

Risk Assessment COVID - 19 - Sales Teams / NESPRESSO Teams

Reference	006
Situation	Routine
Labels	
Departments	Sales Teams
Assessment Date	27/05/2020
Assessed By	Manel Roura
Description	To assess the risk presented by covid-19 pandemic to all sales teams
Review Date	Date not set

Title	Hazard Type	Description	Persons Affected	Legislation	Existing Controls	Sev.	Lik.	Risk	Additional Controls	Person Responsible	Deadline	Status	Res. Sev.	Res. Lik.	Res. Risk	Last Updated
Travelling	Biological hazards e.g. COVID-19	By travelling with others in reduced spaces.	Lyreco Sales Teams		Sales Teams are using TEAMS software for meetings. Sales Teams are interacting with customers remotely (TEAMS, telephone). Sales Teams have their own car.	5	3	15	Recommendation not to use public transport to be added on the Covid-19 Sales Teams SSOW. For walking territories sales teams "use of face mask" to be compulsory on the SSOW. "Care pack" to be issued to all Lyreco employees.	Manel Roura	12/06/2020	Pending	5	2	10	28/05/2020 17:01
Employing Vulnerable Employees (copy) (copy)	Biological hazards e.g. COVID-19	Lyreco Sales Teams	Employees who are more vulnerable / extremely vuln		Extremely Vulnerable / Vulnerable staff have been placed on furlough scheme	5	3	15	Dynamic Risk Assessment to be developed for use on the return of employees in this category.	Manel Roura	19/06/2020	Pending	5	2	10	27/05/2020 15:25
Day to day work (social distancing)	Biological hazards e.g. COVID-19	If employees get in close contact with other people that carry the virus, they might get infected.	Lyreco Sales Teams		Working from home as a first priority whenever possible. "Social distancing to be kept at all times, when possible" has been communicated to all employees.	5	3	15	"Sales Teams covid-19 SSOW" to be issued.	Manel Roura	12/06/2020	Pending	5	2	10	27/05/2020 15:13
Day	Biological	Not	Lyreco		"Wash	5	3	15	Provision	Manel	12/06/2020	Pending	5	2	10	27/05/2020

to day work (hygiene)	hazards e.g. COVID-19	maintaining a clean environment	Sales Teams		your hands for 20 seconds regularly" message sent to all employees.				of a covid-19 safety kit for all Sales Teams	Roura					15:23
Mental health of lone worker employees	Lone working	Employees who are working or have been furloughed may be susceptible to increase mental health issues.	Lyreco Sales Teams		Updates communicated by the SMT. Company updates communicated by Internal Comms. Communications on the company social media. Line managers have established channels to maintain contact and support employee. People and Culture issue regular communications and campaigns on mental health and wellbeing.	4	3	12							27/05/2020 15:47