

Revision: 22 February 2022

Company Risk Assessment – Working through and Combatting Covid 19 to keep staff and customers safe.

On Monday 21 January 2022, the UK Government announced the lifting of many of the currently applied Coronavirus restrictions and regulations. As it stands, the Company will continue to operate ALL of our in-house policies or practices regarding the implementation of these procedures – with one exception. From Thursday 24 February 2022, it will no longer be a requirement to take contact details of visiting personnel who come on site and request to use Lister facilities. Clearly, we will still apply standard security protocols but we will not be asking for names, Company details or telephone contact numbers (as required under Track & Trace).

We will continue to monitor this ever-changing situation and will make any relevant changes as required.

This review was carried out on 22 February 2022 to reflect the ongoing change in UK Government Guidelines

This new revised Risk Assessment supersedes the earlier Assessment and represents the ways in which Lister are working towards ensuring (as far as possible) the safety of staff, Supplier delivery drivers, customers who arrange collection of goods and customers at their place of work when Lister vehicles make deliveries. Lister sites open up in and accepting visitors, Supplier representatives etc in line with current Government guidelines. Whilst on site they will adhere strictly to all Lister regulations and safety practices and – where applicable - follow the new contractor Risk Assessment.

Risk Assessment of: Company Assessment – Working through Covid 19
Who Might be Affected? Lister workforce, visitors to Lister premises, Lister customers on their site (via delivery drivers/engineers)

Date of Assessment: 30 November 2021 (Revised 22 February 2022)
Name of Assessor: John Smart

Spread of Covid-19 Coronavirus Staff, Visitors to our premises, Cleaners, Contractors, Drivers, Bin Fill Operators and Customers on their premises (via Lister driver/engineer) could all be subject to contact with the Covid 19 virus which can be passed on via contact or air borne transmission.

Social Distancing

Social Distancing -Reducing the number of persons in any work area to comply with the 1 metre + gap recommended by the Government.

Staff levels remain lower than they were pre-pandemic and office/warehouse seating arrangements, which reflected the need for social distancing, remain in place

Conference & Team calls continue to be encouraged & used instead of face to face meetings.

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Hand Washing

Hand washing facilities with soap and hot water in place.
Stringent & regular hand washing taking place.
Paper towels/hand dryers for drying of hands

Employees to be reminded to wash their hands on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.

Cleaning

Frequently 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. A cleaning schedule has been drawn up to cover.

Posters & SSOW are on display throughout the Company. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Check sheets will be returned to line managers and cascaded through to senior management.

Wearing of Disposable Gloves

Government guidelines do not attribute the need for all staff to continually wear disposable gloves and that frequent and thorough handwashing offers a high level of protection except in cases where there is a great risk of exposure to the virus. Where the wearing of disposable gloves has been identified as a requirement of the job, an adequate supply of these will be provided. Staff are instructed on how to dispose of them safely.

Safe disposal of gloves in General Waste bags or bins

Staff are reminded that wearing of gloves is not a substitute for good & frequent hand washing.

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	<p><u>Drivers</u> Procedures in place for Drivers to ensure adequate welfare facilities available during their work.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. Cleaning of vans/cabs has been set up in a schedule.</p> <p>See Safe System of Work for more detailed instructions on how to complete deliveries.</p> <p><u>Bin Fill Operators</u> Risk of contagion in customer premises</p>	<p>Drivers will avoid direct contact with customers when making deliveries – the principles of Social Distancing will be maintained. Protective gloves are provided to all drivers as a barrier against cuts, bruising etc, Only when delivering to Care Homes – where contact is kept to an absolute minimum – will disposable gloves need to be worn and then discarded as per SSOW. Cleaning wipes are provided for the driver to maintain a clean working area in their cab and at the end of the working day, the cab/door handles/used hard surfaces will be sanitised and all waste residue disposed of in the waste bag provided.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> <p>Bin fill operators will adhere to Government & Company regulations on Social Distancing, continuing to maintain a 1m+ gap with other people. Operators are provided with disposable gloves and are allowed use of customer’s washing facilities. A separate Safe System of Work has been drawn up to cover this task.</p>	
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Mental Health

Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help via line managers and the HR department.

Wearing of Face Masks –

From 27 January 2022 it is no longer a requirement for customers/visitors to wear a face covering on Lister Trade Counters. The Government does recommend the continuation of this practice but no longer requires it. Permanent protective Perspex screens have been installed right across the Company & customers are encouraged to wear face coverings on entering Lister premises.

Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Regular communication of mental health information and open door policy for those who need additional support.

Throughout the duration of the Pandemic, all Lister branches have now seen the implementation of permanent, clear, Perspex dividing screens separating them from customers thus removing the need for staff to wear masks while serving from behind those screens

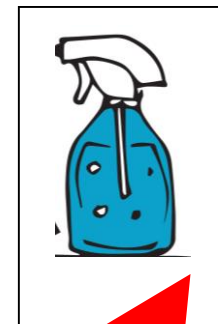
ListerSafe 20 – Combatting Covid 19



Wash your hands



ListerSafe 20 – Combatting Covid 19



STAY BACK

CLEAN UP

KEEP SAFE

**REMEMBER THE
TWO METRE RULE**

STAY BACK

CLEAN UP

KEEP SAFE

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Covid 19 (Coronavirus) – A Safe System of Work

Social Distancing :

Make sure you keep your distance from your colleagues, customers or visitors (currently Government recommends 1m +)

This is the most effective way of slowing the spread of this virus and so too forms an important part of the Company's response.

**Issued with gloves? Wear them!
And don't forget to wash your hands if you change gloves.**





ListerSafe 20 – Combatting Covid 19



BEFORE YOU TOUCH ANY OF THESE:

WASH YOUR HANDS

FIRST!