

## Risk Assessment COVID - 19 - NDC Operations

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|------------------------|---|
| <b>Reference</b>       | 002   |
| <b>Situation</b>       | Routine   |
| <b>Labels</b>          |   |
| <b>Departments</b>     | NDC employees   |
| <b>Assessment Date</b> | 12/05/2020  |
| <b>Assessed By</b>     | Richard Taylor  |
| <b>Description</b>     | To assess the risks presented by the COVID-19 pandemic within the NDC environment |
| <b>Review Date</b>     | 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     |
|---|----------------------------------|-----------------------------------|----------------------|-------------|---|------|------|--------|---|---|------------|----------|-----------|-----------|-----------|------------------|
| Day to day activity in the NDC (distancing) | Biological hazards e.g. COVID-19 | Not maintaining social distancing | Lyreco NDC employees |             | <p>Employees are aware of current government guidelines and requirement to maintain distance within the workplace</p> <p>Breaks are staggered</p> <p>Performance dialogue meetings are spaced with floor markings</p> <p>Hand sanitation products are provided</p> <p>Removed requirement to use clock in system</p> <p>Awareness posters</p> | 5    | 3    | 15     | Assess locations for hand sanitation stations and implement.  | Mick Patel, Dennis Hyatt, Shawn Hammond               | 29/05/2020 | Overdue  | 5         | 2         | 10        | 26/05/2020 11:54 |
|   |                                  |                                   |                      |             |   |      |      |        | Consider requirement for screens and barriers   | Richard Taylor  | 29/05/2020 | Complete |           |           |           |                  |
|   |                                  |                                   |                      |             |   |      |      |        | Move workstations further apart where possible. Assess ability for staff to work "back to back" or "side to side" | Chris Barlow, Mick Patel, Dennis Hyatt, Shawn Hammond | 29/05/2020 | Overdue  |           |           |           |                  |
|   |                                  |                                   |                      |             |   |      |      |        | Reduce number of people who interact, through fixed teams or partnering. Reduce sharing of equipment.             | Chris Barlow, Mick Patel, Dennis Hyatt, Shawn Hammond | 29/05/2020 | Overdue  |           |           |           |                  |
|   |                                  |                                   |                      |             |   |      |      |        | Assess requirement for floor signage/tape and posters to increase   | Chris Barlow, Mick Patel, Dennis Hyatt, Shawn Hammond | 29/05/2020 | Overdue  |           |           |           |                  |
| Assess                                      |                                  |                                   |                      |             |   |      |      | Assess | Richard Taylor  | 29/05/2020  | Complete   |          |           |           |           |                  |

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|  |   |  |                                    |  |   |   |   |    | PPE requirements as per government guidance   | Taylor   |            |          |   |   |    |                  |  |
|  |   |  |                                    |  |   |   |   |    | Assess ability to create one-way system   | Richard Taylor                                     | 29/05/2020 | Overdue  |   |   |    |                  |  |
|  |   |  |                                    |  |   |   |   |    | Review of shift patterns to decrease contact between employees  | Richard Taylor                                     | 29/05/2020 | Complete |   |   |    |                  |  |
|  |   |  |                                    |  |   |   |   |    | No current controls around use of toilet blocks. Maximum number of employees at any one time to be implemented  | Peter Gojka,David Jackson                          | 29/05/2020 | Complete |   |   |    |                  |  |
|  |   |  |                                    |  |   |   |   |    | Creation of NDC SSOW for COVID 19   | Richard Taylor                                     | 29/05/2020 | Overdue  |   |   |    |                  |  |
|  |   |  |                                    |  |   |   |   |    | Review of usage of changing rooms to support social distancing  | Mick Patel, Dennis Hyatt                           | 04/06/2020 | Pending  |   |   |    |                  |  |
|  |   |  |                                    |  |   |   |   |    | Remove use of water dispenser   | Mick Patel   | 29/05/2020 | Overdue  |   |   |    |                  |  |
| Day to day activity in the NDC (hygiene) | Workstation , Biological hazards e.g. COVID-19          | Not maintaining a clean environment  | Lyreco NDC employees               |  | NDC cleaner cycling through regular communal touchpoints : Barriers, steps etc etc<br>Clean Image frequency of cleaning toilets and sanitation areas increased, focus on communal touchpoints<br>Hand Sanitiser provided in multiple locations<br>Paper Towels provided where possible as an alternative to hand dryers | 5 | 3 | 15 | Staff need to be aware of their responsibilities in terms of sanitising their own work station. Deep clean at the start and end of shift, and periodic cleaning of shares spaces.<br>Equipment needs to be readily available to facilitate. | Chris Barlow,Mick Patel,Dennis Hyatt,Shawn Hammond | 29/05/2020 | Overdue  | 5 | 2 | 10 | 21/05/2020 10:10 |  |
|  |   |  |                                    |  |   |   |   |    | Clear use and guidance for shower to be provided  | David Jackson,Peter Gojka                          | 29/05/2020 | Overdue  |   |   |    |                  |  |
|  |   |  |                                    |  |   |   |   |    | Shared equipment needs to have a clear procedure for cleaning and sanitising  | Richard Taylor                                     | 29/05/2020 | Complete |   |   |    |                  |  |
| Interaction with visitors on site        | Inadequate procedures, Biological hazards e.g. COVID-19 | Visitors to site may be carriers of the virus and spread infection to NDC Employees or vice versa. | Lyreco NDC employees, and visitors |  | Customer Visits not being conducted<br>Contractors only used when required to maintain BAU.<br>Contractor Control Procedure   | 5 | 3 | 15 | Assess access to site for 3PLs in Despatch and Goods In   | Mick Patel, Dennis Hyatt,Shawn Hammond             | 29/05/2020 | Overdue  | 5 | 1 | 5  | 21/05/2020 10:05 |  |
|  |   |  |                                    |  |   |   |   |    | Review  | Ward   | 29/05/2020 | Overdue  |   |   |    |                  |  |

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|  |                                  |  |                      |  | in place<br>Delivery drivers not entering site and welfare facilities provided  |   |   |    | provision of guidance on social distancing and hygiene for delivery drivers and 3PL partners  | John,Shawn Hammond                                     |                          |                    |   |   |    |                  |  |
| Attending meetings.                                | Biological hazards e.g. COVID-19 | Inability to maintain social distancing and contact with common surfaces.  | Lyreco NDC employees |  | Use of Teams platform wherever possible<br>Hand Sanitation in meeting rooms<br>Windows opened while meetings are held | 5 | 2 | 10 | Review maximum capacity in NDC meeting rooms<br>Assess signage and layout in meeting rooms to encourage social distancing   | Peter Gojka,David Jackson<br>Peter Gojka,David Jackson | 29/05/2020<br>29/05/2020 | Overdue<br>Overdue | 5 | 1 | 5  | 21/05/2020 10:11 |  |
| Day to day activity in the NDC (environmental cond | Biological hazards e.g. COVID-19 | Lack of ventilation aids airborne spread of virus  | Lyreco NDC employees |  | Doors opened where possible/practical<br>Windows opened where possible/practical<br>NDC is a very large space         | 5 | 2 | 10 | Assess whether the use of the NDC ventilation system will aid or hinder the virus spread  | Peter Gojka  | 29/05/2020               | Complete           | 5 | 2 | 10 | 21/05/2020 10:04 |  |
| Mental health of off-site employees                | Lone working                     | Employees who are working or have been furloughed may be susceptible to increased Mental Health issues   | Lyreco NDC employees |  | Updates communicated from the SMT by email/letter   | 5 | 2 | 10 | Regular contact between employee and line manager agreed and maintained to ensure the required level of support. Defined during initial contact in line with employee expectations. | Richard Taylor   | 29/05/2020               | Complete           | 5 | 1 | 5  | 14/05/2020 15:22 |  |
| Employing vulnerable employees                     | Biological hazards e.g. COVID-19 | Employees who are more vulnerable/extremely vulnerable as determined by the UK Government can potentially develop more severe and life threatening symptoms if they contract the virus | Lyreco NDC employees |  | Extremely Vulnerable/ Vulnerable staff have been removed from site through the furlough scheme                        | 5 | 1 | 5  | Dynamic Risk Assessment to be developed for use on the return of employees in this category   | Manel Roura  | 05/06/2020               | Pending            | 5 | 1 | 5  | 21/05/2020 10:03 |  |