

## RISK ASSESSMENT RECORD

Uncontrolled Risk Rating = 15 No control measures in place				Controlled Risk Rating = 5 Once existing control measures and 'new' control measures are in place						
SITE / LOCATION:		Alloga UK		DATE OF ASSESSMENT:		12/02/2020				
DEPARTMENT:		ALL SITES/DEPARTMENTS		RISK ASSESSMENT NUMBER:		RA286				
ACTIVITY OR TOPIC:		COVID-19 Global Outbreak								
<b>RISK RATING:</b> Severity x Likelihood (RR)  Severity of Hazard (S)      Likelihood of Harm (L)  5) Single or Multiple Deaths    5) Very Likely 4) Major injury                      4) Likely 3) Moderate Injury                  3) Possible 2) Minor Injury                      2) Unlikely 1) No Injury                          1) Extremely Unlikely			<b>RISK ACTION LEVEL:</b>  <b>HIGH RISK = 15 - 25 Do not Proceed</b> Stop activity immediately action required to reduce risk <b>MEDIUM RISK = 7 - 14 Consider Further Control measures</b> Nominated manager must be informed before end of working day <b>LOW RISK = 1 - 6 Acceptable</b> Control measures must be enforced and in place		<b>WHO IS AT RISK?</b>  <b>Alloga Employee</b>  <b>Agency Employee</b>  <b>Visitors</b>  <b>Contractors</b>		✓  ✓  ✓  ✓			
HAZARDS OR PROBLEM		Uncontrolled Risk Rating		CONTROL MEASURES		Controlled Risk Rating		ADDITIONAL NOTES		
		S	L			RR	S		L	RR
Section 1										
Contamination of surfaces/items/skin from an infected person resulting in holding of the virus for that area and infecting healthy persons		5	3	15	Additional cleaning protocols have been implemented from an external maintenance provider. This to ensure that the disinfecting and cleaning of all areas is extended proportionate to the present risk  Additional hand sanitiser stations have been added across Alloga UK, including moving some sanitiser stations from low traffic areas to more prominent places  All employees are requested to use the provided anti-bacterial wipes for desk top areas, workstation telephones and computers before and after use  Additional cleaning maintenance employees have been brought into Alloga UK using bottled diluted spray for high traffic touch points such as door handle and door access controls  Contractor policies are in force for all contractors working or required to work on Alloga UK sites to declare and sign via the facilities department		5	1	5	Face masks have been purchased by Alloga UK, however following consistent updates from government bodies this preventative measure is not yet practical if not in the presence of an infected person. This is under continuous review and the PPE will not be

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			<p>Proposed visiting driver policies for all external drivers coming onto site for information and instruction on recent preventative measures taken by Alloga UK</p> <p>Personal close contact policy has been issued by Alloga UK to implement social distancing between employees or persons</p> <p>Disposable gloves have been issued for team members that are required to come into contact with external parties other than Alloga UK employees. Example Goods In team members, Transport Drivers.</p> <p>Alteration of working shifts for operational areas has been implemented to reduce the crossover of large groups of employees</p> <p>No confirmed cases of the suspected Covid- 19 have been recorded from any employees at Alloga UK. Any cases of any symptoms no matter how mild, the affected employees will not be permitted to come into work for 7 days. Any symptoms of any persons within the employee's household, all persons will be excluded from work for 14 days.</p> <p>Full face plastic visors have been received from WBA Group for Alloga UK to use in potential deep clean situations where a Covid-19 case may be confirmed.</p> <p>Training from an external professional cleaning company is set for May 14<sup>th</sup> and 15<sup>th</sup> for a selection of employees to understand the requirement of a potential deep clean and how to use the provided PPE correctly.</p> <p>Alloga UK company vehicle use for employees shall consist of a cleaning package. The kit shall be present at all times within the Alloga UK company vehicle and contain the following:</p> <ul style="list-style-type: none"> <li>• Disposable Gloves</li> <li>• Anti-Bacterial Wipes</li> <li>• Clear Disposable Bags for waste</li> <li>• 236ml Anti-Bacterial Hand Gel</li> </ul>			<p>implemented across any workforce until required to do so.</p>
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			<p>Each person using the Alloga UK company vehicle shall wear gloves during wiping all key touch points with anti-bacterial wipes. This shall be completed prior to use of the vehicle and after use. The areas to concentrate upon include:</p> <ul style="list-style-type: none"> <li>• Door handles</li> <li>• Gear stick</li> <li>• Handbrake</li> <li>• Steering wheel</li> <li>• Radio controls</li> <li>• Vehicle stalks, indicators, wipers etc</li> </ul> <p>All used wipes and gloves shall be contained within the clear plastic bag and sealed accordingly. The waste shall be removed from the vehicle after use and disposed of in Alloga UK's general waste facilities.</p> <p>Anti-bacterial hand gel shall be present and used prior by all persons using the company vehicle and at any point that hand washing is not available</p> <p>A record sheet shall be present within the cleaning kit and vehicle and completed by each person for each and every use of any consumables so replenishment can be controlled</p> <p>Where possible, 1 person only should use the Alloga UK company vehicle for business use and the cleaning process above maintained. Where this is not possible, the above cleaning should still be maintained paying attention to all key touch points.</p> <p>Allowing passengers should be avoided where possible when using the Alloga UK company vehicle. Where this is not possible, and the activity cannot be avoided it is recommended that the passenger is to sit within the back of the vehicle with windows open for air circulation</p> <p>The canteen area at AP1,2 and 5 is set to reopen w/c 8<sup>th</sup> June with strict policies and procedures in place to ensure social distancing</p>				
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				and no contact is maintained. The risk assessment for Dine Contract Catering has been undertaken with Alloga UK's Head of H&S present to ensure all procedures are reasonable and can be easily adhered to. Strict cleaning policies are in force to ensure that no contaminants shall live upon a surface.			
Section 2							
Contamination from infected cloths, wipes, gloves, tissues to third parties or external parties	5	3	15	<p>No confirmed cases within Alloga UK or external parties to Alloga UK have been established so standard waste procedures are currently being adopted</p> <p>All waste is discarded via Alloga UK's standard waste carrier and disposed off accordingly via the relevant waste streams</p> <p>Consistent monitoring from government bodies and wider group communications is underway via senior management and the H&amp;S team</p> <p>Senior management conference calling taking place regularly for updates on any changes with any persons, developments and amendments required within Alloga UK to comply with government guidelines.</p>	5	1	5
Section 3							
Contamination from an infected person to a non-infected person by droplets exerted from sneezing or coughing resulting in infection spread including maintaining 2m distances	5	3	15	<p>No confirmed cases of the suspected Covid- 19 have been recorded from any employees at Alloga UK. Any cases of any symptoms no matter how mild, the affected employees will not be permitted to come into work for 7 days. Any symptoms of any persons within the employee's household, all persons will be excluded from work for 14 days.</p> <p>Pictorial guidance have been distributed across all Alloga UK sites to advise of correct hand washing procedures and hand sanitiser use procedures using government body information</p> <p>Consistent hand sanitiser station checking has been implemented to ensure that the supply is maintained for all Alloga UK employees</p>	5	1	5

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			<p>Personal close contact policy has been issued by Alloga UK to implement social distancing between employees or persons</p> <p>Social distancing for external parties relating to meetings in Alloga UK has taken place to ensure that no employees come into contact with external persons unnecessarily</p> <p>Warehouse operational breaks have been extended to reduce the amount of persons in any one area. This is to practice the social distancing as required during the current situation.</p> <p>All contractors required into Alloga UK for key contractual works are required to sign a declaration confirming they are not presenting any symptoms.</p> <p>Further procedures have been introduced into Alloga UK to advise of the 'Social Distancing'</p> <p>Posters erected within canteen areas for sitting apart from other persons where possible, areas of the warehouse or site where groups may congregate are sectioned out with tape so the 2m ruling can be observed. Additional facilities of smoking areas have been erected to further disperse any groups of people.</p> <p>Home working for all persons possible has begun and to be implemented across Alloga UK. Workstations consisting of laptops will be used for all duties possible away from the sites of Alloga UK</p> <p>Social distancing measures implemented for clock in and out areas, at 2m apart across all sites. Including contractor sign in area with tape marking out relevant distances.</p> <p>A separate risk assessment is present for Alloga UK transport drivers delivering pharmaceuticals to offsite locations. This includes delivering during the outbreak of the Covid-19. Please see RA278</p>				
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			<p>Full face plastic visors have been received from WBA Group for Alloga UK to use in potential deep clean situations where a Covid-19 case may be confirmed.</p> <p>Specialised printed floor markings reminding of the 2m distance requirements have been purchased from a printing company. These floor stickers shall be erected in localised areas such as receptions and high traffic areas for employees</p> <p>External areas are in progress with spray paint floor markings advising the 2m distancing requirement. This will assist and advise employees on the required distance to be kept from the person in front. This will be complete 05/06/2020</p> <p>The canteen area at AP1,2 and 5 is set to reopen w/c 8<sup>th</sup> June with strict policies and procedures in place to ensure social distancing and no contact is maintained. The risk assessment for Dine Contract Catering has been undertaken with Alloga UK's Head of H&amp;S to ensure all procedures are reasonable and can be easily adhered to.</p> <p>2m floor markings including contactless payments have been introduced across all canteens ensuring that persons are distanced at an acceptable level.</p> <p>All canteen seating has been marked out to consist with the 2m ruling and all limited menus will be takeaway only</p> <p>Extended cleaning of tables, hands and surfaces will be adopted throughout the servery and will continue with Alloga UK's touch point cleaners after the canteen has closed.</p> <p>Perspex screening has been fixed to the security gatehouse windows to minimise any contact with external delivery drivers coming into Alloga UK. The screen runs alongside the current window with a small gap at the base for paperwork to be passed through</p>			<p>External Floor Markings 01/06/2020</p> 
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				Full plastic face shields have been purchased for elements of warehouse picking training that must be done in close proximity for short periods of time. The visors are to be worn by the experienced trainer and only stand within close proximity to another person for the least amount of time required.			
Section 3a							
Categories of 'Clinically Extremely Vulnerable', 'Clinically Vulnerable' and Protected Characteristics employees being exposed to a potential infected person whilst at work	3	3	15	<p>All persons who are categorised as 'clinically extremely vulnerable', 'clinically vulnerable' or any protected characteristics have currently been requested to take the isolation period away from work at Alloga UK to ensure that all risks to their health are minimised as so far as reasonably practicable. Any persons that are able to work from home and are happy to do so are shall undertake this for the time being.</p> <p>Links to categorisation as per Direct Gov.UK:</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable</a></p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></p> <p>Government guidance and national updates are checked regularly for changes in requirements or circumstances to persons listed under the above categories.</p> <p>The Human Resources department check in regularly with employees currently isolating away from work or working from home for their wellbeing and safety.</p>	3	1	3

Section 4							
Airborne contaminants living or attaching onto surfaces from an infected person, resulting in contamination to a non-infected person	5	3	15	<p>No confirmed cases of the suspected Covid- 19 have been recorded from any employees at Alloga UK. Any cases of any symptoms no matter how mild, the affected employees will not be permitted to come into work for 7 days. Any symptoms of any persons within the employee's household, all persons will be excluded from work for 14 days.</p> <p>All employees are requested to use the provided anti-bacterial wipes/spray for workstation areas, workstation telephones and computers before and after use</p> <p>Air exchanges take place in Alloga UK via the air conditioning system as normal due to the required temperate controlled climate and natural ventilation from bay doors and canopies</p> <p>Anti-bacterial spray is issued to sites for RDT's, MHE and any general areas for employees. The cleaning is undertaken by all employees and also the additional 'touch point' cleaners brought into Alloga UK</p> <p>Training from an external professional cleaning company is set for May 14<sup>th</sup> and 15<sup>th</sup> for a selection of employees to understand the requirement of a potential deep clean and how to use the provided PPE correctly. Training complete 15/05/2020</p> <p>Mobile equipment cleaning stations have been placed into each amber park operations for all mechanical handling equipment, RDT's, fixed equipment cleaning and additional sanitising stations.</p> <p>Following the Health &amp; Safety Executive guidance from June 2020 for air conditioning in commercial premises, Alloga UK have scheduled additional inspections from external competent heating and cooling engineers to examine and confirm all conditioning equipment across the sites. The reports received have confirmed that all air conditioning within Alloga UK premises are acceptable to leave running as standard, posing no further risk to Covid-19.</p>	5	1	5



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				Following the latest released government guidance for face coverings from the 24 <sup>th</sup> July 2020, Alloga UK transport drivers that deliver product into shops, pharmacies or hospitals are issued with surgical face masks for their daily routes and work.				
Section 5								
Lack of personal hygiene in the form of hand washing or using alcohol based hand sanitiser resulting in the potential spread of infection to non infected persons	5	3	15	<p>Additional soap replenishments have been brought into Alloga UK for employees to encourage regular, thorough hand washing</p> <p>Additional cleaning protocols have been implemented from an external maintenance provider to ensure that the disinfecting and cleaning of all areas is extended, proportionate to the present risk</p> <p>Pictorial guidance's have been distributed across all Alloga UK sites to advise of correct hand washing procedures and hand sanitiser procedures using government body information</p> <p>Consistent team member briefings taking place for all sites/departments to ensure that latest requirements or information has been communicated, maintaining the 2m distance ruling at all times.</p> <p>Disposable gloves have been issued for team members that are required to come into contact with external parties other than Alloga UK employees. Example Goods In team members, Transport Drivers</p>	5	1	5	
Section 6								
Employee injury/irritation from chemicals purchased and used for disinfecting and cleaning all Alloga UK sites	5	3	15	<p>All solutions/chemicals used within Alloga UK are COSHH assessed and a Safety Data Sheet provided to ensure that the use is in accordance with manufactures guidance</p> <p>PPE in form of disposable gloves are distributed for all persons undertaking cleaning to ensure no irritation of the chemical or product occurs</p>	5	1	5	


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				Research prior to purchasing any chemical/product is undertaken via the H&S department to ensure that no harm occurs to persons using the item				
Section 7								
Employees mental health and well being affected by the current situation faced within or outside of the business	5	3	15	<p>Alloga UK encourage the support provided by supervisors and managers to all employees in times such as this where uncertainty is around. Support can be found from the employee's line manager, HR department and the H&amp;S department any time of day.</p> <p>Information of the current situation where possible is provided to all persons to ensure that they are aware of any changes being made.</p> <p>Documented posters with any information required to be distributed can be found all local areas for all persons within Alloga UK.</p> <p>Group support lines and contact numbers are displayed across all sites to ensure employees are provided with adequate assistance should it be felt the need to talk to someone regarding any concerns or worries</p> <p>Alloga UK's Human Resource department are always available, including the Health and Safety department for relevant queries.</p> <p>Regular audits and inspections across all sites of Alloga UK have been undertaken using a regulated auditing app. These inspections are to monitor, manage and control all aspects of the guidelines set out for COVID-19. Any discrepancies found are addressed immediately, actions implemented and a month end report distributed to all senior management.</p>	5	1	5	Mental Health First Aid courses have been approved for select employees within Alloga UK but cannot take place until the current situation has subsided
Section 8								
Changes in standard working processes that may affect				Employees accessing all AP sites or locations for work related purposes may be required to walk rather than obtain a lift from a colleague. Risks associated with an increased requirement to use				Employees at present may be requested to use alternative

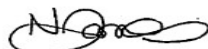
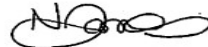


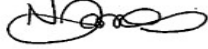

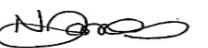

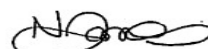
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<p>employees during their working day due to the current outbreak resulting in potential injuries or confusion</p>			<p>pedestrian methods are detailed within a pre-existing risk assessment of RA-236. G:\Health &amp; Safety &amp; Environment\Risk Assessments (PDF)\All AP sites</p> <p>Changes to Alloga UK transport drivers may include staying within their vehicle at delivery points and limited access to facilities, however following guidance from the HSE, full sanitary facilities must still be available for drivers. <a href="http://www.HSE.co.uk">www.HSE.co.uk</a></p> <p>Employees are now required to ensure that a 2m distance is applied between themselves and colleagues, markings on the floor where possible is present with extended/alternated breaks enforced for all teams</p> <p>The large office space situated above Amber Park 7 has now been furnished with workstations for employees to occupy if required. All desks are set out 2m apart. No hot desking or sharing desks will be permitted.</p> <p>Wipes, hand sanitisers and anti-bacterial spray is present for all employees to use at the start and end of the working day for all stations.</p> <p>Government guidelines published 11<sup>th</sup> May 2020 is currently under review by the Health &amp; Safety department to ensure Alloga UK adhere and comply with all current requirements. A copy of the guidelines can be obtained by following: <a href="http://www.gov.uk/workingsafely">www.gov.uk/workingsafely</a>.</p> <p>12 employees who were previously working from home are now starting to be integrated back into the AP7 office space area with additional controls in place from Monday 22<sup>nd</sup> June 2020. All desk spaces have been separated with a maximum distancing of approximately 3m between them with cleaning supplies on each workstation. Additional hand sanitising units have been placed in and around the office with touch point cleaners in attendance daily.</p> <p>A separate access route from an existing door has been created for returning homeworking employees to gain entry to the building</p>			<p>methods such as walking to access other sites or locations for businesses purposes due to the government requirements of social distancing where possible.</p>
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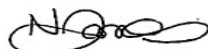



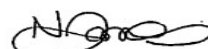
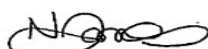
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			<p>and walk directly up the office stairs. This is eliminating any interaction with additional operational employees within the main reception area.</p> <p>Following the updated guidance from 25<sup>th</sup> July 2020 regarding returning back from over seas, communication has been sent to all employees. This communication list mainland Spain, the Balearic Islands such as Mallorca, Menorca and Ibiza and the Canary Islands such as Tenerife, Fuerteventura, Gran Canarias and Lanzarote. Alloga UK have informed all employees that the 14 day isolation period must be undertaken upon immediate arrival back to the UK to ensure that this is compliant with government advice.</p>									
<b>Environmental Risks</b>												
Section 1												
Contamination to surrounding waterways and ground from chemicals used for cleaning and disinfecting	5	3	15	All solutions/chemicals used within Alloga UK are COSHH assessed and a Safety Data Sheet provided to ensure that the use is in accordance with manufactures guidance. Dilution levels are adhered too with strict consideration for minimal release into the environment	5	1 5						
<b>Total</b>												
			15			5						
<b>PERSONAL PROTECTIVE EQUIPMENT:</b> The following PPE will be required for the work activity (Tick ✓) Specific BS EN standards are required dependant on the hazard being faced			Hi-Visibility Vest		Eye/Face protection		Harness		Respiratory Protection		Other Hi-Viz Clothing	
			Foot Protection		Hearing Protection		Head Protection		Gloves	X	Other Specify	
<b>NAME OF ASSESSOR:</b>			Nicole James – Health, Safety & Environment Officer									
<b>SIGNATURE OF ASSESSOR:</b>												






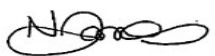

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Name & Position	Assessment Review Amendment – Y / N	Date	Sign
Nicole James – Health, Safety & Environment Officer	Section 1 Additional hand sanitiser stations ordered and erected across Alloga UK	17.02.2020	
Nicole James – Health, Safety & Environment Officer	No Amendments made	24.02.2020	
Nicole James – Health, Safety & Environment Officer	Section 1 Environmental to include COSHH assessments for all chemicals brought in for cleaning	02.03.2020	
Nicole James – Health, Safety & Environment Officer	Section 1 updated to include proposal for visiting drivers	09.03.2020	
Nicole James – Health, Safety & Environment Officer	Section 1 updated to issue diluted spray for additional cleaning Section 1 updated to enforce a contractor's policy through facilities department Section 2 updated for regular conference calling on any updates.	16.03.2020	
Nicole James – Health, Safety & Environment Officer	Section 3 updated to implement contractual declarations	17.03.2020	
Nicole James – Health, Safety & Environment Officer	Section 3 updated to include operational breaks extensions to obtain social distancing Section 4 Update to include information on anti-bacterial spray	20.03.2020	
Nicole James – Health, Safety & Environment Officer	Section 1, 3 & 4 updated for absence from work if symptoms appear	26.03.2020	
Nicole James – Health, Safety & Environment Officer	Section 3 updated for additional controls to advise the 'Social Distancing' aspect where possible Section 3 updated for social distancing markers at clock in areas and for contractors	27.03.2020	

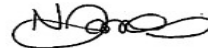


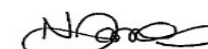
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Nicole James – Health, Safety & Environment Officer	Section 3 introduced home working for all employees where possible Section 7 added for mental health of employees and support contacts	30.03.2020	
Nicole James – Health, Safety & Environment Officer	Standard review of the risk assessment- No amendments made	06.04.2020	
Nicole James – Health, Safety & Environment Officer	Standard review of the risk assessment- No amendments made	14.04.2020	
Nicole James – Health, Safety & Environment Officer	Standard review of the risk assessment Section 3 - RA278 reference included for 'Delivering pharmaceuticals to offsite locations' Section 8 – New section for changes in standard work processes	21.04.2020	
Nicole James – Health, Safety & Environment Officer	Standard review of the risk assessment- No amendments made	29.04.2020	
Nicole James – Health, Safety & Environment Officer	Section 3 – Face visors on order from group for Alloga UK to use in deep clean situations should a Covid-19 case be confirmed	04.05.2020	
Nicole James – Health, Safety & Environment Officer	Section 1 – Deep clean training organised by an external professional cleaning company Section 1 – Updated with additional risk assessment for driving Alloga UK company car for business use Section 2 – Regular conference calls amended from twice daily to periodically throughout the week Section 3 – Visors received for a potential deep clean requirement Section 8 – Added new office space above AP7 if required	12.05.2020	

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	Section 8 – New HM Government guidelines published and under review for Alloga UK		
Nicole James – Health, Safety & Environment Officer	Standard review of the risk assessment- No amendments made	18.05.2020	
Nicole James – Health, Safety & Environment Officer	Section 3- Updated to include the wording of 2m social distancing Section 3 - Updated to include the purchase of floor stickers reminding of the 2m distancing	26.05.2020	
Nicole James – Health, Safety & Environment Officer	Section 3 – Updated with external floor markings spray painted advising the required distancing for all employees Section 3a added - Categories of 'Clinically Extremely Vulnerable', 'Clinically Vulnerable' and Protected Characteristics employees being exposed to a potential infected person whilst at work	29.05.2020	
Nicole James – Health, Safety & Environment Officer	Section 1 – Updated for Canteen areas to reopen 08 <sup>th</sup> June Section 3 – Updated for Canteen areas to reopen 08 <sup>th</sup> June	05/06/2020	
Nicole James – Health, Safety & Environment Officer	Standard review of the risk assessment- No amendments made	11/06/2020	
Nicole James – Health, Safety & Environment Officer	Section 3 – Updated to add information on Perspex screening to the security gatehouses for external delivery drivers, minimising contact to security officers	19/06/2020	
Nicole James - Health, Safety & Environment Officer	Section 4 – Updated to include new mobile cleaning stations in all operational areas Section 8 – Updated to include homeworking employees returning to work into the AP7 office space	23/06/2020	

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Nicole James - Health, Safety & Environment Officer	Standard review of the risk assessment- No amendments made	02/07/2020	
Nicole James - Health, Safety & Environment Officer	Section 4 – Updated for information on guidance received from external contractors relating to air conditioning units within Alloga UK Section 7 updated to include information on regular audits and inspections taken for COVID-19 across all Alloga UK sites	07/07/2020	
Nicole James - Health, Safety & Environment Officer	Section 3 – Updated to reflect the changes made to wearing of face visors when training employees in close proximity where this can not be avoided.	16/07/2020	
Nicole James - Health, Safety & Environment Officer	Section 4 updated – Following the guidance for face coverings, Transport drivers are now issued surgical face masks for delivery points into shops, pharmacy and hospitals	22/07/2020	
Nicole James - Health, Safety & Environment Officer	Section 8 – Updated following government guidance on the 14 day isolation period for returning back from over seas.	27/07/2020	