

## Coronavirus Risk Assessment

This is the statement of policy and specific arrangements for managing the additional risks to health and safety as a result of the Coronavirus/COVID-19 pandemic. The Board of Directors of Gower Enterprises Limited (trading as E-Cigarette Direct) have determined that it is not possible for all members of staff to work from home and a core team of staff must remain to ensure that the head office and warehouse can continue to function. In order to minimise the risk to all staff, the Board of Directors have undertaken the following risk assessment and actions.

<b>Location/Dept:</b> Head Office/Warehouse		<b>Date Assessed:</b> 25 March 2020 <b>Reassessed:</b> 16 July 2021			<b>Assessed by:</b> Charlotte Dunworth		
<b>Task/Activity:</b> Office and Warehouse work (coronavirus)		<b>Review Date:</b> Regular ongoing, in line with Government changes.			<b>Reference Number:</b>		
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Working in the office and Warehouse	Contact with persons suffering from or potentially exposed to coronavirus	Employees Contractors Visitors	<p>An <a href="#">Emergency Action Plan (EAP)</a> is in place and has been communicated to all employees and visitors, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the workplace.</p> <p>All employees instructed to follow government guidance on self-isolating and adhere to advice given.</p> <p>Guidance on Test and Trace has been given and where eligible, employees are asked to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan.</p>	3	2	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Control measures will be revised and updated as and when the latest government guidance is released.</p>

		<p><u>Welsh Government guidance change</u> from 10/03/2021, if you are contacted by track and trace or know that you have been in contact with a positive COVID-19 case you must still self isolate AND book an NHS test, despite whether you have symptoms or not. Previously you could only book a test if you had symptoms. You also must still complete the self-isolation period of 10 even if you have a negative result.</p> <p>A Return to Work interview and form will be completed when an employee returns from self-isolating or has been diagnosed with COVID-19. The Company has established a return to work testing procedure and policy for all absences before employees return to work at Bell Court.</p> <p>Employees working onsite have been reduced to the minimum possible with staff working from home where possible.</p> <p>Where possible, staff who are unable to work from home are working on a compressed hours system which reduces the number of personnel on site each day.</p> <p>Visitors and Contractors have been reduced to the minimum possible.</p> <p>An employee has been given responsibility as a Social Distancing Officer to maintain social distancing and hygiene rules. Other employees also act as rotating Covid Monitors to ensure that social distancing hygiene measures are maintained at all times.</p> <p>Current Government guidance on Social Distancing distances rules and supporting work arrangements have</p>				
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			<p>been put in place. All workstations in use allow for the current Government guidance on Social Distancing distances rules distance between persons occupying workstations including the use of clear screens between workstations.</p> <p>Each worker has their own assigned workstation and there are no shared workstations.</p> <p>Where possible, a one-way system for navigating stock shelves and movement around the building has been established to limit people passing. Floor tape/signage is in place to remind people about the one way system.</p> <p>A regular cleaning and disinfecting program has been established, with particular attention paid to kitchen and bathroom areas. Kitchen and bathrooms areas have been restricted to a single user at any one time with each person disinfecting surfaces after use using antibacterial wipes.</p> <p>Posters and signage is in place to remind workers about hygiene and cleaning procedures.</p> <p>An increased risk of infection is identified in an accident or emergency and it may not be possible to maintain the current Government guidance on Social Distancing distances rules. Additional PPE has been made available to first aiders and fire wardens for use in these situations and training on how to safely use and dispose of the PPE has been given and understood.</p> <p>Fire doors must remain closed as fire doors are an important fire safety measure, keep fire doors closed and</p>				
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			<p>follow government advice on hand washing and cleaning hard surfaces.</p> <p>If employees or known visitors test positive for coronavirus, in line with Government Guidance - <a href="#">7.1.2 Outbreaks in the workplace</a> - further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic or potentially exposed, all surfaces that the person has come into significant 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> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <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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Business travel	Contact with persons who may have been exposed to coronavirus	Employees	<p>Business travel has been reduced to the minimum with remote meetings being used wherever possible.</p> <p>If business travel is absolutely necessary, employees will travel in their own vehicles where possible.</p> <p>If travel via public transport is required, all necessary PPE and guidance on how to use and dispose of PPE safely is given to the employee.</p> <p>Car-sharing has been reduced to the minimum and is only used where strictly necessary. Where car-sharing is necessary, journeys should be kept as short as possible. Both driver and passenger should wear suitable PPE including a suitable face mask and ensure that hands are washed/sanitised immediately before and after travel. The driver and passenger should sit as far apart as possible in the vehicle with the passenger sitting in the rear seat and offset to the driver. All windows should be kept open during the journey to maximise ventilation. Surfaces touched should be wiped with an anti-bacterial wipe after travel. In addition to the above measures, the Company may also request that employees undertake a rapid/lateral flow covid test and demonstrate a negative before travelling.</p>	4	2	6	
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Working in the office/Warehouse	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Employees who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to self-isolate.</p> <p>Employees who have returned from overseas should review the latest guidance from the Foreign and Commonwealth Office (FCO) and Government website. Depending on which country they have returned from, they may need to quarantine/self-isolate, even if they do not show any symptoms.</p> <p>Employees who have returned from other countries should self-isolate if they start showing symptoms of coronavirus.</p>	3	2	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>
	Contact with packages or items handled by persons who may have been exposed to coronavirus		<p>All incoming parcels will be labelled and quarantined for at least 72 hours using a goods in system.</p> <p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p>	3	1	3	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>
	Disposal of waste that may be contaminated by a coronavirus sufferer		<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. 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>	3	1	3	<p>Control measures will be revised and updated when the latest government guidance is released.</p>

			Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.				
	Overseas travel by employees	Employees Contractors Visitors	<p>Overseas travel should be avoided except in essential cases. No overseas travel for business purposes is necessary at the present time.</p> <p>If travel is essential, employees should review the latest FCO advice before travelling. Border entry restrictions may prevent travel regardless of how essential it is.</p> <p>A monitoring system has been established for employees to inform HR of recent and planned travel and changes to this travel.</p> <p>Employees must comply with any local restrictions and quarantine orders from local authorities when operating overseas.</p> <p>Employees who have returned from overseas should review the latest guidance from the FCO. Depending on which country, they may need to self-isolate, even if they do not show any symptoms.</p> <p>Employees who have returned from other countries should self-isolate if they start showing symptoms of coronavirus.</p>	3	2	3	<p>FCO advice will be reviewed regularly.</p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronaviruses">https://www.gov.uk/guidance/travel-advice-novel-coronaviruses</a></p>

<p>Working in the office/Warehouse</p>	<p>Contracting and spreading of infection</p>	<p>Basic infection controls should be followed as recommended by the government. Posters are displayed in staff welfare areas:</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>● Do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul> <p>Persons worried about symptoms should use the NHS 111 service, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p>Anyone experiencing a new, continuous cough; high temperature; and now also a loss of or change in your normal sense of smell or taste can book a test by visiting <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a></p> <p>Those unable to access the internet can call 119 in England and Wales.</p> <p>Anyone experiencing a new illness outside of the classic symptoms listed above are advised to take a</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>
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			<p>home lateral flow test or work lateral flow test if they start to feel unwell during work hours.</p> <p>Staff are encouraged to order home lateral flow testing kits to be used when required.</p>				
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PLEASE SEE DAILY MONITORING CHECKLIST ON PAGE 6

### 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
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RISK / PRIORITY INDICATOR MATRIX						
LIKEL IHO OD	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)				

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

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

## Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government and updated the risk assessment.	Y	Charlotte Dunworth	16/07/2021
Reviewed and updated the risk assessment to incorporate any changes to the guidance	Y	Charlotte Dunworth	22/03/2021
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available	Y	Danny Shortt	13/07/2021
Ensured sufficient stocks of appropriate masks and gloves are available for use in emergency situations	Y	Danny Shortt	13/07/2021

Identified and implemented the (new) recommended control measures	Y	Will Brunton	08/06/2020
		Fran Deias-Moffat	16/07/2021