

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> </ul> Employees/Staff Contractors New & Expectant Mothers <ul style="list-style-type: none"> <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 indicate and enforce this.</li> <li>• Automatic and foot-operated hand sanitisers units have been fitted around the building.</li> </ul> <p>Daily wellness checks before entering the sites for colleagues and on arrival for visitors are in place and documented.</p> <ul style="list-style-type: none"> <li>• Contractors and visitors must book visits to our sites and 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. It is expected this will continue to Spring 2021 earliest.</li> <li>• 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.</li> <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</li> </ul>	M	M	Medium

		<p>practices at all times. Training and regular reminders issued to all colleagues.</p> <ul style="list-style-type: none"> <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 Government, Medical or Public Health guidance</li> <li>• All RAs and H&amp;S information are available to colleagues whose involvement in our reviews of best practice is encouraged</li> <li>• Procedures in place for the safe return to work after the prescribed isolation period for any colleague who has contracted C-19 and anyone instructed to self-isolate by Test &amp; Protect.</li> <li>• Contactless exchange of stock practised between two sites enabling contingency for continuation of trade in the event of one site's team needing to self-isolate.</li> <li>• Additional measures introduced in January 2021 in response to stricter UK-wide restrictions include a review of all practices; all colleagues reminded of procedures and need for increased adherence and vigilance; some routine non-essential contracted services suspended; review of essential visits by colleagues WfH resulted in reduced attendance and subject to tighter safety protocols; shift pattern devised for warehouse to reduce numbers on site at quieter time.</li> <li>• Feb 2021 following guidance on ventilation from HSE, a ventilation gate installed at rear fire exit of main site to allow for increased airflow whilst maintaining site security.</li> <li>• March 2021: additional measures taken to protect additional colleagues working at our second site</li> <li>• April 2021: all colleagues encouraged to be vaccinated for C-19 when offered but this is not mandatory for employment</li> </ul>			
--	--	---	--	--	--

		and no working protocols change in relation to those vaccinated.					
Hazard	Additional Control	Assigned to	Due Date	L	S	RR	
(none)							
Date of Latest Assessment	16/04/2021	Status: constant review	Complete at	16/04/2021			
Re-assessment Date	16/05/2021	Signature					