



### Glasdon Group Limited incorporating Glasdon UK Limited & Glasdon International Limited

Date:	27/01/22	Review	27/04/22	Assessor	G. Butler Health & Safety Manager
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SEVERITY		LIKELIHOOD								
NO INJURY	1	ALMOST NEVER						LIKELIHOOD	HIGH	5
MINOR INJURY	2	SELDOM	MED	4	8	12	16	20	MED RISK	
INJURY	3	POSSIBLE	LOW	3	6	9	12	15		
SERIOUS INJURY	4	PROBABLE		2	4	6	8	10		
DEATH	5	ALMOST ALWAYS		1	2	3	4	5	LOW RISK	
<b>RISK MATRIX</b>					LOW	MED	HIGH			
					SEVERITY					

Hazard	Risk	Persons Affected	Risk level prior to controls			Control Measures	Residual Risk		
			S	L	R		S	L	R
COVID-19	Illness, Hospitalisation, Fatality	All	4	5	20	Reference Guidance:- <a href="https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs">https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs</a>  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>  <b>SYMPTOMS</b> <ul style="list-style-type: none"> <li>• All employees informed of recognised symptoms and are instructed to isolate if they are displaying any of the following.                             <ul style="list-style-type: none"> <li>○ A new continuous cough</li> <li>○ A high temperature</li> <li>○ A loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> </li> <li>• All employees are temperature checked on arrival.</li> </ul> <b>FACE:</b>	4	1	4



Hazard	Risk	Persons Affected	Risk level prior to controls			Control Measures	Residual Risk		
			S	L	R		S	L	R
						<ul style="list-style-type: none"> <li>Optional masks are provided for all employees.</li> </ul> <p><b>HANDS:</b></p> <ul style="list-style-type: none"> <li>Hand sanitiser provided at all access points and various locations in all buildings.</li> <li>Hand wash stations installed in all warehouses and assembly areas.</li> <li>Washroom facilities accessible in all buildings.</li> <li>Disposable hand towels to be used in all wash facilities.</li> <li>Sanitising wipes provided to wipe down surfaces and equipment</li> <li>Signage displayed informing of hand hygiene requirements</li> </ul> <p><b>SPACE:</b></p> <ul style="list-style-type: none"> <li>Offices, Assembly Areas and Warehousing are generally large in size with good ventilation.</li> <li>All areas confirmed as &lt;800ppm CO2.</li> </ul> <p><b>CLEANING</b></p> <ul style="list-style-type: none"> <li>Professional cleaning company employee to clean all areas each evening.</li> <li>Clean desk policy encouraged to facilitate thorough clean.</li> </ul> <p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>Employees are informed of changes to legislation or Company protocols regarding COVID-19 via Company Intranet, memos, notice boards, Company emails and personal emails.</li> </ul> <p><b>OUTBREAKS</b></p> <ul style="list-style-type: none"> <li>Outbreaks are to be assessed by the H &amp; S Department with advice sought from NHS, Public Health England and Blackpool Public Health.</li> <li>Professional deep clean available if required.</li> </ul> <p><b>VACCINES</b></p>			



Hazard	Risk	Persons Affected	Risk level prior to controls			Control Measures	Residual Risk		
			S	L	R		S	L	R
						<ul style="list-style-type: none"> <li>Employees actively encouraged to be vaccinated.</li> </ul> <p><b>WORKPLACE TESTING</b></p> <ul style="list-style-type: none"> <li>All employees are tested using Lateral Flow Tests every Monday, Wednesday and Friday.</li> <li>Extra Lateral Flow Tests available for all employees whenever needed.</li> <li>Visitors and Contractors will be offered Lateral Flow Tests where practicable.</li> </ul> <p><b>ISOLATIONS</b></p> <ul style="list-style-type: none"> <li>All employees are required to isolate if required by Government Guidance or NHS Test and Trace.</li> <li>Employees must follow NHS isolation durations.</li> </ul> <p><b>VISITORS</b></p> <ul style="list-style-type: none"> <li>Visitors are required to complete a Covid-19 questionnaire prior to arrival.</li> <li>Good hand hygiene to be practiced by all.</li> <li>Masks to be worn if distancing is less than 2 metres.</li> </ul> <p><b>CONTRACTORS</b></p> <ul style="list-style-type: none"> <li>Contractors are inducted informing them of Covid-19 control measures.</li> <li>Contractors are temperature checked on arrival</li> <li>Contractors required to wear masks</li> </ul> <p><b>VISITING DELIVERY DRIVERS/HAULIERS</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities available to visiting drivers &amp; hauliers.</li> <li>Activities involving visiting drivers and hauliers are conducted in well ventilated or outdoor areas.</li> </ul>			