

Risk Assessment COVID - 19 - NDC Access and Egress

Reference	001
Situation	Routine
Labels	
Departments	NDC employees
Assessment Date	06/05/2020
Assessed By	Manel Roura
Description	NDC employees entering and exiting the building
Review Date	Date not set

Title	Hazard Type	Description	Persons Affected	Legislation	Existing Controls	Sev.	Lik.	Risk	Additional Controls	Person Responsible	Deadline	Status	Res. Sev.	Res. Lik.	Res. Risk	Last Updated
Entering and exiting the building.	Biological hazards e.g. COVID-19	Non maintaining social distancing, contact with common surfaces	Lyreco NDC employees		Employees are aware of current government guidelines and requirement to maintain distance within the workplace.	5	3	15	Staggering starting shift times of employees per areas.	Mick Patel, Dennis Hyatt	04/06/2020	Complete	5	1	5	27/05/2020 12:36
									Place lines on the floor indicating social distancing (2 mt). Lines to be placed 10 mt away from the main entrance building door to the end of the NDC tunnel.	Peter Gojka, David Jackson	04/06/2020	Pending				
									Place 6 electric hand sanitiser dispensers along the NDC tunnel.	Peter Gojka	04/06/2020	Pending				
									Posters reminding employees rules on hygiene and social distancing within Tunnel area	Peter Gojka, David Jackson	30/06/2020	Pending				
									Assess removal of lockers from changing rooms to reduce congestion during shift start/end and breakdown	Mick Patel, Dennis Hyatt	05/06/2020	Complete				
Travelling to site	Biological hazards e.g. COVID-19, Road	Car sharing do not allow social distancing sharing a small space with others.	Lyreco NDC employees		Provision of bike-racks Provision of pedestrian walkways on external areas Sufficient	5	3	15	Covid-19 NDC SSOW to include that car sharing is not allowed except for persons	Richard Taylor	04/06/2020	Pending	5	1	5	14/05/2020 16:34

traffic accidents			car parking spaces for all employees			from the same household. Place awareness posters for pedestrians (by the gatehouse) Place awareness posters for bikers	David Jackson	04/06/2020	Pending					
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