

<b>LECKEY</b>	HEALTH & SAFETY MANAGEMENT SYSTEM	Authorised By	CMK
LD-RA-CO-01	RISK ASSESSMENT – COVID-19	Revision	01

## 1. COVID-19

COVID-19 is an infectious disease caused by a newly discovered coronavirus, first identified in late 2019. In 2020, this disease developed into a global pandemic and continues to represent a significant and material risk to public health.

### 1.1. What are the symptoms?

The main symptoms of coronavirus are: -

- high temperature;
- new, continuous cough; and
- loss or change to your sense of smell or taste.

This list continues to be reviewed and updated in line with official guidance.

### 1.2. How does COVID-19 spread from person to person?

COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces.

Estimates for how long the disease can live on a contaminated surface range from several hours, to several days, depending on environmental factors.

### 1.3. How to avoid catching and spreading coronavirus

Current public health guidance advocates: -

- To reduce the risk of infection from airborne infected respiratory droplets and direct contact with infected persons: -
  - Practice social distancing by staying 2 meters apart;
- To reduce the risk of infection from touching a contaminated object or surface: -
  - Covering your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze, putting used tissues in the bin immediately and washing your hands afterwards ('Catch in, bin it, kill it');
  - Frequent cleaning and disinfection of frequently touched objects and surfaces;
  - Washing hands thoroughly and frequently; and
  - Avoiding touching your face, where the virus could enter your body via the mouth, nose or eyes.

## **2. James Leckey Design Limited risk assessment**

The Board of Directors take their responsibility to protect our employees, our customers and the wider public seriously.

In this document we outline the risks of the spread of coronavirus and the controls we have put in place to reduce these risks. We have considered government guidance 'Working safely during COVID-19' and our own Health and Safety policies in the implementation of these controls. As government guidance is updated this risk assessment will be revised.

Reflecting the different risk profiles of different work environments, the risk assessment is split into three sections, colour coded for ease of reference: -

1. Production staff;
2. Office based staff; and
3. Field based sales staff.

Whilst we have carefully considered all risks, we also welcome employee feedback and we are actively encouraging our employees to inform of us any additional risks or failures to implement the controls we have put in place.

Presently, it is a mandatory requirement that all staff wear PPE including face masks and visors in the factory, sales and office setting. The supply of face masks and visors will be monitored by our Health and Safety manager, Ciaran McKinley, and staff should contact him if you have any concerns in relation to this.

## Safety and Health Risk Assessment

### SECTION1: PRODUCTION STAFF

<b>Contact:</b> Ciaran McKinley	<b>Area:</b> Factory on site 19c Ballinderry Road, Lisburn	<b>Date:</b>	<b>Revision date:</b>	
CURRENT CONTROLS	NEW CONTROLS REQUIRED	RESPONSIBILITY	TARGET DATE	COMPLETE
<p><b>Risk:</b> Infected person enters the factory</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
<p>Letters sent to all staff before attending work instructing not to attend work if they or a member of their household is symptomatic.</p> <p>Phased return with reduced number of staff on site. Individuals classed as 'shielded' will not be able to return to work until further notice.</p> <p>Ground marked outside factory to allow for socially distanced queuing.</p> <p>Wearing of face masks and visors mandatory for all workers on site to reduce direct virus spread and prevent face touching.</p> <p>Hand sanitiser available at all site entrances.</p> <p>Ground marked around clock in machine to allow for socially distanced queuing.</p> <p>No contact required at clock-in machine.</p>	<p>Review sickness policy for COVID-19.</p> <p>Consider implementation of temperature checks for all employees on entry to ensure entry refused to those with symptoms.</p> <p>Reinforce safe travel guidance to include travel on own to work where possible, avoid public transport where possible.</p> <p>Implement guidance on not leaving premises during the day i.e. leaving to visit shops or cafes nearby.</p> <p>Consider implementation of staggered arrival/departure times for those more vulnerable to virus.</p>	<p>HR department</p> <p>HR department/ Health and Safety team</p> <p>Health and Safety team</p> <p>Health and Safety team</p> <p>HR department/ Health and Safety team</p>	<p>8 June 20</p> <p>8 June 20</p> <p>25 May 20</p> <p>1 June 20</p> <p>1 June 20</p>	
<p><b>Risk:</b> Infected person enters locker/cloak room area prior to place of work</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
<p>Wearing of face masks and visors mandatory for all workers on site to reduce direct virus spread and prevent face touching.</p>	<p>Additional cleaning to be implemented at locker area.</p> <p>Ground to be marked to ensure socially distanced.</p>	<p>Health and Safety team</p> <p>Health and Safety team</p>	<p>25 May 20</p> <p>25 May 20</p>	
<p><b>Risk:</b> Infected person enters occupied work area</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				

<p>Staff reminded verbally and through signage to wash hands regularly.</p> <p>Hand sanitiser readily available in work areas.</p> <p>Cells re-arranged to allow for social distancing.</p> <p>Wearing of face masks and visors mandatory for all workers on site to reduce direct virus spread and prevent face touching. If your day job already required safety PPE e.g. welding helmets/safety goggles then this PPE should be worn in your work area.</p> <p>Employees receive appropriate information, instruction and training, e.g. correct methods for cleaning work stations and equipment, donning and doffing of masks and cleaning of visors, personal hygiene measures (e.g. 'catch it, bin it, kill it'), waste disposal of potentially contaminated items.</p> <p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Purchase additional hand washing facilities</p> <p>Educate staff on how to properly wash their hands through video demonstration/ additional signage</p> <p>Additional bin locations and tissues to be placed around site.</p> <p>Cleaning wipes placed around the site.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>Operations Management</p> <p>Health and Safety team</p> <p>Health and Safety team</p> <p>Health and Safety team</p> <p>Line Managers</p>	<p>Ongoing</p> <p>1 June 20</p> <p>25 May 20</p> <p>25 May 20</p> <p>Ongoing/Daily</p>	
<p><b>Risk:</b> Infected person touches tool, product or part which is passed to another person on the assembly line</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
<p>Individuals utilise own tools where possible.</p> <p>Wearing of face masks and visors mandatory for all workers on site to reduce direct virus spread and prevent face touching.</p> <p>Staff reminded verbally and through signage to wash hands regularly.</p> <p>Hand sanitiser readily available in work areas.</p>	<p>Educate staff on disinfection of tools after use.</p>	<p>Health and Safety team</p>	<p>25 May 20</p>	
<p><b>Risk:</b> Infected person works on task requiring &gt;1 person in the immediate area</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
<p>Wearing of face masks and visors mandatory for all workers on site to reduce direct virus spread and prevent face touching.</p>	<p>Guidelines to be agreed for staff working in close proximity i.e. dispatch.</p>	<p>Health and Safety team</p>	<p>1 June 20</p>	

<p>Staff reminded verbally and through signage to wash hands regularly.</p> <p>Cells re-arranged to allow for social distancing.</p> <p>Hand sanitiser readily available in work areas.</p>				
<p><b>Risk:</b> Infected person enters a communal area such as the toilets or canteen</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
<p>Maximum amount of people in toilet restricted. Using a whiteboard system, issue staff with their own white board marker. Place a tick to go in and cross out on exit. Only two allowed in at a time.</p> <p>Staff reminded verbally and through signage to wash hands regularly.</p> <p>Enhanced cleaning regimes for toilet facilities particularly door handles, light switches locks and the toilet flush.</p> <p>Enhanced cleaning regimes for kitchen facilities and eating areas particularly door handles, light switches, taps and vending machine. Tables cleaned after each use.</p> <p>Disposable hand towels provided and sufficient rubbish bins for disposal of such.</p> <p>An additional break and lunch time added to allow staggering to reduce congestion and allow for social distancing.</p> <p>Kitchen marked as a 'clean zone'. Staff are forbidden to enter unless hands are washed prior. Hand sanitiser and hand washing facilities available.</p>	<p>Number of wash basins in toilets reduced to allow a 2 metre distance.</p> <p>Number of urinals reduced by 50% to allow a 2 metre distance.</p> <p>Additional taping to be completed of 2 metre distance to be marked out in toilet and eating facilities</p> <p>Communicate that bringing food for shared consumption is forbidden i.e. cakes or tray bakes.</p> <p>Communicate that cutlery items must be put in the dishwasher after use. New COVID posters to be displayed in eating areas.</p> <p>Encourage staff to eat lunches alone in their vehicles to reduce congestion in shared spaces.</p> <p>Communicate to staff to bring pre-prepared meals and refillable drinking bottles from home.</p>	<p>H&amp;S Team</p>	<p>21 May 20</p> <p>21 May 20</p> <p>25 May 20</p>	
<p><b>Risk:</b> Infected person enters area off factory floor i.e. office area (engineers office)</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
<p>Office staff that can work from home will work from home for the foreseeable future. Essential office staff only to be on premises.</p> <p>Wearing of face masks and visors mandatory for all workers on site to reduce direct virus spread and prevent face touching.</p>	<p>Appoint an enforcement officer from engineering and design department to ensure that correct measures are being adhered to.</p> <p>Factory floor staff reminded that they should not enter office areas.</p>	<p>H&amp;S Team</p> <p>H&amp;S Team</p>	<p>8 June 20</p> <p>25 May 20</p>	

<p>Staff reminded verbally and through signage to wash hands regularly.</p> <p>Hand sanitiser readily available in work areas.</p> <p>Desks re-arranged to allow for social distancing.</p>				
<p><b>Risk:</b> Infected person develops symptoms at work</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
<p>Wearing of face masks and visors mandatory for all workers on site to reduce direct virus spread and prevent face touching.</p> <p>Line managers instructed to send home any staff member that presents with symptoms immediately. Any household member that also works for company to be sent home immediately also.</p> <p>Thorough clean of infected persons' (strongly suspected or diagnosed) work area.</p> <p>Staff to undergo COVID-19 testing if they develop symptoms.</p>	<p>Communicate procedure to all staff on what do if they develop symptoms at work</p>	<p>H&amp;S Team – CMK</p>	<p>29 May 20</p>	
<p><b>Risk:</b> All workers could experience negative mental and physical health implications due to stress of global pandemic</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Deterioration of mental health</p>				
<p>Mental Health Champions within the company as a point of contact to direct people to external mental health resources.</p> <p>Signage/leaflets available to advise on welfare and mental health issues.</p>	<p>Communication to promote Mental Health Champions and mental health support available.</p> <p>Deliver revised welfare and mental health training to management.</p>	<p>HR department</p> <p>HR department</p>	<p>1 June 20</p> <p>On-going</p>	

## Safety and Health Risk Assessment

### SECTION 2: OFFICE BASED STAFF

<b>Contact:</b> Ciaran McKinley	<b>Area:</b> Office areas on site 19c Ballinderry Road, Lisburn	<b>Date:</b>	<b>Revision date:</b>	
CURRENT CONTROLS	NEW CONTROLS REQUIRED	RESPONSIBILITY	TARGET DATE	COMPLETE
<p><b>Risk:</b> Infected person enters the office area through the main entrance</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
<p>Office staff that can work from home will work from home for the foreseeable future. Essential office staff only to be on premises.</p> <p>All non-essential visitors postponed for foreseeable future.</p> <p>Letters sent to all staff before attending office instructing not to attend work if they or a member of their household is symptomatic.</p> <p>Wearing of face masks and visors mandatory for all workers on site to reduce direct virus spread and prevent face touching. While at your work PC and at least two metres from any other member of staff then you may remove your visor. If you need to leave your desk then you must place visor back on.</p> <p>Hand sanitiser available at all site entrances.</p> <p>Ground marked around clock in machine to allow for socially distanced queuing.</p> <p>No touch required at clock in machine.</p> <p>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</p> <p>Deliveries shall be sanitised if possible, wash hands after contact with deliveries.</p>	<p>Contact suppliers and advise of the new protocol around delivering goods to Leckey.</p> <p>Display signage on the front door reminding anyone that this entry is only to be accessed by office staff and essential deliveries.</p>	<p>Purchasing Team</p> <p>H&amp;S Team - CMK</p>	<p>28 May 20</p> <p>28 May 20</p>	
<p><b>Risk:</b> Infected person walks through lobby, climbs stairway to get to their place of work</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
<p>Wearing of face masks and visors mandatory for all workers on site to reduce direct virus spread and prevent</p>	<p>Communicate when walking around the lobby and stairways you should refrain from using a</p>	<p>CMK</p>	<p>27 May 20</p>	

<p>face touching. While at your work PC and at least two metres from any other member of staff then you may remove your visor. If you need to leave your desk then you must place visor back on.</p> <p>Implemented an open doors policy where practically possible.</p> <p>Enhanced cleaning regimes for heavily used areas to include handrails.</p>	<p>mobile phone to stay alert for social distancing.</p> <p>Communicate that staff are not to stop or chat in the walkways, only using these areas to gain access to essential areas of the business which is relevant to their job.</p>	<p>CMK</p>	<p>27 May 20</p>	
<p><b>Risk:</b> Infected person enters occupied work area</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
<p>Staff reminded verbally and through signage to wash hands regularly.</p> <p>Hand sanitiser readily available in work areas.</p> <p>Desks re-arranged to allow for social distancing.</p>	<p>As number of staff returning to offices increases consider the need for physical barriers at work stations</p>	<p>H&amp;S Team</p>	<p>On-going</p>	
<p><b>Risk:</b> Infected person enters a communal area such as the toilets (upstairs) or canteen (upstairs)</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
<p>Maximum amount of people in toilet restricted. Using a whiteboard system, issue staff with their own white board marker. Place a tick to go in and cross out on exit. Only two allowed in at a time Staff reminded verbally and through signage to wash hands regularly. – (this applies to the bathroom facilities on the factory floor).</p> <p>Enhanced cleaning regimes for toilet facilities particularly door handles, light switches locks and the toilet flush.</p> <p>Enhanced cleaning regimes for kitchen facilities and eating areas particularly door handles, light switches, taps and vending machine. Tables cleaned after each use.</p> <p>Disposable hand towels provided and sufficient rubbish bins for disposal of such.</p> <p>Additional breaks and lunch times added to allow staggering to reduce congestion and allow for social distancing.</p>	<p>Communicate that bringing food for shared consumption is forbidden i.e. cakes or tray bakes.</p> <p>Communicate that cutlery these items must be put in the dishwasher after use. New COVID posters to be displayed in eating areas.</p> <p>Communicate that are encouraged to eat lunches alone in their vehicles to reduce congestion in shared spaces.</p> <p>Communicate to staff to bring pre-prepared meals and refillable drinking bottles from home.</p>	<p>H&amp;S Team</p> <p>H&amp;S Team</p> <p>H&amp;S Team</p> <p>H&amp;S Team</p>	<p>21 May 20</p> <p>21 May 20</p> <p>25 May 20</p> <p>25 May 20</p>	

<p>Kitchen marked as a 'clean zone'. Staff are forbidden to enter unless hands are washed prior. Hand sanitiser and hand washing facilities available.</p> <p>**All visitors to be kept to a minimum, if a visit is necessary then the host must ensure that the visitor complies with the rules of the factory as stated in the risk assessment.**</p>				
<p><b>Risk:</b> Infected person develops symptoms at work</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
<p>Wearing of face masks and visors mandatory for all workers on site to reduce direct virus spread and prevent face touching. While at your work PC and at least two metres from any other member of staff then you may remove your visor. If you need to leave your desk then you must place visor back on.</p> <p>Line managers instructed to send home any staff member that presents with symptoms immediately. Any household member that also works for company to be sent home immediately also.</p> <p>Thorough clean of infected persons (strongly suspected or diagnosed) work area.</p> <p>Staff to undergo COVID-19 testing as under the current government guidelines they are classed as key/essential workers if they develop symptoms.</p>	<p>Wearing of face masks and visors mandatory for all workers on site to reduce direct virus spread and prevent face touching.</p>	<p>H&amp;S Team</p>	<p>25 May 20</p>	
<p><b>Risk:</b> All workers could experience negative mental and physical health implications due to stress of global pandemic</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Deterioration of mental health</p>				
<p>Mental Health Champions within the company as a point of contact to direct people to external mental health resources.</p> <p>Signage/leaflets available to advise on welfare and mental health issues.</p>	<p>Mental Health Champions within the company as a point of contact to direct people to external mental health resources.</p> <p>Signage/leaflets available to advise on welfare and mental health issues.</p>	<p>HR department</p> <p>HR department</p>	<p>1<sup>st</sup> June 2020</p> <p>On-going</p>	

## Safety and Health Risk Assessment

### SECTION 3: FIELD BASED SALES STAFF

<b>Contact:</b> Ciaran McKinley	<b>Area:</b> Remote sales team through UK & Ireland	<b>Date:</b>	<b>Revision date:</b>	
CURRENT CONTROLS	NEW CONTROLS REQUIRED	RESPONSIBILITY	TARGET DATE	COMPLETE
<p><b>Risk:</b> Infected salesperson enters their van to commence customer appointments</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
<p>Phased return of salesforce.</p> <p>Letters sent to all staff before attending work instructing not to attend work if they or a member of their household is symptomatic.</p> <p>Request that the appointment can be completed over the telephone or online in the first instance.</p> <p>Staff instructed to wash hands thoroughly before they leave their home for work.</p>	<p>Health monitoring forms to be sent and received before recommencement of customer facing appointments.</p> <p>We will explore the use of thermometers for are sales team.</p> <p>Educate staff on how to properly wash their hands through video demonstration e-mailed to each team member.</p>	<p>HR department/ Health &amp; Safety team</p> <p>HR / Sales Director</p> <p>Health &amp; Safety team</p>	<p>1 June 20</p> <p>On-going based on start dates</p> <p>1 June 20</p>	
<p><b>Risk:</b> Salesperson stops on their way to a customer appointment to pick up equipment from their lock up units</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
<p>Wearing of face masks and visors mandatory for all workers to reduce direct virus spread and prevent face touching.</p> <p>Individual hand sanitiser provided to be used regularly.</p>	<p>Gloves to be provided. Staff instructed that on every stop between entering van to commence work and returning home disposable gloves must be worn and disposed of at each stop.</p>	<p>Health &amp; Safety team</p>	<p>1 June 20</p>	
<p><b>Risk:</b> Salesperson stops on their way to a customer appointment to buy petrol or visit a shop, café or toilet and comes into contact with people or surfaces that are infected</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
<p>Wearing of face masks and visors mandatory for all workers to reduce direct virus spread and prevent face touching.</p> <p>Individual hand sanitiser provided to be used regularly.</p>	<p>Staff instructed to only stop when essential to reduce their contact others.</p> <p>Gloves to be provided. Staff instructed that on every stop between entering van to commence work and returning home disposable gloves must be</p>	<p>Health &amp; Safety team</p> <p>Health &amp; Safety team</p>	<p>1 June 20</p> <p>1 June 20</p>	

	worn and disposed of at each stop.  Staff instructed to participate in social distancing on every stop between entering their van to commence work and returning home.	Health & Safety team	1 June 20	
<p><b>Risk:</b> Infected salesperson commences an appointment in a third party location i.e. home, school, hospital or therapy unit where social distancing cannot occur</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
Wearing of face masks and visors mandatory for all workers to reduce direct virus spread and prevent face touching.  Individual hand sanitiser provided to be used regularly.	Staff instructed not to take food/beverages from customers.  Staff instructed to participate in social distancing.  Staff to request that amount of people per visit is limited to 3 to include the child and sales person.  Gloves to be provided. Staff instructed that clean gloves should be worn throughout appointment and safely disposed of after.	Health & Safety team  Health & Safety team  Health & Safety team  Health & Safety team	1 June 20  1 June 20  1 June 20  1 June 20	
<p><b>Risk:</b> Salesperson enters the premises for an appointment i.e. home, school, hospital or therapy unit and comes into contact with people or surfaces that are infected</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				
Wearing of face masks and visors mandatory for all workers to reduce direct virus spread and prevent face touching.  Individual hand sanitiser provided to be used regularly.  <b>** Product specialists will comply with any local guidance concerning higher level PPE or any matter with regards to COVID-19. **</b>	Staff instructed not to take food/beverages from customers.  Staff instructed to participate in social distancing.  Staff to request that amount of people per visit is limited to 3 to include the child and sales person.  Gloves to be provided. Staff instructed that clean gloves should be worn throughout appointment and safely disposed of after.	Health & Safety team  Health & Safety team  Health & Safety team  Health & Safety team	1 June 20  1 June 20  1 June 20  1 June 20	
<p><b>Risk:</b> Demonstration equipment utilised becomes infected</p> <p><b>Hazard:</b> Spread of COVID-19</p> <p><b>Potential harm:</b> Virus spread</p>				

Alcohol wipes provided to staff.  Demonstration equipment to be thoroughly cleaned with appropriate material (alcohol based) after each use.	Educate staff on the appropriate cleaning of demonstration equipment.	Health & Safety team	1 June 20	
<b>Risk:</b> Salesperson touches infected surface and contaminates their mobile phone/ diary whilst writing quote information <b>Hazard:</b> Spread of COVID-19 <b>Potential harm:</b> Virus spread				
Alcohol wipes provided to staff.  Wearing of face masks and visors mandatory for all workers to reduce direct virus spread and prevent face touching.  All equipment including mobile phones to be thoroughly cleaned with appropriate material (alcohol based) after each appointment.	Educate staff on the appropriate cleaning of equipment.	Health & Safety team	1 June 20	
<b>Risk:</b> Infected person develops symptoms at work <b>Hazard:</b> Spread of COVID-19 <b>Potential harm:</b> Virus spread				
Wearing of face masks and visors mandatory to reduce direct virus spread and prevent face touching.  Line managers instructed to send home any staff member that presents with symptoms immediately. Any household member that also works for company to be sent home immediately also.  Thorough clean of infected persons (strongly suspected or diagnosed) work area.  Staff have been instructed to undergo COVID-19 testing as under the current government guidelines they are classes as key/essential workers if they develop symptoms.	Communicate procedure to all staff on what do if they develop symptoms at work.	H&S Team	On-going based on start dates	
<b>Risk:</b> All workers could experience negative mental and physical health implications due to stress of global pandemic <b>Hazard:</b> Spread of COVID-19 <b>Potential harm:</b> Deterioration of mental health				
Mental Health Champions within the company as a point of contact to direct people to external mental health resources.  Signage/leaflets available to advise on welfare and mental health issues.	Mental Health Champions within the company as a point of contact to direct people to external mental health resources.	HR department  HR department	1 <sup>st</sup> June 2020  On-going	

	Email leaflets to advise on welfare and mental health issues.			
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Document History

Document No	Document Title	Revision	Nature of change	Date
LD-RA-CO-01	RISK ASSESSMENT – COVID-19	01	First Issue to HSQMS	28-May-20