COVID 19 SECURE WORKPLACE - RISK ASSESSMENT for QPHL	
Version 8	
Accepted for QPHL by (Name): COVID-19 Steering Group	**TITLE: Working safely during coronavirus (COVID-19)**
SIGNED: Chris Watt - CEO QPHL	
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Guidance Source: GOV.UK
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Ref	Guidance	Controls that are in Place	Current Risk Rating High Medium Low		Risk Rating	Additional Controls / Actions	Expected Risk Rating High Medium Low	Achieved Risk Rating
			L	S	Risk			

1.1	**Managing risk**							
	Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.							
1.1.1	In every workplace, increasing the frequency of handwashing and surface cleaning.	Increased cleaning regimes have been implemented for all high frequency touch surfaces. These include door handles, car parking display, banisters as frequently touched items. Additional hand sanitising stations have been installed at entrances, exits, toilets and meeting rooms. Clean Room SOPs in relation to cleaning have recently been amended prior to COVID 19 to enhance the cleaning regime in an Aseptic environment. Lowest risk within the business.	2	1	2	Undertake daily monitoring by recording volume of hand gel use at all entry and exit locations with access control. Compare use of gel with access swipes to create trend records and monitor against drop off in usage vs movement through these locations. Analysis to highlight reduced usage indicating reduced adherence.	1	
						Ensure that other regularly touched items such as, screens on office printers, access card reader swipes, video doorbells, access phones, etc covered. (Review all Goods in areas and add the enhanced schedule for cleaning	1	
						Enforce a clear desk policy to enable cleaning	1	
						Where workspace / desks are shared, mandatory cleaning keyboard/mouse by operator before use	1	
						R&D and QC Labs / Microgenetics to review guidance and risks around shared use of specialist equipment and confirm action plan on current risk level and any additional measures required.	1	
						Mixer valves to be installed to A15 Hot water supplies to more appropriate hand washing temperature at sink outlets.	1	

1.1.2	Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).	QPHL have assessed roles, teams and individual circumstances to understand who can conduct their role from home and activities that must continue site. 90 members of staff have been provided with equipment to enable differing levels of working from home, balancing business requirement to be on site with risk reduction.	2	1	2	At an appropriate time, we will review the permanence of these arrangements Review of pharmacy layout in SP1 to ensure 2m distance between workstations.	1	
1.1.3	Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.	Aseptic clean room environments given levels of cleanliness and use of PPE are very low risk environments to work within even with people within 2m of each other. Numbers of staff using office spaces has been reduced to increase ability to create space between and opposite staff at desks.	2	1	2	Completion of this risk reduction will be achieved through the action taken across the other pertinent risk reference points in this risk assessment. (This is not a unique item/ risk) Medium term, we will review and consider whether desk layouts can be altered to facilitate social distancing.	1	
1.1.3.1	Increasing the frequency of hand washing and surface cleaning	Repeated item in guidance See item ref 1.11	N/A	N/A	N/A		N/A	
1.1.3.2	Keeping the activity time involved as short as possible	Meetings planned to last more than 15 minutes have been moved to virtual meetings or where held in person, adaption of space to enable 2m distancing between personnel	2	1	2	As meetings are activities that can take longer than 15 minutes, If these have to be conducted in person, these must be conducted in locations where participants can be 2m apart (see meeting room risk management). This also includes daily briefings done in person such as morning Production meeting.	1	
						Microgenetics to review practices in Labs to minimise risk see side by side working as preference to prolonged face to face).	1	
						Consider the inclusion of outdoor space for meetings.	1	
1.1.3.3	Using screens or barriers to separate people from each other	In No.1 - All PSA staff must work in PODs unless on specific non-POD activity. PODs have been allocated by name to reduce transfer between personnel In No.3, No.7 the freeing up of desks through assignment of staff to work from home or rotate between home and office, has resulted in reduced desk use in the office. Temporary COVID desk allocations have been assigned to set out desks to be used in a draughts formation to comply with social distancing and guidance	2	1	2	Ensure Actions undertaken for Ref.1.11 Confirm plan of desk use by QA in No.15, R&D office.	1	
						Produce laminated cards for desks that are not to be used and to be kept clear to maintain separation at desks.	1	

							Pharmaxo will reduce occupancy at desks and ensure staff are working side by side with sufficient shielding from staff on benches opposite them.	1	
1.1.3.4	using back-to-back or side-to-side working (rather than face-to-face) whenever possible	Refer to action taken in 1.143 R&D / QC and Microgenetics Lab where possible work is to be conducted side by side when required to be within 2m within the labs.	N/A	N/A	N/A	For additional actions see items in 1.13 and 1.143	N/A	N/A
1.1.3.5	Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)	Across the business we have identified those teams that can be split up into smaller units which are now rotating in and out of the workplace to reduce contact.	2	1	2		N/A	2
1.1.4.1	Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.	The business has minimised the requirement for and frequency of face to face working wherever possible.	2	1	2		N/A	2
		QPHL have undertaken assessments for all staff that have been identified being in either the Extremely Vulnerable or Vulnerable categories

Plans for all extremely vulnerable staff have been implemented. | 1 | 3 | 3 | To ensure nothing has been missed we will conduct individual risk assessments for all staff in the extremely vulnerable category to review if any further steps for mitigation can be taken. | 3 | |
| 1.1.4.2 | In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19. | Whilst some staff in vulnerable group have been set up to work from home, others are unable to do this in their current role or their home set up is not suitable – see item ref 2.1. A specialist thermal scanner has been purchased to be installed in our main receptions. This will scan staff on arrival and alert if someone has an elevated temperature. The system is currently being tested by IT prior to deployment. | 2 | 2 | 4 | See item ref 2.1 – We may need to take additional actions in regard to those in the vulnerable category (those whose role cannot enable them to work from home, home set up is not possible or cannot be redeployed to a suitable role).

We will conduct individual risk assessments for all staff in the vulnerable category to review any additional steps for mitigation.

Once tested and deployed - specialsit thermal scanners will be installed in our main receptions to further protect staff at work in any health category. Separate scanning stations for visitors, contractors and delivery drivers will be installed and portable thermal scanners will be used to check temperatures so that every person entering site has had their temperature checked to minimise the potential of sustained contact with someone with an elevated temperature. | 2 | |

2		**Who should go to work**						
		Objective: That everyone should work from home, unless they cannot work from home.						
2.0.1	Staff should work from home if at all possible. Consider who is needed to be on-site; for example: – workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely. – workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of specialist equipment required for R&D	As per item ref 1.12 QPHL have assessed roles, teams and individual circumstances to understand who can conduct their role from home and activities that must continue on site. 90 members of staff have been provided with equipment to enable differing levels of working from home, balancing business requirement to be on site with risk reduction. It is important to recognise that support activities (purchasing, invoicing, etc.) are also critical business functions. Field based nursing staff must continue to visit patients in their homes in order to ensure continuity of care. All nurses have sufficient stocks of PPE in accordance with PHE guidance	1	1	1		N/A	1
2.0.2	Planning for the minimum number of people needed on-site to operate safely and effectively.	As per item ref 1.12 QPHL have assessed roles, teams and individual circumstances to understand who can conduct their role from home and activities that must continue on site. 90 members of staff have been provided with equipment to enable differing levels of working from home, balancing business requirement to be on site with risk reduction.	1	1	1		N/A	1
2.0.3	Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.	Managers provided with advice and a toolkit on how to monitor those working from home and how to check up on their wellbeing. Staff working from home have been provided with guidance Teams has been rolled out as our collaboration platform for the business	1	1	1		N/A	1
2.0.4	Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.	As per item 2.03	N/A	N/A	N/A		N/A	N/A

2.0.5	Providing equipment for people to work from home safely and effectively, for example, remote access to work systems.	WFH assessments carried out and equipment provided to ensure effective and safe working environment. Staff undertaken Risk Assessments on working from home and DSE assessments.	1	1	1		N/A	1

2.1	**Protecting people who are at higher risk**
	Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals.

2.1	Clinically extremely vulnerable individuals have been strongly advised not to work outside the home. Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre existing conditions), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role. If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.	QPHL have undertaken assessments for all staff that have been identified being in either the Extremely Vulnerable or Vulnerable categories Plans for all extremely vulnerable staff have been implemented	1	3	3	To ensure that nothing has been missed in our assessment of Extremely Vulnerable we will conduct a personal risk assessment with each staff member with a relevant underlying health condition. We may need to take additional actions in regard to those in the vulnerable category (those whose role cannot enable them to work from home, home set up is not possible or cannot be redeployed to a suitable role). We will conduct individual risk assessments for all staff in the vulnerable category to review any additional steps for mitigation.	3

Ref	Requirement	Controls in place				Further action		
		A specialist thermal scanner has been purchased to be installed in our main receptions. This will scan staff on arrival and alert if someone has an elevated temperature. The system is currently being tested by IT prior to deployment. Vulnerable staff whose role is suitable to be undertaken from home, have been set up to work from home. Some have had adaptions made to enable them to stay 2m from others and socially distance as best as possible. Where identified, we have made plans with staff who currently live with clinically extremely vulnerable individuals.				Once tested and deployed - specialsit thermal scanners will be installed in our main receptions to further protect staff at work in any health category. Separate scanning stations for visitors, contractors and delivery drivers will be installed and portable thermal scanners will be used to check temperatures so that every person entering site has had their temperature checked to minimise the potential of sustained contact with someone with an elevated temperature.		
			2	2	4		2	
2.1.1	Provide support for workers around mental health and wellbeing. This could include guidance or telephone support	Managers provided with advice and a toolkit on how to monitor those working from home and how to check up on their wellbeing. Staff working from home have been provided with guidance. Microsoft Teams has been deployed to assist teams who are now spread between home and office.	2	1	2	When we next deploy the engagement survey we will include a couple of questions on this topic to gauge how we are doing.	1	
2.1.2	See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.	Guidance has been reviewed by the business and informed how both groups of staff have been assisted to minimise their risk from exposure to COVID 19.	1	1	1		N/A	1

2.2	People who need to self-isolate							
	Objective: To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.							
2.2.1	Enabling workers to work from home while self-isolating if appropriate	QPHL have adapted their discretionary sickness pay scheme by increasing provision for those new starters that only had Statutory Sick pay available to them. This reduces the likelihood of staff attending work with symptoms in order to maintain salary levels. Where appropriate staff have been supported to work from home when self-isolating.	1	1	1			1
2.2.2	See current guidance for employees and employers relating to statutory sick pay due to coronavirus.	Documentation reviewed and adaptation to company sick pay scheme enacted (item ref 2.21)	1	1	1		N/A	1
2.2.3	See current guidance for people who have symptoms and those who live with others who have symptoms.	This documentation has been reviewed and internal communications issued to staff to make it clear for them what key symptoms are and what they need to do.	N/A	N/A	N/A		N/A	N/A

2.3		**Equality in the workplace**							
		Objective: To treat everyone in your workplace equally.							
2.3.1	Understanding and taking into account the particular circumstances of those with different protected characteristics.	All roles and staff members have been included as part of internal assessments.	1	1	1		N/A	1	
2.3.2	Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any steps you are thinking about inappropriate or challenging for them.	All staff members have been assessed and communicated to. Consideration has been made for staff members with protected characteristics.	1	1	1		N/A	1	
2.3.3	Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equality's legislation.	Actions taken to mitigate against COVID 19 risks have been considered in line with equalities legislation to ensure these are compliant. If specific requirements necessitate then such actions will be adapted where needed.	1	1	1		N/A	1	
2.3.4	Making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers.	Measures implemented have been assessed to ensure they do not put disabled workers at a disadvantage. All staff in the vulnerable category (including expectant mothers) will have an individual risk assessment undertaken.	1	1	1		N/A	1	
2.3.5	Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments.	Steps taken to address risks posed by COVID 19 will be reviewed on a case by case basis if needed. For example, flexibility has been offered to staff members with caring responsibilities over working hours and given option to take holiday or authorised unpaid absence.	1	1	1		N/A	1	
3		**Social Distancing at Work**							
		Objective: To maintain 2m social-distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.							
3.0.1	It will not always be possible to keep a distance of 2m in labs and R&D facilities that may be designed for close-proximity collaboration. Fixed equipment may mean that changing layouts to create more space may not be practical.\n\nWhere the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Mitigating actions include:\n\nincreasing the frequency of hand washing and surface cleaning	This is a repeated item See item ref 1.11 and 1.13	N/A	N/A	N/A	This is a repeated item See item ref 1.11 and 1.13	N/A	N/A	
3.0.2	keeping the activity time involved as short as possible	This is a repeated item - See item ref 1.142	N/A	N/A	N/A	This is a repeated item - See item ref 1.142	N/A	N/A	
3.0.3	using screens or barriers to separate people from each other	This is a repeated item - See item ref 1.143	N/A	N/A	N/A	This is a repeated item - See item ref 1.143	N/A	N/A	

3.0.4	using back-to-back or side-to-side working (rather than face-to-face) whenever possible	This is a repeated item - See item ref 1.144	N/A	N/A	N/A	This is a repeated item - See item ref 1.144	N/A	N/A
3.0.5	reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)	This is a repeated item - See item ref 1.145	N/A	N/A	N/A	This is a repeated item - See item ref 1.145	N/A	N/A
3.1		**Coming to work and leaving work**						
	Objective: To maintain social-distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.							
3.1.1	Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.	Hand sanitisation provided at all entrances / exits together with comms and instruction to staff and visitors to use this when entering and leaving the buildings. Bath ASU have adapted shift rotas to stagger breaks and reduce crowding.	2	1	2	Using our access card data we will review trend on numbers of staff entering and exit times to review additional requirement to stagger entrance / exit of buildings.	1	
						Pharmaxo & Microgenetics can amend working patterns to stagger start and end times and also lunch breaks to minimise contact where we feel this is required having reviewed the data.	1	
3.1.2	Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.	Additional Bike rack ordered for A15 yard.	2	1	2	Additional bike rack to be provided in front of SP1 building	1	
3.1.3	Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.	There is only one potential example that may be relevant to QPHL where staff travel between buildings in a vehicle.	2	1	2	Pharmaxo and Bath ASU will ensure that any practices of two personnel travelling in a vehicle between buildings is stopped and only one goes in the vehicle, the other will walk.	1	
3.1.4	Reducing congestion, for example, by having more entry points to the workplace.	Key areas of congestion initially identified were: No3 – locker corridor - removed and relocated lockers from one side to increase ability to socially distance and reduce congestion. No.15 locker corridor - removed and relocated lockers from one side to increase ability to socially distance and reduce congestion. No.1 – Temporary switch from day lockers to allocated lockers, staff on FF asked to keep personal items with them and not use lockers, leave lockers for just Dispensary (regulatory) requirements. If we need to adopt a one way exit from FF this will also ensure staff on the FF have possessions with them.	2	1	2		2	
3.1.5	Using markings and introducing one-way flow at entry and exit points.	Signage has been put up to limit numbers in kitchen areas	2	1	2	We will review and monitor Access System data trends to see if this shows significant mixing of people coming in and out of buildings at the same time or following through internal doors in close proximity to each other.	1	
						We will provide guidance to state that only 1 person to enter revolving door in No.3 at a time, nor enter into No.1 reception space until barriers are clear and no one is exiting. This will help provide separation / space between people.	1	
						If data shows that staff are still passing between external and internal doors in close proximity to each other we will: •Introduce tape We will mark tape location on the floor for people to wait whilst other enter the building, prior to the turnstiles.	1	
						•Introduce tape within No.1 to indicate place to indicate a safe distance to wait in Café space for someone to enter through turnstiles (providing 2m distance). with others in the building.	1	

Ref	Control measure	Status / notes				Risk reduction potential		
			2	1	2	No.7 only has one viable entry and exit for regular use. Avoiding child drop off / collection time will minimise contact	2	
3.1.6	Designating exclusive entry and exits points for personnel working in high-risk areas, such as mechanical test sites and wet labs	N/A	N/A	N/A	N/A		N/A	N/A
3.1.7	Providing handwashing facilities (or hand sanitisers where not possible) at entry and exit points.	As per item ref: 3.11 Hand sanitisation provided at all entrances / exits together with comms and instruction to staff and visitors to use this when entering and leaving the buildings.	2	1	2	We are recording volumes of hand sanitiser used at key points adjacent to access control locations throughout the building. We will monitor use vs number of access pass readings taken to produce a trend and if we see a drop if in volume of hand sanitiser use we will ensure repeated efforts and communications to encourage use by staff and insure risk does not increase.	2	
3.1.8	Providing alternatives to touch-based security devices such as keypads.	Current devices do not need to be touched.	2	1	2	Fob Readers to have increased cleaning regime	1	
3.1.9	Providing storage for workers for clothes and bags.	Storage has been provided and locations have been spread out to reduce congestion when being accessed.	2	1	2	See item ref 3.59 for further risk reduction potential.	1	
3.1.10	Requesting staff change into work clothing and equipment on-site using appropriate facilities/changing areas, where social-distancing and hygiene guidelines can be met.	Aseptic Manufacturing PPE is provided and changed into on site

Nurses provided with additional uniform so they can change between patients. | 2 | 1 | 2 | Staff provided with a week's supply of company clothing are expected to attend in a freshly laundered company top each day. Comms will be reiterated to staff of the need to attend in clean clothing each day. | 2 | |
3.1.11	Washing lab clothing and equipment such as goggles and gloves on-site rather than by individual staff members at home.	Aseptic Manufacturing PPE and clothing is laundered using biocidal detergents by approved and validated third party p	1	1	1		N/A	1
3.2						Moving around buildings and worksites		
	Objective: To maintain social-distancing wherever possible, while people travel through the workplace.							
3.2.1	Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.	QPHL have put in place a COVID 19 response plan. As part of this early work, non-essential movement between different buildings has been discouraged.	2	1	2	We will review movement through buildings using our access control system. If we feel individuals are making unnecessary trips to areas that are not required as part of their role, we will adjust their access control permissions.	2	
3.2.2	Removing access controls on low category labs so that people do not have to use access cards	Not possible with level of controlled access required.	2	1	2		N/A	2
3.2.3	Restricting access between different areas of a building or site, if possible.	All buildings have access control enforced restrictions on access between specific areas within each of the buildings.	2	1	2		N/A	2

Ref	Description	Current controls / comment				Further action		
3.2.4	Using fixed teams or adjusting booking processes to reduce the number of people in a lab at the same time to avoid overcrowding	We have reviewed teams and split these teams up where this is possible. This has included having some teams work from home or split between home and office in fixed groupings. This has provided segregation between such teams to minimising mixing of staff.	2	1	2		N/A	2
3.2.5	Introducing more one-way flow through buildings, paying attention to long corridoes which can be more common in laboratory buildings	repeated item see item ref 3.15	3	1	3	In No.1 Introduce a one-way route around dispensary to reduce contact.	2	
						Introduce one-way system through the cafe kitchen spaces in No.1 and No.3 and provide signage / tape to illustrate way in / out.	2	
						In No.3 we will create two designated tape marked lanes to illustrate routes through to warehouse / across to A14/15 to ensure one way flows of staff through the building.	2	
3.2.6	Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.	Those staff with a need to access the DDA lifts have been provided this access. Lifts are only used by those transporting items between floors (engineering team) and disabled staff.	2	1	2	Portable hand sanitiser to be provided to those few staff who need to use the DDA lifts for access or goods transportation.	1	
3.2.7	Making sure that people with disabilities are able to access lifts.	As per item ref 3.26	N/A	N/A	N/A		N/A	N/A
3.2.8	Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing.	Repeated item – see item refs 3.11, 3.14 and 3.15	N/A	N/A	N/A	Repeated item – see item refs: 3.11, 3.14 and 3.15	N/A	N/A
3.3	**Workplaces and workstations**							
	Objective: To maintain social-distancing between individuals when they are at their workstations.							
3.3.1	Review layouts where possible, accepting the limitation of some lab environments	Unit A, B and C – review of use of space has been undertaken and adaptions made to increase social distancing where necessary and/or possible	2	1	2		N/A	2
3.3.2	Using floor tape or paint to mark areas to help workers keep to a 2m distance.		2	1	2	As per item ref 3.15	N/A	2
3.3.3	Only where it is not possible to move workstations further apart, using screens to separate people from each other.	As per item ref 1.143	N/A	N/A	N/A	As per item ref 1.143	N/A	N/A
3.3.4	Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.	As per item ref 1.144	N/A	N/A	N/A	As per item ref 1.144	N/A	N/A
3.3.5	Managing occupancy levels to enable social distancing in labs with restricted space, for example, by adapting booking systems to limit usage	Bath ASU are monitoring our required staffing levels to meet production need. Where we have greater resource than required in the labs these staff are undertaking training in other parts of our workplace. We have also reviewed shift patterns to reduce cross over between shifts.	2	1	2		N/A	2

Ref	Control Description	Comments				Action		
3.3.6	Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning and sanitising workstations between different occupants including shared equipment.	Cleaning materials have been provided for staff to self clean their desks / equipment prior to and after use.	N/A	N/A	N/A	See item ref 1.11	N/A	N/A
3.3.7	Limiting use of high-touch items and shared office equipment, for example, test equipment, apparatus, shared control terminals.	See item ref 1.11 and 3.43	N/A	N/A	N/A	See item ref 1.11 and 3.43	N/A	N/A
3.3.8	Ensuring appropriate air-handling and filtering systems are installed and maintained in high-risk areas where there is a risk for airborne particles.	Controlled areas with Air Handling units use a series of filters which includes HEPA filters. All other spaces throughout QPHL use filtered air delivered into the workspaces. In non-controlled areas, we have increased the amount of fresh air intake vs recycled air from our air handling units for every building.	1	1	1		N/A	1
3.4	**Meetings**							
	Objective: To reduce transmission due to face-to-face meetings and maintain social-distancing in meetings.							
3.4.1	Using remote working tools to avoid in-person meetings.	QPHL have rolled out Microsoft Teams across the business and this is proving effective in significantly reducing the need for in person meetings	2	1	2		N/A	2
3.4.2	Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.	Microsoft Teams rolled out across the business and now widely used. Only when absolutely necessary are team members meeting in the same room but asked to maintain 2m separation.	2	1	2	Remove chairs from meeting rooms to reduce occupancy to maximum that can support 2m separation.	1	
						Reinforce communications on reduction in face to face meetings.	1	
3.4.3	Avoiding transmission during meetings, for example avoiding sharing pens and other objects.		2	1	2	Provide cleaning materials in each meeting room for staff to clean remote controls / wall controls / board wipes / table etc.	1	
3.4.4	Providing hand sanitiser in meeting rooms.	QPHL have provided hand sanitiser in all meeting rooms	1	1	1	MS will check all covered and that these are being checked daily	N/A	1
3.4.5	Holding meetings outdoors or in well-ventilated rooms whenever possible.		2	1	2	20 chairs ordered to provide additional outside seating for lunch time to be collected and returned by staff after use.	1	

Ref	Description	Notes				Action		
3.4.6	For areas where regular meetings take place, using floor signage to help people maintain social distancing.		2	1	2	Reduce the number of staff attending in person at the Production daily morning meeting by increasing the use of TEAMS with those still on site. Enforce 2m distance at stand-up meeting.	1	
3.5						**Common areas**		
	Objective: To maintain social-distancing while using common areas. Modern lab and research buildings are often designed with many common areas to encourage collaboration and networking.							
3.5.1	Staggering break times to reduce pressure on break rooms or canteens.	Bath ASU production have revised shift lunch breaks to reduce numbers taking meal breaks at the same time	2	1	2		N/A	2
3.5.2	Using safe outside areas for breaks.		2	1	2		N/A	2
3.5.3	Creating additional space by using other parts of the workplace or building that have been freed up by remote working.	As per item ref 1.143 – increased social distancing has been achieved in the workplace by reducing the number of staff working within the office environments and enabling redistribution of staff in the workplace	2	1	2		N/A	2
3.5.4	Installing screens to protect staff in receptions or similar areas.	QPHL does not have staffed receptions. New protocols are that Visitors without an appointment will be turned away and contractors are to make contact prior to entry with their hosts.	2	1	2	Remove direct access to Process Control to anyone other than those working there.	1	
3.5.5	Providing packaged meals or similar to avoid opening staff canteens.	Not applicable to QPHL	N/A	N/A	N/A		N/A	N/A
3.5.6	Encouraging workers to bring their own food.	Staff bring their own lunches to work. Whilst Fresh fruit and Dry breakfast items are provided, staff have hand washing (and fruit washing) facilities immediately available to them. The Food Standards Agency has highlighted that there is low risk of transmission through food.	2	1	2		N/A	2
3.5.7	Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.	The amount of café area furniture has been reduced by 50% signage has been placed on tables	2	1	2		N/A	2
3.5.8	Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.	QPHL have issued frequent comms to encourage staff about being mindful of social distancing if leaving site.	2	1	2		N/A	2
3.5.9	Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage.	As per 3.14 lockers have been relocated to reduce congestion and concurrent usage in the same area in Bath ASU, in Pharmaxo Lockers have been allocated as temporary permanent as opposed to day lockers and just for use by dispensary team.	2	1	2	Review to be undertaken on allocation of lockers to ensure an even distribution between location and shift patterns	1	
3.5.10	Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts.	This is current practice for Bath ASU shift working staff.	2	1	2		N/A	2
3.6						**Accidents, security and other incidents**		
	Objective: To prioritise safety during incidents.							
3.6.0	In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.	We conducted our annual fire drill in March. As a result of COVID 19 all fire drills have been cancelled and staff informed that an alarm activation must be assumed to be an active fire.	2	1	2	Ensure Induction for new starters covers Fire Safety and evacuation and that current practice on not having weekly fire tests / fire drills.	1	
4.1						**Manage contacts**		
	Objective: To minimise the number of unnecessary visits to offices.							

4.1.1	Encouraging visits via remote connection/working where this is an option.	Contractors – current policy is only for critical works, routine maintenance that cannot be done by our internal team or works which do not involve being inside a building. Visitors only to be hosted where meeting is impossible to be held remotely.	2	1	2		N/A	2
4.1.2	Limiting the number of visitors at any one time.	Size of site makes this low risk	2	1	2		N/A	2
4.1.3	Limiting visitor times to a specific time window and restricting access to required visitors only.	Any visitors turning up on site without prior invitation (cold calls) are being sent away and not allowed to gain access beyond reception.	2	1	2		N/A	2
4.1.4	Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.	Current practice in place to minimize number of contractors on site at one time and undertaking out of house where possible.	2	1	2		N/A	2
4.1.5	Maintaining a record of all visitors, if this is practical.	Permit to Work in place and records this for contractors.	2	1	2		N/A	2
4.1.6	Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.		3	1	3	All visitors / Contractors attending site to be requested to make contact via mobile phone with their QPHL host before leaving their vehicle and not to enter reception – but to be collected externally by host. External shelter to be installed for rainy days that enables host and visitor to keep 2m apart whilst host scans visitor with mobile temperature sensor. Formalise in a template how we expect contractors to work whilst on site and checks to be made prior to attending site (such as health) Works Risk Assessments / Permits should consider how we social distance during the works and minimise contact getting to the works and maintaining hygiene standards Key messages to be agreed and for certain visitors to site giving explicit instructions (such as delivery drivers)	1	
4.2		**Providing and explaining available guidance**						
		Objective: To make sure people understand what they need to do to maintain safety.						
4.2.1	Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids, and before arrival, for example, by phone, on the website, by email.		3	1	3	Risk assessment templates to be sent to all contractors that have an appointment onsite.	2	
						For delivery drivers, signage should be placed in prominent places with advice and key information.	2	
						These signs can be placed on all entry and exit points to all facilities. IE on the gate to SP3 yard or a warehouse door where drivers may need to enter.	2	
						Verbal checks should be made to ensure that they have read and understood the information.	2	

4.2.2	Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.		3	1	3	IT, Engineering, Programme Management to review agreed protocols, document and share for use by wider co-hort See items 4.1.3-4.2.1	2	
4.2.3	Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.	N/A	N/A	N/A	N/A	See item ref 3.15	N/A	N/A
4.2.4	Coordinating and working collaboratively with landlords and other areas of facility sites, for example where R&D facilities or labs are situated on science parks.	N/A	N/A	N/A	N/A		N/A	N/A
5	**Cleaning the workplace**							
5.1	**Before reopening**							
	Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:							
5.1.0	An assessment for all sites, or parts of sites, that have been closed, before restarting work, Cleaning procedures and providing hand sanitiser, before restarting work	QPHL have not been closed nor partially closed but have undertaken the following enhancements to cleaning and sanitisation in the workplace. Hand sanitisers are placed at various strategic points throughout the building. Regular cleaning of touchpoints has been adopted throughout the day. In house cleaning staff adhere to the enhanced covid 19 cleaning regime.	2	1	2	Requirements to support No.1 & No.3 cleaning on a Saturday will be reviewed and potentially additional resource added to support cleaning on the weekend.	1	
5.1.1	Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.	See item 3.38	N/A	N/A	N/A		N/A	N/A
5.1.2	Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.	Each work area IE workrooms, warehouses, cleanrooms throughout each building have dedicated Air handling units which are monitored for flow, heat and cool air.	1	1	1		N/A	1
5.1.3	Positive pressure systems and extractors can operate as normal.	Noted	N/A	N/A	N/A		N/A	N/A
5.1.4	Restarting and testing specialist equipment which may have been unused for a longer than usual period of time.	N/A to QPHL and all equipment have PPM scheduled regardless of time or usage	N/A	N/A	N/A		N/A	N/A
5.2	**Keeping the workplace clean**							
	Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.							
5.2.1	Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.	See item ref 1.11 and 5.1	N/A	N/A	N/A	See item ref 1.11 and 5.1	N/A	N/A

Ref	Description	Comments				Action / Notes		
5.2.2	Determining the required cleaning process for expensive equipment that cannot be washed down, designing protection around machines and equipment.	Where washing down cannot be achieved steam cleaners are used All cleanroom equipment has cleaning procedures	1	1	1		N/A	N/A
5.2.3	Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.	Hourly cyclic cleaning of touchpoints has been adopted In house cleaning staff adhere to the enhanced covid 19 cleaning regime	N/A	N/A	N/A	See item ref 1.11 and 5.1	N/A	N/A
5.2.4	Clearing workspaces and removing waste and belongings from the work area at the end of a shift.	Should be normal practice but needs reinforcement.	2	1	2	Reinforce what we expect and ensure provisions provided for staff to clean down their equipment before / after use as needed.	2	2
5.2.5	If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.	We have this in place as a process – COVID 19 Cleaning regime plan version 1	2	1	2	Revisit the cleaning process and update with current guidance.	2	2
5.3	Hygiene: handwashing, sanitation facilities and toilets							
	Objective: To help everyone keep good hygiene through the working day.							
5.3.1	Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	signs, posters, training are all in place.	2	1	2	To avoid complacency regular communication videos should be increased and make it the mantra for all members of staff.	2	2
						Staff should be briefed to remind any member of staff, contractor or visitor that is seen not to adhere to any policy or process	2	2
						Managers should ensure any training reference cleanrooms, cleaning, or covid 19 training have been completed	2	2
						Any processes that individual staff member is constantly ignoring should be retrained or one to one discussion on behaviour.	2	2
5.3.2	Providing regular reminders and signage to maintain personal hygiene standards.	See 5.31	N/A	N/A	N/A	See 5.31	N/A	N/A
5.3.3	Providing hand sanitiser in multiple locations in addition to washrooms.	Currently we have hand sanitiser in place at all entrances / exits, meeting rooms and various areas through the buildings	2	1	2	Revisit locations of hand sanitiser and where required make more accessible or move obvious.	1	
5.3.4	Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	All toilets both male and female have cubicles Whilst sinks are close the risk of any prolonged contact is not seen as a risk as this should take no longer that 1 minute	2	1	2		N/A	2
5.3.5	Enhancing cleaning for busy areas.	Enhanced cleaning for the various levels of alert are documented and adhered to as per cleaning guidelines v2	2	1	2	See 1.11 & 5.1	N/A	2
5.3.6	Providing more waste facilities and more frequent rubbish collection.	Current rubbish removal process SOP 4 is in place and being followed	2	1	2		N/A	2

Ref	Description	Control / Comments	L	S	R	Action / Comments	L	S	R
5.3.7	Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.	WHO recommend the regular washing of hands in warm water for 20 seconds followed by drying with paper towels or hand dryers. As such these will remain in use.	2	1	2		N/A	2
5.4		**Changing rooms and showers**						
	Objective: To minimise the risk of transmission in changing rooms and showers.							
5.4.1	Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and social distancing is achieved as much as possible.	Cleaners standard cleaning process currently in place	3	1	3	Staff to be told to place used towel in bag / locker and to take home every day / launder. Towels left will be removed and disposed of by cleaning staff. Provide basic cleaning equipment in showers and reinforce that each member of staff that showers should leave it as they find it.	2	
5.4.2	Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	COVID 19 Cleaning regime plan version 1 has been implemented	2	1	2	Shortage of cleaning staff within Pharmaxo is resulting in reduced cleaning throughout the day other than high traffic areas. Business operational on Saturday but no cleaners on site need backfill staffing for temporary absence and potential requirement for further staffing subject to this review See 1.11 & 5.1	1	
5.5		**Handling goods, merchandise and other materials, and on-site vehicles**						
	Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.							
5.5.1	Cleaning procedures for goods and merchandise entering the site.		2	1	2	See item ref1.1.4.2 – All delivery drivers will be temperature scanned and any found to have elevated temperature will result in goods being rejected.	1	
5.5.2	Cleaning procedures for the parts of shared equipment you touch after each use.	See item ref 1.11 and 3.43	2	1	2	See item ref 1.11 and 3.43	1	
5.5.3	Cleaning procedures for vehicles.		2	1	2	Drivers of company vehicles should ensure that each delivery van is cleaned at least once a week and the internal cabs are cleaned after each journey.	1	
5.5.4	Encouraging increased handwashing and introducing more handwashing facilities for workers handling deliveries or providing hand sanitiser where this is not practical.	No.1 has handwashing available within the dispensary for use after handling goods. No.3 has hand washing available in the drivers' toilet facility outside Goods in area.	2	1	2	Hand gel to be provided in all Goods in Areas (No.1 / No.3)	1	

Ref	Guidance	Company Response				Action		
5.5.5	Regular cleaning of vehicles that workers may take home.	Not applicable as we do not have shared (pool car) vehicles	N/A	N/A	N/A		N/A	N/A
5.5.6	Restricting non-business deliveries, for example, personal deliveries to workers.		2	1	2	Staff to be informed that for period of COVID 19 they are no allowed to have personal deliveries sent to site.	1	

6	Personal protective equipment (PPE) and face coverings							
6	Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.	Appropriate PPE available to patient facing nurses Appropriate PPE used in Production / Clean rooms and Labs as per our Standard Operating Procedures Stocks of PPE are held within the company. Stock levels are being actively monitored given worldwide shortages. Contingency plans are being created if stock is low (below 6 months) and put into practice if below 3 months. This is monitored by the Exec / Covid 19 response team	1	1	1		N/A	1

6.1	Face coverings							
	Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers: • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it • when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands • change your face covering if it becomes damp or if you've touched it • continue to wash your hands regularly • change and wash your face covering daily • if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste • practice • social distancing wherever possible	QPHL have not introduced additional use of face coverings beyond the current requirements for these within our existing SOPs. QPHL have provided staff with non-clinical face masks for use outside of work for their household members.	1	1	1		N/A	1

7	Workforce management							
	Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.							

Ref	Control measure	Current status	L	S	R	Further action		
7.1.1	As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.	As part of the work undertaken in item ref 1.12 (assessment of home working and supporting 90 employees to be able to work from home). QPHL have reviewed teams and ensured that we have reduced risk by splitting teams apart, many of which are on rotation between home and office to provide this separation between members of the same teams. See item ref 3.11 and 3.35	2	1	2	Use access control monitors to review movements of staff between different clean rooms (% that have been in more than 1 clean room per day). Bath ASU to enforce remote supervision within the cleanroom as this will reduce contact getting into the cleanroom facilities. Bath ASU and Pharmaxo will review shift times to minimise overlapping.	1	
7.1.2	Identifying areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones.		2	1	2	See 8.13 on improving ordering, receiving and distributing goods coming to site	1	
7.2						**Work-related travel**		
7.2.1						**Cars, accommodation and visits**		
						Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.		
7.2.1.1	Minimising non-essential travel –consider remote options first.	All non-essential business travel stopped in March 2020.	1	1	1		N/A	1
7.2.1.2	Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face..	Not usually a business-driven requirement	1	1	1	Car sharing is safer than public transport as a method to come to work during COVID 19 and will not be discouraged. However guidance to be issued that, where possible, the passenger should sit in the back of the car.	1	
7.2.1.3	Cleaning shared vehicles between shifts or on handover.		N/A	N/A	N/A	See Item REF 5.53	N/A	
7.2.1.4	Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.	Nurses staying away overnight do so in hotels who are maintaining social distancing and cleaning schedules. Staff using long term accommodation have secured 7 day lets to reduce risks	2	1	2		N/A	2
7.2.2						**Deliveries to other sites**		
						Objective: To help workers delivering to other sites such as research institutions or customers' premises to maintain social distancing and hygiene practices.		
7.2.2.1	Putting in place procedures to minimise person-to-person contact during deliveries to other sites.	Pharmaxo adopted NCHA national home delivery process	2	1	2	Laminated A4 guidance\ check sheet notes for deliveries should be placed in all QPHL delivery vehicles	1	
7.2.2.2	Maintaining consistent pairing where 2-person deliveries are required.	N/A	N/A	N/A	N/A		N/A	N/A
7.2.2.3	Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.	Moved to payroll deduction for any pharmacy purchases	1	1	1		N/A	1
7.3						**Communications and training**		
7.3.1						**Returning to work**		
						Objective: To make sure all workers understand COVID-19 related safety procedures.		
7.3.1.1	Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.	As a key supplier to the NHS, QPHL have continued its operations throughout the lockdown period (with adaptations being made). Throughout this period regular communications and support have been provided to staff. We have in place standard operating procedures for returning to work as part of our day job.	2	1	2	As QPHL adopts new processes and procedures on advice from Gov. Any staff member that has been on holiday or isolation should complete an update on changes to the way we are currently working. IE entry and exit routes, one-way systems, heat scans etc. This needs to be	1	

7.3.1.2	Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.	As a key supplier to the NHS, QPHL have continued its operations throughout the lockdown period (with adaptations being made). Throughout this period regular communications and support have been provided to staff.	2	1	2	See 7.3.11	1	
7.3.1.3	Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.	As a key supplier to the NHS, QPHL have continued its operations throughout the lockdown period (with adaptations being made). Throughout this period regular communications and support have been provided to staff. We have in place standard operating procedures for returning to work as part of our day job.	2	1	2	See 7.3.11	1	
7.3.2	**Ongoing communications and signage**							
	Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.							
7.3.2.1	Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.	QPHL is maintaining its regular communication with employees. Engagement is managed directly with COVID / EXEC team	2	1	2		N/A	2
7.3.2.2	Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).	Printed booklets on how to deal with COVID-19 stress and distributed around the business. Resources on the intranet and our qphl page	2	1	2	See item ref 2.11 – staff engagement survey questions to be included.	1	

Ref	Description	Comment				Actions		
7.3.2.3	Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.		2	1	2	Consider publishing a link on the internet of actions taken to protect staff, customers, contractors and suppliers. we can then reference this link if they need assurances or advice	1	
7.3.2.4	Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.	Comms issued to staff are vetted by internal communications and HR professionals together with the Executive team	2	1	2		1	
7.3.2.5	Using visual communications, for example whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.	We have posters displayed at entrances and colour coded large format posters setting out key actions.	2	1	2		1	
8		**Inbound and outbound goods**						
		Objective: To maintain social-distancing and avoid surface transmission when goods enter and leave the site						
8.1	Revising pick-up and drop-off collection points, procedures, signage and markings.		2	1	2	See item ref 1.1.4.2 & 5.51 & 5.54, 7.11 No.1 – create an external drop off (covered) location for delivery drivers to be temperature scanned prior to delivering goods and clean hands with hand sanitiser. If their temperature is outside of accepted range, delivery to be refused and company informed that driver has failed a temperature test. No.3 this process to be carried out, outside of Goods in – under covered area (Hand sanitiser to be installed). Goods only to be allowed in once drivers have passed temperature check and sanitised hands. External Signage and comms to be generated, displayed and communicated to regular delivery companies.	1	
8.2	Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.	N/A	N/A	N/A	N/A		N/A	
8.3	Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	Currently managed by Purchasing – stock management	2	1	2		N/A	2
8.4	Where possible and safe, having single workers load or unload vehicles.	Large quantity is removed by single person / forklift	2	1	2		N/A	2
8.5	Where possible, using the same pairs of people for loads where more than one is needed.	See item 8.4 – N/A	N/A	N/A	N/A		N/A	N/A
						Portaloo to be installed in NO.2 Compound to support Drivers delivering to No.1 and contractors working outside.		

| 8.6 | Enabling drivers to access welfare facilities when required, consistent with other guidance. | This is in place at No.3 | 2 | 1 | 2 | Portaloo will also support contractors working outside in 4the Science Park during this time.

Hand Sanitiser to be bolted into the Portaloo Bath ASU must lock up external compound at night. | 1 | |
| 8.7 | Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways. | See item ref 4.11, 4.12 & 4.15 | 2 | 1 | 2 | | N/A | 2 |

		Key to Severity/Likelihood Table						
S E V E R I T Y	3		3	6	9		**Green = Low risk Rating**	
	2		2	4	6		**Amber = Medium Risk Rating**	
	1		1	2	3		**Red = High Risk Rating**	
			1	2	3			
L I K E L I H O O D								