

## Coronavirus Risk Assessment for Electric Mobility Euro Ltd

<b>Location/Dept:</b> Electric Mobility Ilminster Premises		<b>Date Assessed:</b> 5th May 2020, 9 Aug 2020, 01 Nov 2020, 8 Feb 2021, 26 Apr 2021			<b>Assessed by:</b> Dave Pierce		
<b>Task/ Activity:</b> Office and warehouse activities		<b>Review Date:</b> Daily, Monthly & Quarterly			<b>Reference Number:</b> 1.		
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
<b>Working in the office/ Warehouse / Area Dealer Managers appointments</b>	<b>Contact with persons suffering from coronavirus</b>	Employees Contractors Visitors	<p>Employees are instructed to work from home if their work allows them.</p> <p>Area Dealer Managers are to visit Dealers strictly by appointment only</p> <p>If an employee or known visitor tests positive for coronavirus, all staff who have been in contact with that person or who work in the relevant areas will be instructed to quarantine themselves in accordance with the government guidance.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>All surfaces and objects which are visibly contaminated with body fluids; and</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Area Dealers Managers are required to send in Track &amp; Trace reports daily to HR at HQ. Detailing Dealer visits by date, time &amp; summary. Full PPE is to be worn at all times during Dealer visits.</p>

			<ul style="list-style-type: none"> <li>All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Social distancing to be implemented in all environments. Members of staff instructed to keep two metres away from each other at all times.</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>			
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<p><b>Working in the office/ warehouse</b></p>	<p><b>Contact with persons who may have been exposed to coronavirus</b></p>	<p>Employees Contractors Visitors</p>	<p>Employees are instructed to work from home if their work allows them.</p> <p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Other persons who may have been exposed to the coronavirus are to quarantine themselves in accordance with the government guidance.</p>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>9</b></p>	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p>
<p><b>Working in the office/ warehouse</b></p>	<p><b>Contact with packages or items handled by persons who may have been exposed to coronavirus</b></p>	<p>Employees Contractors Visitors</p>	<p>All persons handling packages delivered to the premises should wear gloves</p>	<p><b>3</b></p>	<p><b>2</b></p>	<p><b>6</b></p>	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p>
	<p><b>Disposal of waste that may be contaminated by a coronavirus sufferer</b></p>		<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p>	<p><b>3</b></p>	<p><b>2</b></p>	<p><b>6</b></p>	

			Should the person test positive, the local Health Protection Team will provide instructions about what to do with the waste.				
<b>Working in the office/warehouse</b>	<b>Contracting and spreading of infection</b>		<p>Basic infection controls should be followed as recommended by Public Health England:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently-touched objects and surfaces.</li> <li>• Increase cleaning frequency</li> <li>• Staff canteen follows guidance of social distancing.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>• Staff maintained to same shift patterns (days and nights, and continental shifts ceased).</li> <li>• Staff informed to wash hands at the beginning and end of every break and on arrival/leaving the premises.</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>

- Staff allocated separated/staggered breaks where necessary.
- Specific measures should be adhered to at the EME premises;
- Strict 2 metre distancing between all persons at all times
  - Door handles, numerous other items and equipment both in the offices and warehouse to be cleaned with antibacterial wipes at regular intervals as per a list supplied in addition to this RA.
  - A maximum of two persons to sit and eat in the canteen at any one time
  - Individuals to only use their own or specific cups, spoons and other crockery
  - Individuals to make their own drinks
  - Avoid sharing equipment including pens unless cleaned after each use
  - Both warehouse and office staff must regularly clean/wash their hands or use hand sanitiser gel unless wearing gloves.
  - For container unloading in the warehouse or at any other times where a 2 metre distance between persons is not practicable then gloves and face masks or shields must be worn.

			<ul style="list-style-type: none"> <li>• A one-way system is in place in the ground floor office/canteen corridor to avoid persons meeting and breaking the 2 metre social distancing rule.</li> <li>• Both warehouse and office staff must wear face masks or shields when away from normal work station.</li> <li>• All company business meeting's to be delivered via Zoom or conference call only.</li> <li>• Building access is strictly limited to staff only, except in authorised circumstances only.</li> </ul>				
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<p><b>Working in the office/warehouse</b></p>	<p><b>Contact with visitors/contactors to site</b></p>	<p>Employees Contractors Visitors</p>	<p>Contractors/delivery drivers only allowed on site if absolutely essential</p> <p>Contractor/delivery driver instructed to keep two metres away from all other persons at all times.</p> <p>Contractor/delivery driver provided with handwashing facilities.</p> <p>Contractor/delivery driver supervised at all times.</p>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>9</b></p>	
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## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so