



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								
RISK RATING: 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			RISK ACTION LEVEL: HIGH RISK = 15 - 25 Do not Proceed Stop activity immediately action required to reduce risk MEDIUM RISK = 7 - 14 Consider Further Control measures Nominated manager must be informed before end of working day LOW RISK = 1 - 6 Acceptable Control measures must be enforced and in place			WHO IS AT RISK?		✓
			Alloga Employee				✓	
			Agency Employee				✓	
			Visitors				✓	
			Contractors				✓	
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	<p>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</p> <p>Additional hand sanitiser stations have been added across Alloga UK, including moving some sanitiser stations from low traffic areas to more prominent places</p> <p>All employees are requested to use the provided anti-bacterial wipes for desk top areas, workstation telephones and computers before and after use, following the 'office clean check sheet' to be located in Alloga UK's controlled document system H&S/SOP/0054</p> <p>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</p> <p>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</p>	5	1	5	P2 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

RISK ASSESSMENT RECORD

			<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>Any cases of any symptoms no matter how mild, the affected employees will not be permitted to come into work, a test to be undertaken and the employee is to isolate for the required government guidance time frame if a positive test is received back. HR department must be contacted for confirmation on time scales.</p> <p>Training from an external professional cleaning company has been completed on May 14th and 15th 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"> • Disposable Gloves • Anti-Bacterial Wipes • Clear Disposable Bags for waste • 236ml Anti-Bacterial Hand Gel 			<p>implemented across any workforce until required to do so.</p>
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RISK ASSESSMENT RECORD

		<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"> • Door handles • Gear stick • Handbrake • Steering wheel • Radio controls • Vehicle stalks, indicators, wipers etc <p>This list is not exhaustive.</p> <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>Vardar Total Release fogging spray shall be used by trained employees only for any vehicle cab that has been in contact with symptomatic persons or a positive coronavirus case. The TM of H&S/SOP/0059 and 0060 must be used</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 following the controlled document of H&S/SOP/0052 and 0053</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>			
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RISK ASSESSMENT RECORD

			<p>Allowing passengers should be avoided where possible when using the Alloga UK company vehicles. Where this is not possible, and the activity cannot be avoided it is recommended that the windows are open for air circulation and face coverings worn at all times</p> <p>Any Alloga UK company vehicles or travelling for company purposes using any vehicle that do not have rear seats and passengers are required, face coverings should be worn to minimise any transmission risk.</p> <p>The canteen area at AP1,2 and 5 is set to reopen w/c 8th 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&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.</p> <p>Cleaning Anti-Bacterial spray and blue roll has been placed into all Alloga UK canteen areas for employees to clean and sanitise their tables when required</p> <p>Alloga UK have purchased and trained employees upon a 'Zapptiser' fogging equipment for all aspects of office cleaning for potential or confirmed coronavirus cases. This equipment is designed to provide a fine mist of cleaning agent, specifically targeting bacteria and viruses. H&S/SOP/037. Only trained and authorised persons to use this equipment.</p>				
Section 2							
Contamination from infected cloths, wipes, gloves, tissues to third parties or external parties	5	3	<p>Any waste that maybe potentially contaminated by the virus, possibly from a confirmed case clean down if required or a symptomatic person if required, all waste shall be double bagged and stored in a secure location for a minimum of 72hrs. Upon that time frame expiring, this shall be disposed of in normal waste. Contact H&S dept for the secure location - see additional</p>	5	1	5	<p>H&S Dept Contact Details: Richard Edson – 07808 887 976</p> <p>Nicole James –</p>


RISK ASSESSMENT RECORD

			<p>comments</p> <p>All waste, once the time frame has passed for a confirmed case is discarded via Alloga UK's standard waste carrier and disposed of 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&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> <p>It is recommended for employees, where possible, not to move sites for non-work-related purposes or leave Alloga UK sites during their working day, to attend other premises for a break. This is to minimise, as so far as reasonably practicable, any risk that maybe present with Covid-19.</p>			07816 362 619
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	<p>15</p> <p>Any cases of any symptoms no matter how mild, the affected employees will not be permitted to come into work, a test to be undertaken and the employee is to isolate for the required government guidance time frame if a positive test is received back. HR department must be contacted for confirmation on time scales.</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> <p>Personal close contact policy has been issued by Alloga UK to implement social distancing between employees or persons</p>	5	1	5

RISK ASSESSMENT RECORD

		<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 along with their temperature taken upon arrival to Alloga UK.</p> <p>Further procedures have been introduced into Alloga UK to advise of the 'Social Distancing' such as floor and queuing markers.</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> <p>Specialised printed floor markings reminding of the 2m distance requirements have been purchased from a printing company.</p>		
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RISK ASSESSMENT RECORD

		<p>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 8th 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&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>Full plastic face shields or the alternative of surgical face masks supplied by the H&S dept 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.</p>			<p>External Floor Markings 01/06/2020</p> 
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RISK ASSESSMENT RECORD

		<p>All surgical face masks shall be disposed into the dedicated, sealed receptable stored within a safe area in the office. The receptable shall be disposed off appropriately once full</p> <p>Picnic benches across all site of Alloga UK have been purchased to provide additional seating areas externally for employees to use. These benches have been signed up and placed in accordance with the social distancing requirements</p> <p>Accredited qualitative face fit training has been undertaken by 5 employees at Alloga UK to ensure the correct fitting of any mask, if required, can be undertaken</p> <p>Perspex screening has been fixed to the canteen serving areas to minimise any contact with employees and food. The screen runs alongside the current serving area, to the tills with a small gap at base for items to be passed through.</p> <p>Face coverings or visors are required to be worn in all inside areas of Alloga UK at all times from 05th Nov 2020, with the exception of a person sitting alone inside an office, behind a closed door. For eating and drinking purposes, the covering maybe removed for that short period of time and replaced as soon as soon as the activity has finished.</p> <p>Visors have been purchased for employees within operational areas that are unable to wear a face covering. The risk assessment of MHE drivers experiencing glare has been conducted with Alloga UK's MHE instructors., This is listed under RA289</p> <p>Alloga UK have purchased and trained upon a 'Zapptiser' fogging equipment for all aspects of office cleaning for potential of confirmed coronavirus cases. This equipment is designed to provide a fine mist of cleaning agent, specifically targeting bacteria and viruses. H&S/SOP/037</p>			
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Section 3a							
<p>Categories of 'Clinically Extremely Vulnerable', 'Clinically Vulnerable' and Protected Characteristics employees being exposed to a potential infected person whilst at work</p>	3	3	15	<p>All persons who are categorised as 'clinically extremely vulnerable' have currently been requested to take the isolation period away from work at Alloga UK along with a GP letter of recommendation 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: 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</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							
<p>Airborne contaminants living or attaching onto surfaces from an infected person, resulting in contamination to a non-infected person</p>	5	3	15	<p>Any cases of any symptoms no matter how mild, the affected employees will not be permitted to come into work, a test to be undertaken and the employee is to isolate for the required government guidance time frame if a positive test is received back. HR department must be contacted for confirmation on time scales.</p> <p>All employees are requested to use the provided anti-bacterial wipes for desk top areas, workstation telephones and computers before and after use, following the 'office clean check sheet' to be located in Alloga UK's controlled document system H&S/SOP/0054</p>	5	1	5

RISK ASSESSMENT RECORD

		<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 14th and 15th 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 & 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> <p>Following the latest released government guidance for face coverings from the 24th 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.</p> <p>Alloga UK have purchased face coverings/visors for all Alloga UK employees to wear as required in all internal areas of the sites from the 05th November 2020. See section 8 for limited exceptions.</p>		
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RISK ASSESSMENT RECORD

Section 5							
<p>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</p>	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							
<p>Employee injury/irritation from chemicals purchased and used for disinfecting and cleaning all Alloga UK sites</p>	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> <p>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</p>	5	1	5

<p>Employees mental health and wellbeing affected by the current situation faced within or outside of the business. The feeling of lack of communication or understanding of the current situation</p>	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&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> <p>Communications are distributed weekly via the H&S department and the Business Development department to ensure all employees are informed and up to date with relevant changes. Contact details such as Mind.org are placed around the sites should any persons require assistance or support regarding their mental health.</p>	5	1	5	<p>Mental Health First Aid courses have been approved for select employees within Alloga UK but cannot take place until the current situation has subsided</p>
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Changes in standard working processes that may affect employees during their working day due to the current outbreak resulting in potential injuries or confusion

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 pedestrian methods are detailed within a pre-existing risk assessment of RA-236.

G:\Health & Safety & Environment\Risk Assessments (PDF)\All AP sites

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. www.HSE.co.uk

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

The large office space situated above Amber Park 7 and AP7a 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.

All employees are requested to use the provided anti-bacterial wipes for desk top areas, workstation telephones and computers before and after use, following the 'office clean check sheet' to be located in Alloga UK's controlled document system H&S/SOP/0054

Government guidelines published 11th May 2020 is currently under review by the Health & Safety department to ensure Alloga UK adhere and comply with all current requirements. A copy of the guidelines can be obtained by following: www.gov.uk/workingsafely.

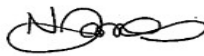


12 employees who were previously working from home are now starting to be integrated back into the AP7 office space area with additional controls in place from Monday 22nd June 2020. All desk spaces have been separated with a maximum distancing

Employees at present may be requested to use alternative methods such as walking to access other sites or locations for businesses purposes due to the government requirements of social distancing where possible.

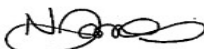


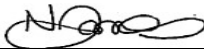





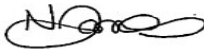
RISK ASSESSMENT RECORD

		<p>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 at AP7 has been created for returning homeworking employees to gain entry to the building 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 25th July 2020 regarding returning back from over seas, communication has been sent to all employees. Destinations are changing frequently, it is the employees responsibility to check this before leaving to ensure the correct isolation period, if any, is applied upon their return back to the UK to ensure that this is compliant with government advice.</p> <p>New communications and posters have been placed around the sites, W/C 19th Oct for 'Hands, face. Space' and 'Face Coverings Face coverings or visors are required to be worn in all inside areas of Alloga UK at all times from 05th Nov 2020, with the exception of a person sitting alone inside an office, behind a closed door. For eating and drinking purposes, the covering maybe removed for that short period of time and replaced as soon as soon as the activity has finished.</p> <p>It is recommended for employees, where possible, not to move sites for non-work-related purposes or leave Alloga UK sites during their working day to attend other premises for a break. This is to minimise, as so far as reasonably practicable, any risk that maybe present with Covid-19.</p>		
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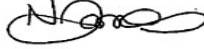




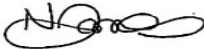
RISK ASSESSMENT RECORD

Environmental Risks											
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
Total											
			15								5
PERSONAL PROTECTIVE EQUIPMENT: 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		Other Specify		
The above PPE has not been selected due to specific tasks of the assessment requiring specific PPE such as gloves. It is required for persons to follow sections of the risk assessment for the required PPE, where appropriate, specific to the task undertaken.											
NAME OF ASSESSOR:	Nicole James – Health, Safety & Environment Officer										
SIGNATURE OF ASSESSOR:											
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					


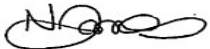

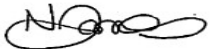


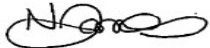
RISK ASSESSMENT RECORD

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	
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	


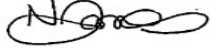




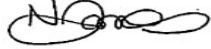

RISK ASSESSMENT RECORD

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 Section 8 – New HM Government guidelines published and under review for Alloga UK	12.05.2020	
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	






RISK ASSESSMENT RECORD

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 th June Section 3 – Updated for Canteen areas to reopen 08 th 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	
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	

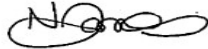
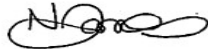
RISK ASSESSMENT RECORD

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	
Nicole James - Health, Safety & Environment Officer	Standard review of the risk assessment- No amendments made	05/08/2020	
Nicole James - Health, Safety & Environment Officer	Section 3 – Updated to include information surrounding additional seating areas externally for all employees	14.08.2020	
Nicole James - Health, Safety & Environment Officer	Section 3 – Updated to include the use, if required instead of visors, surgical face masks for close proximity training for employees	17.08.2020	
Nicole James - Health, Safety & Environment Officer	Section 7 – Updated to include the risk information of: 'The feeling of lack of communication or understanding of the current situation' Section 7 updated – Weekly bulletins are released company wide every Thursday with information, updates and recap of all controls, requirements set out by Alloga UK	28.08.2020	
Nicole James - Health, Safety & Environment Officer	Standard review of the risk assessment- No amendments made	04.09.2020	

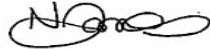
RISK ASSESSMENT RECORD

<p>Nicole James - Health, Safety & Environment Officer</p>	<p>Section 1 updated – All canteen areas will include a anti-bacterial spray bottle and wipes for additional sanitising of tables for employees</p> <p>Section 3 updated – To include any persons with symptoms will be required to undertake a COVID test and not attend work until the results are received.</p>	<p>09.09.2020</p>	
<p>Nicole James - Health, Safety & Environment Officer</p>	<p>Section 3 – Updated to record the accredited training undertaken by specific employees for Qualitive Face Fit testing</p>	<p>25.09.2020</p>	
<p>Nicole James - Health, Safety & Environment Officer</p>	<p>Standard review of the risk assessment- No amendments made</p>	<p>05.10.2020</p>	
<p>Nicole James - Health, Safety & Environment Officer</p>	<p>Section 1 – Face coverings to be worn in vehicles used for business purposes where a passenger is required</p> <p>Section 4 – Updated to include the purchase of face coverings for specific areas of the business to be worn by Alloga UK employees</p> <p>Section 8 – Amended to remove travel destination lists that may need an isolation period upon return to the UK due to the list frequently changing. This has been amended to, employees are required to check prior to leaving what the isolation period, if any, is required.</p> <p>Section 8 – Updated to include communication posters have been placed around the sites for the 'Hands, Face, Space' in light of the recent face covering requirements in specific areas of Alloga UK.</p>	<p>19.10.2020</p>	
<p>Nicole James - Health, Safety & Environment Officer</p>	<p>Section 2 – Amended to include information on waste that maybe contaminated and holding time frame.</p>	<p>30.10.2020</p>	

RISK ASSESSMENT RECORD

<p>Nicole James - Health, Safety & Environment Officer</p>	<p>Section 1 & 3 - Amended the wording from 'deep clean' to 'additional cleaning' upon a confirmed case or symptomatic person within Alloga UK with limited exceptions to the ruling Section 1,3 & 4 - Amended to remove the statement of ' no confirmed cases have been recorded in Alloga UK' Amendments to the time frame of person to be away from work if symptoms appear. Section 2 – Updated for Alloga UK vehicle use and passengers to wear face coverings at all times. Section 3 – Updated to include Perspex within the canteen serving areas. Section 3 – Updated to include information on 'face coverings/visors to be worn in all areas with limited exceptions' Section 3a – To include 'clinically extremely vulnerable' person isolating/shielding from, Alloga UK and removed all other categories as per Gov.UK. Section 4 & 8– Amended to remove the information regarding 'face coverings in certain areas' and replaced with, 'face coverings/visors in all areas with limited exceptions'</p>	<p>05.11.2020</p>	
<p>Nicole James - Health, Safety & Environment Officer</p>	<p>Section 1 & 3 – Updated to remove face visors for 'additional clean' situations, following advice from government guidance for cleaning in non-healthcare settings Section 1 & 3 – Updated for Zapptiser, office fogging use. Section 1 & 4 – Updated to include the new 'office clean' check sheet and the vehicle clean sheet Section 1 – Updated with Vardar vehicle fogging activity for trained persons only Section 2 – Updated with contact details for the H&S department Section 2 & 8 - Updated to include person not moving around Alloga UK site possible for non-work related</p>	<p>23.11.2020</p>	

RISK ASSESSMENT RECORD

	<p>purposes or moving off site for breaks.</p> <p>Section 3 – Updated to reflect the current process of temperature taking for all persons</p> <p>Section 3 – Updated to include MHE risk assessment for wearing visors under RA289</p>		
Nicole James - Health, Safety & Environment Manager	<p>Section 7 updated to include communications distributed weekly for employee awareness and mental health support should this be required.</p> <p>Section 8 updated to reflect the office space now available in AP7a.</p> <p>PPE boxes unchecked – Statement added for specific PPE for specific tasks within the assessment.</p> <p>Standard review of all other sections within the assessment</p>	08.12.2020	
Nicole James - Health, Safety & Environment Manager	Standard review. No amendments made	06.01.2021	