

<b>Risk Assessment Number.</b>	TW RA 113 COVID-19 V3.1	<b>Location: (Site/ Building/ Room)</b>	All sites
<b>Assessment Date:</b>	30/11/2021	<b>Review Date:</b>	By 01/02/2022
<b>Assessors' Names:</b>	Ric Jennings / Liam Humberstone	<b>Job Title:</b>	Health and Safety Manager / Technical Director
<b>Task:</b> All work-related activities for Totally Wicked Group Employees – Coronavirus/COVID-19 risks			

What are the hazards? (See list of sample hazards)	Who might be harmed? (e.g. Staff, visitors)	Guidelines	Company Control measures	In place? Yes/ No	Corrective actions required	Risk Evaluation			Risk Rating
						Consequence (1 – 3)	Likelihood (1 – 3)	Overall risk (C x L)	Low, Medium or High
"Extremely vulnerable" group exposed to virus at work.	Staff	Government and NHS have defined a group of population deemed to be at much higher-than-average risk if exposed to virus. This group have been written to by their GP and advised that they should be "shielded".	All employees in this group to work from home	Yes	None	3	1	3	Medium Risk
Employees exposed to virus or expose others to virus at work - <b>General</b>	Staff	Government has recommended social distancing and other further measures to be used in workplace.	Use of face masks a personal choice.  Regular hand washing encouraged, provision of hand sanitiser.  Teams separated into functional areas and interactions limited.  Instruction given to recognise symptoms and take appropriate action.	Yes	None	2	1	2	Low Risk

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Employees exposed to virus or expose others to virus at work - <b>Office</b>	Staff	Additional precautions for office environments.	Work stations single person, no hot-desking.  Shared equipment (e.g. printers) cleaned, particularly at touch points.	Yes	None	2	1	2	Low Risk
Employees exposed to virus or expose others to virus – <b>Visitors to site</b>	Staff/ Visitors	Actions must be taken to reduce risk when visitors attend site.	Visitors invited to site when strictly necessary. Members of group defined “extremely vulnerable” may not visit TW sites.  Interaction and overlap between employees and visitors minimised.  Record of visitors maintained.  Visitors instructed on safe working practices / social distancing requirements applicable to location visited and monitored.	Yes	None	2	1	2	Low Risk
Employees exposed to virus or expose other to virus – <b>Canteens/ Kitchens</b>	Staff	Additional precautions for canteen / Kitchen environments	Employees encouraged to bring food and stay at work during lunch breaks.  Breaks separated into shifts to reduce interaction.	Yes	None	2	1	2	Low risk

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						Consequence (1 – 3)	Likelihood (1 – 3)	Overall risk (C x L)	Low, Medium or High
Employees exposed to virus or expose other to virus – <b>Gym/ Changing Rooms</b>	Staff	Additional precautions for Gym environment	<p>Employees encourage not to over populate gym</p> <p>Stationary equipment cleaned, particularly at touch points, before and after change of user.</p> <p>Towels/'sweat towels' will not be taken onto the gym floor Showers cleaned after each use</p> <p>Shower heads regularly cleaned</p> <p>Changing room cleaned twice a day</p>	Yes	None	2	1	2	Low risk
Employees exposed to virus or expose others to virus – <b>Retail Stores</b>	Staff, Customers	Additional precautions for retail environments	<p>Hand sanitiser provided for customers as well as team.</p> <p>Employees required to wear face masks with full instruction given.</p> <p>Full instruction given for store cleaning and schedule, particularly for touch points.</p> <p>Specific instructions given for passing of goods and taking payment.</p> <p>Screen between customers and employee at till.</p>	Yes	None	2	2	4	Medium Risk

What are the hazards? (See list of sample hazards)	Who might be harmed? (e.g. Staff, visitors)	Guidelines	Company Control measures	In place? Yes/ No	Corrective actions required	Risk Evaluation			Risk Rating
						Consequence (1 – 3)	Likelihood (1 – 3)	Overall risk (C x L)	Low, Medium or High
Employees exposed or expose other to virus – <b>Field Visits</b>	Staff	Additional precautions for field travel	<p>No journey may be made if it can reasonably be avoided.</p> <p>Field Merchandizing team required to wear face masks when on-site visits and on return HO.</p> <p>Field Merchandizing team instructed in safest working practices.</p> <p>Single vehicle occupancy preferred, with instruction for reducing risk if this is not possible.</p>	Yes	None	2	2	4	Medium Risk

1. EXAMPLE HAZARDS THAT MAY BE APPLICABLE TO THE JOB or WORK ACTIVITY			
Exposure of employee to coronavirus	Employee exposes others to coronavirus		

2. RISK MATRIX		Potential consequence of harm		
		1 – Minor Injury (e.g. hazard can cause illness, injury or equipment damage but the results would not be expected to be serious)	2 – Significant Injury (e.g. hazard can result in serious injury and/or illness, over 3 day absence)	3 – Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	1 – Unlikely (injury rare, though possible)	1 – Low	2 – Low	3 – Medium
	2 – Possible (injury could occur occasionally)	2 – Low	4 – Medium	6 – High
	3 – Probable (injury likely to occur, can be expected)	3 – Medium	6 – High	9 – Extreme

### 3. RISK EVALUATION

This is calculated by multiplying the likelihood against the consequence e.g. taking a likelihood of 1, which is classified as Unlikely and multiplying this against a Potential Consequence of 2, which is classified as Significant Injury, would give you an overall Risk Rating of 2, which would result in an overall evaluation as a low risk.

#### 1 to 2 = Low risk

Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes

#### 3 to 4 = Medium risk

Medium risks at the upper end of this band should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period. Risks on the lower end should be reduced if practicable.

#### 6 = High risk

High risks activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.

#### 9 = Extreme Risk

Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence.

**Use the risk rate to prioritize action**

Where risks are assessed as requiring additional controls the following action plan should be used to manage the process. Action timescales depend on levels of risk — as far as reasonably practicable, the greater the risk the sooner action must be taken.

<b>ACTION PLAN FOR FURTHER CONTROLS</b>		
<b>What is required?</b>	<b>By whom?</b>	<b>By when?</b>
Regular review while coronavirus pandemic is active	LH/SM/RJ	01/02/2022

In order to ensure that work continues to be safe, the control measures identified in the risk assessment must be implemented and maintained. The following checklist should be used to highlight how controls will be checked.

<b>PLAN FOR ACTIVE MONITORING</b>			
<b>Control measure</b>	<b>How monitored?</b>	<b>By whom?</b>	<b>How often?</b>
Assess likely infection level in workforce	Weekly staff absence update	LH/RJ	Weekly

Risk assessments must be reviewed following any significant change, e.g., if there is any reason to suspect that the assessment is no longer valid and at least annually. The results of the reviews are to be recorded below.

*Any changes must be recorded on the assessment and communicated to the relevant staff.*

<b>DETAILS OF REVIEW</b>			
<b>Date of review</b>	<b>Findings</b>	<b>Reviewed by?</b>	<b>Signature</b>
12/06/2020	Update – mandatory mask wearing removed for stores, so added for field visits	MR/LH	
16/07/2020	Update – addition of detail for gym reopening + general check through	MR/LH	
17/08/2020	Update – change in method for active monitoring	MR/LH	
12/10/2020	Update – mandatory mask wearing added for stores employees	MR/LH	
08/04/2021	Update – gym occupancy for UKVB added	LH	
01/06/2021	Update –general check through	MR/LH	
01/07/2021	Update –general check through	MR/LH	
14/07/2021	Update to store procedures + general check through	MR/LH	
01/08/2021	Update –general check through	MR/LH	
01/09/2021	Update – Change of Government Advice	RJ/LH	

30/11/2021	Update – Mandatory mask wearing reinstated in stores and for Field Sales Merchandisers	RJ/LH	
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The guidance contained in this section intended to serve as a general reminder of the risks that are sometimes encountered during the examination and sampling procedure and of the safety equipment that you should use and precautions that you should take.

You must refer to the legislation and the guidance of your national administration for more information.

<b>Revisions</b>		
<b>Version</b>	<b>Date</b>	<b>Changes</b>
TW RA 113 COVID-19 V1.0	29/05/2020	Version 1
TW RA 113 COVID-19 V1.1	09/06/2020	Version 1.1
TW RA 113 COVID-19 V1.2	12/06/2020	Version 1.2
TW RA 113 COVID-19 V1.3	16/07/2020	Version 1.3
TW RA 113 COVID-19 V1.4	17/08/2020	Version 1.4
TW RA 113 COVID-19 V1.5	16/10/2020	Version 1.5
TW RA 113 COVID-19 V1.6	10/12/2020	Version 1.6
TW RA 113 COVID-19 V1.7	10/02/2021	Version 1.7
TW RA 113 COVID-19 V1.8	08/04/2021	Version 1.8
TW RA 113 COVID-19 V1.9	01/06/2021	Version 1.9
TW RA 113 COVID-19 V2.0	01/07/2021	Version 2.0
TW RA 113 COVID-19 V2.1	14/07/2021	Version 2.1
TW RA 113 COVID-19 V2.2	01/08/2021	Version 2.2

TW RA 113 COVID-19 V3.0	01/09/2021	Version 3.0
TW RA 113 COVID-19 V3.1	30/11/2021	Version 3.1