks before entering the sites for colleagues and on arrival for visitors are in place and documented.</li> <li>• Contractors and visitors to our sites receive information on safe practices before they arrive.</li> <li>• All colleagues who are able to work from home do so with appropriate H&amp;S information and checks which are reviewed as needed.</li> </ul> <p>Policy and Procedures updated on a daily basis if required. Any particularly vulnerable or pregnant colleagues are not expected to attend the workplace until reassurance for their safety is available.</p> <ul style="list-style-type: none"> <li>• Safety criteria are used for selection of colleagues to return to the workplace whose duties cannot be performed remotely.</li> <li>• Procedures for mutual safety in contact with delivery drivers and contracted service providers, including guidance for their use of Bookspeed's welfare facilities, are in place.</li> <li>• Physical restructuring of warehouse, offices and welfare areas has been carried out and is under regular review to allow social distancing and safe working practices at all times. Training and regular reminders issued to all colleagues.</li> <li>• PPE is available and required to be used by all people in the workplace, as appropriate to each task. Type and use of PPE is reviewed regularly with regard to need, efficacy, matters arising and</li> </ul> | M | M | Medium |

|                    |                    |   |           |   |   |    |
|--------------------|--------------------|---|-----------|---|---|----|
|                    |                    | <p>Government, Medical or Public Health guidance</p> <ul style="list-style-type: none"> <li>All RAs and H&amp;S information is available to colleagues whose involvement in reviews of deciding best practice is encouraged.</li> </ul> |           |   |   |    |
| Hazard             | Additional Control | Assigned to   | Due Date  | L   | S | RR |
| (none)             |                    |   |           |   |   |    |
| Date of Assessment |                    | 17/03/2020  | Status    | Complete  |   |    |
| Re-assessment Date |                    | 03/10/2020  | Signature |  |   |    |