

RISK ASSESSMENT

Assessment For:	CORONAVIRUS RISK ASSESSMENT			Assessment date:	22-10-2020
Assessors Name:	GARY CROSS	Job Title:	H&S MANAGER	Signature:	

Likelihood (L)	Severity (S)	Risk Rate (Likelihood X Severity)	Note. Ideally, you should look to reduce the risk so that the task can be classified as "low risk".
1 – Highly Unlikely	1 – Trivial (i.e. scratch)	Low risk: 1 – 6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
2 – Unlikely	2 – Minor Injury (i.e. cut)		
3 – Possible	3 – Over 3 day Injury (i.e. fracture)	Medium risk: 8 - 12	Medium risks should only be tolerated for the short-term and only whilst further control measures to mitigate the risks are being planned and introduced.
4 – Probable	4 – Major Injury (i.e. amputation)		
5 - Certain	5 – Incapacity or Death (death)	High risk: 15 - 25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.

Equipment / Location	Hazard	Type of Harm	Persons Affected	Risk Evaluation		LxS	Risk Control Measures / Comments	Residual Risk		LxS	Further action required
				L	S			L	S		
	If you may be exposed to the COVID-19 virus	Serious ill-health conditions	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> If you have symptoms of coronavirus (new cough, high temperature or a loss of, or change to, your sense of smell or taste), you must self-isolate, stay at home and ask for a test to check if you have the virus. If the test comes back negative and you are well enough, you can come back to work. If the test comes back positive, stay at home for ten days. If you live in a household with someone who has the symptoms described above, you must stay at home from the day their symptoms started and ask for them to be tested. If they test negative, you can come back to work. If they test positive you must stay at home for 14 days from the day their symptoms started. If you develop symptoms, you must stay at home for ten days and ask to be tested. Everyone must follow the government guidance at: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/. You must inform the company of any absence and the results of any tests as soon as possible and follow the company's guidance that is available from the HR Department. The Company must not knowingly require, or encourage, someone who is being required to self-isolate to come to work. The company will carry out assessment of the ability for workers to work from home while self-isolating. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.

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	Working during the COVID-19 pandemic	Serious ill-health conditions	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> Postal Services has been categorised as an essential service by the government and therefore Latcham Staff are classified as key workers. Everyone must follow the government's guidance on working during the COVID-19 pandemic (https://www.gov.uk/coronavirus) These are to be reflected in local arrangements. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.
Home workers		Serious ill-health conditions/ mental health issues	Staff	3	5	15	<ul style="list-style-type: none"> Employees must identify a suitable location to work in their home. It should provide sufficient separation from likely disruptions and space to allow them to work in a safe manner. If staff feel that they are unable to work at home safely, they must inform their line manager. Workstations and work routines should be set up and maintained in accordance with HSE guidance (https://www.hse.gov.uk/toolbox/workers/home.htm). Staff to report any problems in setting up a workstation to their line manager. Assistance to be provided if required. Equipment, access to systems etc. to be provided and maintained to ensure staff can complete their duties at home. Communication and reporting channels to be clearly identified to all homeworkers. Line managers to maintain regular contact with their staff. If the work at home duties are not restricted to using display screen equipment, a safe system of work is to be developed by the line manager and agreed by employee. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.
Working on company premises/ working at home		Serious ill-health conditions	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> An assessment of "Government COVID Secure guidance for employers" has been carried out at the Companies premises to review and amend, as necessary, the Company's policies and procedures The company has taken steps to reduce the total number of office staff attending work to ensure the office occupancy are reduced to reduce the risk to the spread of COVID. The company has also considered the risk to mental health due to potential isolation of staff due to long term home working. Having considered and balanced both of the above considerations, and having consulted with managers and staff, the company has implemented partial home and office working. Attendance rotas have been implemented for each department. "COVID Secure" signage is displayed. Ensuring workers maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), wherever possible. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.

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							<ul style="list-style-type: none"> The company continues to review the latest government guidance and has/will implement protective measures, including provision of hand sanitiser at all entrances and around the workplace, social distancing, increasing ventilation, minimising gatherings to be followed. Desks to be set up to allow back-to-back or side-to-side working. If necessary, screens to be used to separate colleagues. These will only be used if social distancing cannot be maintained. If staff do not feel safe, they must report this to their line manager. If staff identify it is impossible/impractical for them to work from home, they should be given priority for attending the office. Staff returning to the office to be managed by line managers and co-ordinated by Gary Cross – H&S Manager. Staff attending the site must follow health and safety rules and take note of all signage around the building. The Company has installed new thermal scan cameras to monitor temperature of staff entering the building. For more details, please refer to the company "Thermal Heat Scan Policy". 				
Visitors, candidates and contractors		Serious ill-health conditions	Staff, candidates, contractors and others	3	5	15	<ul style="list-style-type: none"> Those visiting/attending the site must follow health and safety rules and take note of all signage around the building. Wherever possible meetings with suppliers and customers should be conducted by telephone or tele/video conference to avoid unnecessary site attendance. The Company has created guidance for Visitors (please see Visitors COVID Policies) which will be maintained and updated to reflect the current site H&S and COVID safe policies. All visitors must be given details of the site health and safety policies and procedures prior to visiting, and on arrival. All visitors must maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). Hand sanitiser and appropriate PPE is provided in the meeting rooms. Use of floor signage in meeting rooms to help people maintain social distancing. If remote/online meetings cannot be held, staff are allowed to the meeting rooms. All meetings must be pre-booked. Room occupancy numbers to be identified with signage. Rooms only to be used by those who have booked the room. All meetings to be kept as short as possible. Where it is practicable to do so, attendees should avoid sharing paperwork/materials and must clean hands following transfer if this cannot be avoided. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.

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							<ul style="list-style-type: none"> Contractors should avoid attending the premises if the work they are required to do can be completed offsite. The company as reviewed and updated details of control measures to be followed to prevent spread of coronavirus to be included in contractors documented safe systems of work (SSOW). No works to be completed without formal documented and agreed SSOW in place. SSOW must be specific to the tasks/locations etc. of the works being completed. They must identify site-specific risks and appropriate control measures. Maintain a record of all visitors Encouraging visitors to use hand sanitiser or handwashing facilities as they enter the premises. • Inductions on no touch / handshake / The Company has installed new thermal scan cameras to monitor temperature of all employees, visitors and contractors. For more details, please refer to the company "Thermal Heat Scan Policy" located in the reception. The Company has reviewed the use of face coverings / shields on site and decided that all employees, visitors and contractors must wear these from Wednesday 11th November 2020 until further notice. All visitors, contractors and others must wear face covering / shield in communal areas, when transitioning from one area to another and when using toilet facilities. For more information please ask for a copy of the company "Face coverings at work policy". 				
	Travel to the workplace	Serious ill-health conditions	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> Those travelling to the workplace to avoid public transport wherever it is practicable to do so. Staff to be encouraged to walk or use bicycles to get to work. Sharing of vehicles to be avoided unless it is impossible to do so. If sharing vehicles, face masks to be worn. Also, those sharing vehicles should form a 'bubble' and share with the same persons on a regular basis. Work related travel should be kept to a minimum as far as practically possible, and all COVID guidance relating to the means of transport and the 3rd party premises must be followed. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.
	Preventing infection spreading/ social distancing	Serious ill-health conditions	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> Non-fire doors to be kept open. Everyone to be regularly reminded to: <ul style="list-style-type: none"> wash your hands with soap and water often - do this for at least 20 seconds. Use hand sanitiser if soap and water are not available wash your hands regularly throughout the day use hand sanitiser regularly throughout the day 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.

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							<ul style="list-style-type: none"> - cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze - dispose of any tissues in appropriate waste receptacles as quickly as possible - do not touch your face or eyes if your hands are not clean. • Hand sanitiser stations to be set up around the workplace. • Staff to work back-to-back or side-to-side rather than face-to-face whenever possible. 				
Cleaning and house keeping		Serious ill-health conditions	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> • Cleaning frequency to reflect office occupancy levels. • Enhanced cleaning procedures (performed daily) should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> - taps and washing facilities - toilet flush and seats - door handles and push plates - hand rails on staircases and corridors - machinery and equipment controls - food preparation and eating surfaces - telephone equipment - keyboards, photocopiers and other office equipment - shower / changing rooms • Rubbish collection and storage points to be increased and emptied regularly throughout and at the end of each day. • In the event of possible contamination by a suspected or a person known to have coronavirus, the affected work areas that may have been contaminated must to be deep cleaned/decontaminated. • 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. • Providing regular reminders and signage to maintain personal hygiene standards. • Workspace / desks/ telephones to be cleaned down daily both at the start and end of the day (or change of resource). • Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. • Providing hand drying facilities either paper towels or electrical dryers. • Cleaning staff need to be updated of any changes to their usual routine: <ul style="list-style-type: none"> - It is important that they protect themselves and others whilst carrying out their cleaning roles. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.

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							<ul style="list-style-type: none"> - Cleaning staff need to follow hygiene protocol as set out for all members of staff. - Extra vigilance regarding the wearing of disposable gloves. - Regular disposal of gloves when finishing tasks and starting new ones and moving to different areas within the business, this is coupled with the hand washing protocol. - Continue to use paper towels and not cloths - Mop heads to be washed in washing machine after every use. - Fridges – continue to clean weekly and fridge handles cleaned daily 				
Common areas	Increase risk of spread in common areas of the organisation	Serious ill-health conditions	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> • All persons to wash their hands with soap and water as they enter and before leaving the common area. • All persons to use hand sanitiser located by the entrance to the canteen facilities • Staggering break times to reduce numbers in the canteen at any given time, ensuring social distancing is maintained • Breaks to be taken outside, if practicable to do so. • Signage displaying maximum occupancy in the canteens. • Restrict number of staff in meeting rooms and communal areas by removing chairs. • Screens installed on the tables in the main canteen to protect staff. • All food and drink to be brought in by those attending the office. • Office staff are advised to eat at their desks and avoid canteen areas • Extra vigilance and hygiene measures when using canteen facilities • Crockery and cutlery to be sterilized in dish washer. • Strict hand washing in these areas • All surfaces to be kept clean and anti-septic sprays to be used on work tops and tables • All handles to be washed frequently with anti-bacterial solution provided 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.
Inbound and outbound goods		Serious ill-health conditions	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> • Delivery and collection points to be clearly identified with signage. Staff managing the process must direct delivery drivers/couriers to these points. • Wherever possible, electronic devices to be used to confirm delivery/collection. Sharing of paperwork to be avoided wherever it is practicable to do so. • Staff to avoid close contact when lifting goods. Where possible. Mechanical means, such as fork lifts, pallet trucks, etc. to be utilised by trained and authorised persons. • Delivery drivers/couriers to be encouraged to stay in their vehicles. • Delivery drivers/couriers to be allowed to use welfare facilities. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.

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							<ul style="list-style-type: none"> Delivery drivers/couriers to leave parcels/mail on reception table maintain 2M distancing from reception if possible. 				
Following prescribed safe systems of work		Accident or injury caused by working in an unsafe manner	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> Under no circumstances are staff or contractors to be asked to complete tasks that they're not deemed competent in/authorised to perform. There are to be no exceptions to this rule. Whenever practicable to do so, standard safe systems of work to be followed. If necessary, the safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job, or anyone else who may be affected. Due to staff absence there may be times when direct supervision levels are less than normal. Staff are expected to maintain normal working practices. Anyone failing to do so will be subject to disciplinary procedures. If a pre-start check identifies any safety-critical faults, or a fault is identified during use, normal rules apply. The equipment must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe. If training that has a fixed expiry date runs out, site management will speak to the training provider to seek guidance. In many instances, grace periods are being extended to reflect the lack of available courses. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.
	People with higher risk of infection and/or an adverse outcome if infected	Serious ill-health conditions/ mental health issues	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> The higher risk groups include those who: <ul style="list-style-type: none"> - are older males - have a high body mass index (BMI) - have health conditions such as diabetes - are from some Black, Asian or minority ethnicity (BAME) Backgrounds <ul style="list-style-type: none"> • From 1st August, clinically extremely vulnerable individuals can return to their workplace providing COVID secure guidelines are in place but should work from home wherever possible. If extremely clinically vulnerable individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). The company has created a list of the clinically extremely vulnerable individuals. Each vulnerable person has been assessed on an individual basis. The Company has set up a support line (We Care) for all staff providing support with mental health and wellbeing 24/7. All staff have been notified. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.
Ventilation	Increase risk of spread of COVID-19 due to	Serious ill-health conditions	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> Air Conditioning lower fan circulation levels to prevent air borne particle travel Keeping doors and windows open if possible 	1	5	5	Ongoing monitoring and updating

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	airborne particles travel						<ul style="list-style-type: none"> Monitoring and managing filters in accordance to manufacturer instructions. 				in line with Gov. guidance and HSE.
	Coming to work and leaving work	Serious ill-health conditions	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> 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. Facilities are in place to help people walk, run, or cycle to work where possible. Reducing congestion, 3 entry points to the workplace. Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads where possible. A number of 'non-essential' security doors have been reprogrammed so that PIN not required when using touch-based security assess card. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.
	Moving around the building and worksite	Serious ill-health conditions	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> Reducing movement by discouraging non-essential trips within buildings, for example, restricting access to some areas, encouraging use of telephones, or other electronic devices, where permitted, and cleaning them between use. Restricting access between different areas of a building or site. Reducing maximum occupancy for common areas, staff are asked to wash hands, or use sanitizer before entering a new area. Managing use of high traffic areas: Corridors – Signage in place re 2 metre arrows, door handles cleaned daily, staff asked not to stop and converse in these spaces. canteens, (this is covered under common areas) Turnstiles – to be wiped daily, walkways to maintain social distancing. Priority signage for walkways/corridors and turnstiles Staying Secure Posters placed in all areas. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.
	Workplaces and workstations	Serious ill-health conditions	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> Office layout and processes reviewed to allow people to work further apart from each other. Workstations assigned to an individual and not shared. If they need to be shared, they should be shared by the smallest possible number of people. Using floor tape or paint to mark areas to help people comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). 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. Where it is not possible to move workstations further apart, using screens to separate people from each other. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.

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							<ul style="list-style-type: none"> • Desk separation screens applied in Hand packing, Client Services, Sales, Finance and Data Services (Crawley prior to returning to the office) • Perspex reception screen installed in the reception • Occupancy levels managed to enable social distancing – appropriate signage applied 				
	Accidents, Security and other incidents	Serious ill-health conditions	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> • In an emergency, for example, an accident, provision of first aid, fire or break in, people do not have to comply with social distancing guidelines if it would be unsafe. • People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. • Incident and emergency procedures reviewed to ensure they reflect the social distancing principles as far as possible. • First aiders have been issued with necessary PPE (i.e. face coverings and/or visor, gloves). • First aiders have been advised not to use rescue breaths (known as mouth-to-mouth) CPR because of the risk of catching a potentially high dosage of Covid-19. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.
Personal Protective Equipment (PPE) and face coverings		Serious ill-health conditions	Staff	3	5	15	<ul style="list-style-type: none"> • The Company is already using PPE in its work activity to protect against non COVID 19 risks and will continue to do so. • Staff must not share PPE clothing! <ul style="list-style-type: none"> • All shared hi-vis jackets to be removed! • Visitors will not be required to wear hi-vis jackets and must be accompanied by a member of staff. • Hi-vis jackets must be worn in designated warehouse areas by all. • Face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close up work, and increasing hand and surface washing. • The Company has reviewed the use of face coverings / shields on site and decided that all employees must wear these from Wednesday 11th November 2020 until further notice. For more details please refer to company "Face coverings at work policy". • Face coverings are mandatory on public transport and in a number of indoor premises. • People are also encouraged to wear face coverings in enclosed public spaces where there are people they do not normally meet. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and before and after taking them off. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.

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							<ul style="list-style-type: none"> The Company supports our workers in using face coverings safely if they choose to wear one. This means: <ul style="list-style-type: none"> Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before 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. Practise social distancing wherever possible. 				
	Shift patterns and outbreaks	Serious ill-health conditions	Staff	3	5	15	<ul style="list-style-type: none"> 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. 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. The Company will assist the Test and Trace service by keeping a temporary record of our staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. In the event of outbreak, a single point of contact (SPOC) is nominated – Gary Cross (H&S Manager) who would lead on contacting local Public Health teams. If there is more than one case of COVID-19 associated with our workplace, the company will contact our local PHE health protection team to report the suspected outbreak. If the local PHE health protection team declares an outbreak, The Company will be asked to record details of symptomatic staff and assist with identifying contacts. 	1	5	5	Ongoing monitoring and updating in line with Gov. guidance and HSE.
	Lack of Communications and Training	Serious ill-health conditions	Staff, contractors and others	3	5	15	<ul style="list-style-type: none"> The Coronavirus Management Committee was created to implement and communicate changes in line with governmental announcements. The committee consists of Managing Director, Operations Direct, Finance Director, Production Director, Sales Director, Finance Secretary, HR Manager and H&S Manager. 	1	5	5	Ongoing monitoring and updating in line with Gov.

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							<ul style="list-style-type: none"> The outcomes of the Coronavirus Management Committee is communicated to staff using the following methods: <ul style="list-style-type: none"> - company email - company WhatsApp group chat - videoconferencing tool - Face-to-face briefing to staff on site (observing social distancing rules) - notice boards Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. Developing communication and training materials for staff, contractors and other, especially around new procedures for arrival at work. Ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments. Awareness and focus on the importance of mental health at times of uncertainty. (The Company has provided a support line (WeCare) for all staff providing support with mental health and wellbeing 24/7. All staff have been notified). 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 and those with protected characteristics such as visual impairments. Coronavirus Risk Assessment is published on the company website: www.latchamdirect.co.uk 				guidance and HSE.

Review Details – to be reviewed in line with Gov guidance and HSE

Date review conducted	By Who	Findings of Review	Next review due date
22-10-2020	Gary Cross Mike Hughes	Updated due to changes in COVID guidance by the government	January 2021
10-11-2020	Gary Cross Mike Hughes	Updated due to new Company face coverings policy, and installation of thermal cameras	January 2021