



# METRO PRODUCTION GROUP

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## Risk Assessments

Advice and guidance from the U.K Government has required **MPG** management to conduct a risk assessment for Covid-19. A Covid-19 assessment need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people from COVID- 19. Hazards and risks cannot be eliminated and therefore must be controlled. The control measures must be either physical or procedural and must be communicated to those who will work, or otherwise come into contact with the hazards.

In undertaking risk assessments, the following approach has been adopted:

- Gather information from Government and other recognised sources
- Consider control measures appropriate to the current Government advice
- Evaluate residual risk to person(s).

The risk assessments below give both primary and residual risks. The primary risk is the risk associated with the identified hazard assuming that the risk associated, remains completely uncontrolled. The residual risk is the level of the remaining risk produced when proposed control measures have been applied. The figures given may be interpreted using the risk assessment matrix below. **MPG** management must ensure that the risk control measures are fully implemented to achieve these levels. The columns following the residual risk data indicate where additional controls are required or where special attention should be given. For the avoidance of confusion - the columns of the risk rating sections are headed  $L \times S = R$ . L is for “likelihood” and is given in the first column. S is for “severity “and is indicated in the second column. R is for ‘Risk Rating’, indicated in the third column.

The control measures, indicated within the assessment, are considered to be reasonably practicable measures, to control the risks identified based on current Government guidelines and credible source guidelines.

The findings of the risk assessment must be communicated to those who will work, or otherwise come into contact with the hazards and risks identified.

It is incumbent upon **MPG** management to ensure that the control measures are implemented and managed.

A review of the assessment will be made, should further guidance be received, which suggests that the control measures suggested are no longer sufficient to control risks or are inappropriate or if additional hazards are identified. A process of continuous assessment and re-assessment will be undertaken to ensure appropriate risk controls in accordance with all Government guidelines.

### Risk Assessment Matrix

|          |   |            |    |    |    |    |
|----------|---|------------|----|----|----|----|
| Severity | 5 | 5          | 10 | 15 | 20 | 25 |
|          | 4 | 4          | 8  | 12 | 16 | 20 |
|          | 3 | 3          | 6  | 9  | 12 | 15 |
|          | 2 | 2          | 4  | 6  | 8  | 10 |
|          | 1 | 1          | 2  | 3  | 4  | 5  |
|          |   | 1          | 2  | 3  | 4  | 5  |
|          |   | Likelihood |    |    |    |    |

#### Likelihood

##### Severity

- |                                       |   |
|---------------------------------------|---|
| 1. Extremely Unlikely                 | No or minimum injury/illness                      |
| 2. Possible but unlikely              | First aid treatment                               |
| 3. Conceivable                        | First aid treatment or isolation                  |
| 4. Probably would happen at some time | Major injury or hospitalisation                   |
| 5. Almost certain to happen           | Fatality - Extensive property or equipment damage |

**S = Severity      L = Likelihood      R = Risk Rating**

**1 – 6      Low Risk:**      *Action is not required to lower the risk. Time effort and money is proportionate to the risk*

**8 – 15 Medium Risk:**      *Action may be required to control the risk. Immediate short-term measures may be required, such as isolation*

**16 – 25 High Risk:**      *Action is required urgently to control the risk. Further resources are almost inevitable*

| Subject  | Hazard  | People At Risk   | What Might Happen?  | Rating |   |           | Controls Measures and Further Precautions to Reduce Risk   | New Rating |   |           | Comments/ Action  |
|--|---|--|---|--------|---|-----------|--|------------|---|-----------|---|
|  |   |  |   | L      | x | S         |  | =          | R | L         |   |
| <b>Enforcement of COVID-19 control measures at MPG</b> | <p>Failing to share relevant information with persons.</p> <p>Failure to enforce the control measures in place.</p> <p>Person not familiar with enforcement policy.</p> | <p>Internal Staff.<br/>Visitors.<br/>Guests.<br/>Delivery Drivers.<br/>External Company Staff.</p> | <p>Increased potential exposure to Covid-19.</p> <p>Increased potential spread of Covid-19.</p> | 5      | 5 | <b>25</b> | <p><b>MPG</b> management will review UK Gov website regularly to ensure compliance with best practice during the COVID-19 pandemic.</p> <p><i>MPG management will review their current H&amp;S and Welfare procedures to ensure these are compliant with UK Gov best practice guidance.</i></p> <p><b>MPG</b> management will have suitable enforcement in place to ensure that all control measures are fully implemented.</p> <p><b>MPG</b> management will ensure that all persons are given suitable and sufficient information about the control measures in place and the enforcement action that will be taken if these are breached.</p> <p><b>MPG</b> management will take appropriate action if any of the control measures are breached.</p> <p>Ongoing monitoring to ensure control measures are being adhered to.</p> <p><b>MPG</b> management to seek feedback from Persons on this risk assessment and answer questions where lack of understanding is evident or questions are raised.</p> | 3          | 5 | <b>15</b> | <p>UK Gov COVID-19 workplace guidance documents:</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> |

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|  |   |   |  | L      | x | S         |  | =          | R | L         |   |
| <b>Sharing information with all persons (communication).</b> | Failing to share relevant information with persons.<br><br>Failing to share up-to-date information from UK Gov. | Internal Staff.<br>Visitors.<br>Guests.<br>Delivery Drivers.<br>External Company Staff. | Increased potential exposure to Covid-19.<br><br>Increased potential spread of Covid-19.<br><br>Business non-compliance with Covid-19 associated guidance and legislation. | 5      | 5 | <b>25</b> | <p><b>MPG</b> management will share updates with persons to ensure that all persons attending premises are provided with suitable and sufficient (up to date) information specific to COVID-19 management in the premises .</p> <p><b>MPG</b> management will share information with suppliers, visitors, and delivery drivers to ensure that all persons attending premises are provided with suitable and sufficient (up to date) information specific to COVID-19 management in the premises .</p> <p><b>MPG</b> management will use electronic methods supported by hard copy (where required) to share appropriate site information in a timely manner. These communications will include the use of electronic messaging platforms including, but not limited to, Microsoft Teams and Outlook emails,</p> <p><b>MPG</b> management have prepared a COVID-19 tool-box-talk and inform all persons of this toolbox talk.</p> <p><b>MPG</b> management have prepared information signage for persons to follow.</p> | 3          | 5 | <b>15</b> | <p>UK Gov COVID-19 workplace guidance documents:</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> |

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|  |   |   |  | L      | x | S         |  | =          | R | L         |  |
| <b>Use of technology to support COVID-19 management.</b> | Failing to adopt technological adjuncts to support compliance with UK Gov best practice guidance. | Internal Staff.<br>Visitors.<br>Guests.<br>Delivery Drivers.<br>External Company Staff. | Increased potential exposure to Covid-19.<br><br>Increased potential spread of Covid-19. | 5      | 5 | <b>25</b> | <b>MPG</b> management will consider and review relevant technological support to ensure that persons are protected as far as reasonably practicable from COVID-19 while in work and when traveling to and from the premises .<br><br>Electronic communications will be used to alert all persons to any changes within internal policy or procedure. These communications will include the use of messaging platforms including, but not limited to, Microsoft Teams and Outlook emails, | 2          | 5 | <b>10</b> | UK Gov COVID-19 workplace guidance documents:<br><br><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a> |

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|  |   |  |   | L      | x | S         |   | =          | R | L         |   |
| <b>Persons attending MPG Premises.</b> | <p>persons attending premises causing the spread of COVID-19</p> <p>No <b>MPG</b> management policy or procedure in place to confirm that persons attending the premises (or their families) have been or are currently infected by COVID-19.</p> | <p>Internal Staff.<br/>Visitors.<br/>Guests.<br/>Delivery Drivers.<br/>External Company Staff.</p> | <p>Increased rate of potential exposure to Covid-19.</p> <p>Increased rate of potential spread of Covid-19.</p> | 5      | 5 | <b>25</b> | <p><b>MPG</b> management shall communicate with staff to identify health concerns. Individual health assessments will be completed when deemed necessary.</p> <p>Prior to attending the premises, persons must complete the online Health Declaration; this will identify if any person(s) or any of their family (in the same household) have been infected by COVID- 19. Similarly, persons will be asked if they have other residents within their household who are clinically categorised as vulnerable.</p> <p>If persons or family living in the same household have been infected, then they must provide medical evidence to show they are clear of COVID- 19 before attending the premises .</p> <p>Minimum number of persons are permitted at the premises , this to meet minimum operational needs.</p> | 2          | 5 | <b>10</b> | <p>UK Gov COVID-19 workplace guidance documents:</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> |

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|  |  |   |  | L      | x | S         |   | =          | R | L         |  |
| <b>Persons travelling to and from MPG premises .</b> | Persons attending the premises causing spread of COVID-19 when work can be carried out from home.<br><br>No policy or procedure in place to confirm that persons attending the premises (or their families) have been or are currently infected by COVID-19. | Internal Staff.<br>Visitors.<br>Guests.<br>Delivery Drivers.<br>External Company Staff. | Increased rate of potential exposure to Covid-19.<br><br>Increased rate of potential spread of Covid-19. | 5      | 5 | <b>25</b> | MPG management shall share UK Gov updates with person to ensure that all persons traveling to premises are provided with suitable and sufficient (up to date) information specific to COVID-19 management in the premises .<br><br>Where persons have to use public transport then they must ensure that they wear PPE and maintain the social distancing as prescribed in the Gov guidelines.<br><br>If persons are going to car share then they must ensure that: <ul style="list-style-type: none"> <li>• no more than 2 persons are in the car.</li> <li>• person establish social distancing when travelling in the car.</li> <li>• ensure that the windows are open.</li> <li>• any other measures required by updates from Gov guidelines should be considered.</li> <li>• ensure that the car is cleaned before and after use.</li> </ul> <b>MPG</b> management should ensure there is staggered arrival and departure times for persons. | 2          | 5 | <b>10</b> | UK Gov COVID-19 workplace guidance documents:<br><br><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a> |



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|   |   |  |   | L      | x | S         |   | =          | R | L         |  |
| <b>Clinically Extremely Vulnerable Persons.</b> | <p>Person not identified as being extremely vulnerable.</p> <p>Extremely Vulnerable person at the premises with inadequate control measures in place.</p> | <p>Internal Staff.<br/>Visitors.<br/>Guests.<br/>Delivery Drivers.<br/>External Company Staff.</p> | <p>Increased rate of potential exposure to Covid-19.</p> <p>Increased rate of potential spread of Covid-19.</p> <p>Failure to identify persons who could be infected with COVID-19.</p> | 5      | 5 | <b>25</b> | <p><b>MPG</b> management is aware of the UK Gov guidance on those persons defined as clinically extremely vulnerable (core morbidities).</p> <p><b>MPG</b> management will assess all persons to ensure that defined core morbidities are recognised and where required, action taken to support these persons on immunosuppression therapies sufficient to significantly increase risk of infection.</p> <p><b>MPG</b> management will ensure that extremely vulnerable persons work from home. Where these persons have to come to the premises then the areas they are working will be strictly controlled and a specific COVID-19 risk assessment carried out prior to them arriving at the premises .</p> <p><b>MPG</b> management will make reasonable checks with all external persons coming into the premises to ensure that they are not included in the extremely vulnerable groups or living in a household with persons classified as extremely vulnerable. If it is established that external persons are included in the extremely vulnerable group then it will be encouraged that they do not use or enter our premises.</p> | 3          | 5 | <b>15</b> | <p>UK Gov COVID-19 workplace guidance documents:</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> <p>UK Gov COVID-19 Vulnerable Group guidance documents:</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/</a></p> |

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|  |   |  |  | L      | x | S         |  | =          | R | L         |   |
| <b>Persons spreading COVID- 19 to other Clinically Vulnerable persons.</b> | Person taking COVID- 19 home or other places exposing vulnerable persons to COVID-19. | Internal Staff.<br>Visitors.<br>Guests.<br>Delivery Drivers.<br>External Company Staff.<br>Friends.<br>Family. | Increased rate of potential exposure to Covid-19.<br><br>Increased rate of potential spread of Covid-19.<br><br>Increased possibility of fatalities amongst clinically vulnerable persons. | 5      | 5 | <b>25</b> | <b>MPG</b> management will request that all persons complete a health declaration to establish if any persons are living with persons subject to 14-day or longer quarantine and the implications of this to the person.<br><br><b>MPG</b> management are clear in their duties under the UK Gov COVID-19 guidance published.<br><br><b>MPG</b> have communicated with individuals to identify persons living with vulnerable persons to ensure that they are protected before going home. Plans will be made accordingly. | 2          | 5 | <b>10</b> | UK Gov COVID-19 Vulnerable Group guidance documents:<br><br><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/</a> |

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|---|--|---|--|--------|---|-----------|--|------------|---|-----------|---|
|   |  |   |  | L      | x | S         |  | =          | R | L         |   |
| <b>Social Distancing in the premises.</b> | Failing to define social distancing in the premises .<br><br>Breach of COVID-19 Regulations. | Internal Staff.<br>Visitors.<br>Guests.<br>Delivery Drivers.<br>External Company Staff. | Increased rate of potential exposure to Covid-19.<br><br>Increased rate of potential spread of Covid-19. | 5      | 5 | <b>25</b> | <p><b>MPG</b> management have adopted the UK Gov best practice guidance including the requirement for social distancing in the premises – 2 metres.</p> <p><b>MPG</b> management have prepared a COVID-19 tool-box-talk which give clear guidance and instruction on the arrangements to minimise risk from COVID-19.</p> <p><b>MPG</b> management has prepared information signage for persons which gives clear guidance and instruction on the arrangements to minimise risk from COVID-19.</p> <p>Persons working in the premises must maintain social distancing – 2 metres.</p> <p><b>MPG</b> management shall take reasonable steps to ensure that persons follow the social distancing guidance.</p> <p><b>MPG</b> management shall take steps to review work schedules including start &amp; finish times/shift patterns, to reduce number of workers on site at any one time.</p> <p><b>MPG</b> management shall redesign processes to ensure social distancing is in place.</p> <p><b>MPG</b> management shall establish the capacity of the area to accommodate the 2 metre social distancing. Once established, strict entrance and exit procures shall be put in place to prevent the area from overcapacity.</p> <p>Where necessary a one in one out system will be utilised. All persons must be informed of the capacity for each area.</p> <p><b>MPG</b> management will monitor to ensure that all social distancing measures put in place are being followed by persons.</p> | 3          | 5 | <b>15</b> | <p>UK Gov COVID-19 workplace guidance documents:</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> |

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|  |   |   |  | L      | x | S         |   | =          | R | L         |  |
| <b>Social Distancing in shared spaces at MPG</b> | Failing to define procedures for social distancing in shared spaces.<br><br>Breach of COVID-19 Regulations. | Internal Staff.<br>Visitors.<br>Guests.<br>Delivery Drivers.<br>External Company Staff. | Increased rate of potential exposure to Covid-19.<br><br>Increased rate of potential spread of Covid-19. | 5      | 5 | <b>25</b> | <p><b>MPG</b> management to establish clear protocols for the use of: Work areas and walkways</p> <p><b>MPG</b> management have adopted the UK Gov best practice guidance including the requirement for social distancing in all areas of the premises - 2 metres (6 feet).</p> <p><b>MPG</b> management have prepared information to inform persons of the UK Gov best practice guidelines including the requirement for social distancing.</p> <p><b>MPG</b> management have prepared a COVID-19 tool-box-talk and communicated to all relevant persons.</p> <p>External company persons working <b>at MPG</b> must follow the guidance set by the <b>MPG</b> management.</p> <p><b>MPG</b> management must ensure that all persons coming onto the premises will be briefed on the COVID-19 arrangements prior to arrival or work starting at <b>MPG</b></p> | 3          | 5 | <b>15</b> | <p>UK Gov COVID-19 workplace guidance documents:</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> <p>UK Gov COVID-19 Multi Language information leaflets.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-information-leaflet">https://www.gov.uk/government/publications/coronavirus-covid-19-information-leaflet</a></p> |

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|  |  |   |   | L      | x | S         |   | =          | R | L         |   |
| <b>Fire emergencies &amp; evacuation subject to social distancing.</b> | Confusion of COVID-19 processes with no social distancing delaying evacuation. | Internal Staff.<br>Visitors.<br>Guests.<br>Delivery Drivers.<br>External Company Staff. | Delayed response to fire alarm.<br><br>Increased rate of potential exposure to Covid-19.<br><br>Increased rate of potential spread of Covid-19. | 5      | 5 | <b>25</b> | <p><b>MPG</b> management will review its internal guidance and best practice to ensure compliance with both Regulatory Reform Fire Safety Order 2005 and UK Gov COVID-19 best practice.</p> <p>Where required, <b>MPG</b> management will review the office fire risk assessment to capture changes in office occupancy to accommodate COVID- 19.</p> <p><b>MPG</b> management have adopted the best practice guidance including the requirement for social distancing at the muster points used for emergency evacuation.</p> <p><b>MPG</b> management evacuation procedures take precedence over UK Gov social distancing requirements.</p> <p>Persons will evacuate the building immediately regardless of the guidelines on social distancing.</p> <p>Persons will wear a face mask or face covering during emergency evacuation of the building.</p> <p><b>MPG</b> management will ensure that there is suitable and sufficient PPE available to persons for the purpose of emergency evacuation.</p> <p><b>MPG</b> management has established clear protocols for Evacuation emergencies.</p> <p><b>MPG</b> management have prepared a COVID-19 tool-box-talk for persons and visitors including the requirement for social distancing during emergency evacuation.</p> <p><b>MPG</b> management has prepared information signage for highlighting emergency procedures including the requirement for social distancing during emergency evacuation.</p> <p>Evacuation procedures will be reviewed and modified where required.</p> | 3          | 5 | <b>15</b> | <p>National Fire Chiefs Council guidance</p> <p><a href="https://www.nationalfirechiefs.org.uk/write/MediaUploads/COVID-19/Protection%20documents/NFCC_Protection_-_COVID-19_Protection_Advice_to_Businesses_-_Issue_2_-_12_May_2020.pdf">https://www.nationalfirechiefs.org.uk/write/MediaUploads/COVID-19/Protection%20documents/NFCC_Protection_-_COVID-19_Protection_Advice_to_Businesses_-_Issue_2_-_12_May_2020.pdf</a></p> |

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|   |  |  |   | L      | x | S         |  | =          | R | L         |   |
| <b>Protective screens in the MPG London premises.</b> | <p>Failing to define procedures for the use of protective screens.</p> <p>Failing to provide protective screens</p> <p>Breach of COVID-19 Regulations.</p> | <p>Internal Staff.<br/>Visitors.<br/>Guests.<br/>Delivery Drivers.<br/>External Company Staff.</p> | <p>Increased rate of potential exposure to Covid-19.</p> <p>Increased rate of potential spread of Covid-19.</p> | 5      | 5 | <b>25</b> | <p><b>MPG</b> management will evaluate workspaces / desktops in line with the requirements set out in the UK Gov COVID-19 best practice and guidance.</p> <p>Where required, additional safety equipment will be installed following evaluation of the work area and the product specific information.</p> <p>The screens must be suitable to cover fully the space between two persons.</p> <p>Person standing behind or in front of the screen must only stand in front of the screen to minimise the exposure to one another.</p> <p>The screens must be fitted correctly to prevent collapse.</p> <p>Opening in the screen should be avoided. Where openings are required then they must be of a height to minimise exposure to the person in front or behind the screen.</p> <p>Screens should be cleaned on a regular basis.</p> <p>Cleaning must only be carried out using disposable cloth, tissue etc. Where non disposable cleaning cloths are used then after use they must be stored in sealed bags and washed using suitable washing detergents to kill the COVID-19.</p> <p>All cleaning products must be used in accordance with a COSHH assessment and in compliance with the guidance detailed in the Hazard Data Sheet.</p> <p>All cleaning products must be a type that is suitable to remove COVID-19.</p> <p>COSHH awareness and training will be provided to all persons expected to handle cleaning chemicals as per any specific procedure i.e. personal workstation cleaning.</p> <p>Training in changes to any screen use in the premises procedure will be provide for all persons.</p> | 2          | 5 | <b>10</b> | <p>UK Gov COVID-19 workplace and cleaning guidance documents:</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> |

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|--|--|--|---|--------|---|-----------|--|------------|---|-----------|---|
|  |  |  |   | L      | x | S         |  | =          | R | L         |   |
| <b>Persons seating position in the premises.</b> | <p>Failing to define procedures for the positioning of persons seating.</p> <p>Failing to review persons seating arrangements and capacity.</p> <p>Breach of COVID-19 Regulations.</p> | <p>Internal Staff.</p> <p>Visitors.</p> <p>Guests.</p> <p>Delivery Drivers.</p> <p>External Company Staff.</p> | <p>Increased rate of potential exposure to Covid-19.</p> <p>Increased rate of potential spread of Covid-19.</p> | 5      | 5 | <b>25</b> | <p><b>MPG</b> management will evaluate workspaces / desktops in line with the requirements set out in the UK Gov COVID-19 best practice guidance.</p> <p>Where required, additional safety equipment (such as partition screens) will be installed following an evaluation of the workspace.</p> <p>All seating position shall be 2 metres apart or have physical screens between each seating.</p> <p>The route leading to the seating area shall allow the 2-metre distance to be maintained. Where this cannot be achieved then physical screens should be used.</p> <p>All persons must be provided with adequate information on the workstations that can be used and the ones that cannot be used.</p> <p>All workstations that are not in use must be clearly marked – ‘do not use’ - to prevent persons from using them.</p> <p>Training in changes to the premises procedures will be provided for all persons.</p> | 2          | 5 | <b>10</b> | <p>UK Gov COVID-19 workplace guidance documents:</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> |

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|--|--|---|---|--------|---|----|--|------------|---|----|---|
|  |  |   |   | L      | x | S  |  | =          | R | L  |   |
| <b>Hand washing (best practice) &amp; use of antibacterial handwash.</b> | Persons failing to handwash or not handwashing on a regular basis. | Internal Staff.<br>Visitors.<br>Guests.<br>Delivery Drivers.<br>External Company Staff. | Increased rate of potential exposure to Covid-19. | 5      | 5 | 25 | <p><b>MPG</b> management will evaluate current handwashing facilities and frequency in line with the requirements set out in the UK Gov COVID-19 best practice guidance.</p> <p>All hand washing stations will have signage to show how hands should be washed to minimise the risk of spread. Where necessary, signage should be in other languages.</p> <p>Suitable, sufficient and appropriate antibacterial liquid soap will be provided to persons and for any persons visiting the premises.</p> <p><b>MPG</b> management will ensure that there is disposable cleaning tissue or suitable hand dryers at every washing station.</p> <p>The hand drying must be of a ‘push button’ type that can be switched on using any part of the arm.</p> <p><b>MPG</b> management will ensure that any hand sanitisers used by persons are suitable to kill COVID-19 and suitable for all types of skin.</p> <p><b>MPG</b> management will ensure that the frequency of hand washing and/or sanitising is established and communicated to all persons.</p> <p>Training in changes to the premises procedures will be provided for all persons.</p> | 2          | 5 | 10 | <p>UK Gov COVID-19 workplace guidance documents:</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> |
|  | Failing to initiate hand washing best practice                     |   | Increased rate of potential spread of Covid-19.   |        |   |    |  |            |   |    |   |
|  | Failing to provide suitable hand washing facilities                |   |   |        |   |    |  |            |   |    |   |
|  | Breach of COVID-19 Regulations.                                    |   |   |        |   |    |  |            |   |    |   |



| Subject                            | Hazard   | People At Risk   | What Might Happen?  | Rating |   |           | Controls Measures and Further Precautions to Reduce Risk  | New Rating |   |           | Comments/ Action  |
|------------------------------------|--|--|---|--------|---|-----------|---|------------|---|-----------|---|
|                                    |  |  |   | L      | x | S         |   | =          | R | L         |   |
| <b>PPE: Face Shield/Coverings.</b> | <p>Failing to define procedures for the appropriate use of face masks in confined public spaces.</p> <p>Failing to provide sufficient and appropriate PPE.</p> <p>Failing to provide sufficient and appropriate training in the use of PPE.</p> <p>Breach of COVID-19 Regulations.</p> | <p>Internal Staff.</p> <p>Visitors.</p> <p>Guests.</p> <p>Delivery Drivers.</p> <p>External Company Staff.</p> | <p>Increased rate of potential exposure to Covid-19.</p> <p>Increased rate of potential spread of Covid-19.</p> | 5      | 5 | <b>25</b> | <p><b>MPG</b> management will ensure that a suitable and sufficient stock of appropriate shields/masks are held in stock for all persons where these items are required.</p> <p><b>MPG</b> management will ensure that all persons are trained in the appropriate use of shields/masks.</p> <p>MPG management will ensure that a suitable and sufficient stock of appropriate shields/masks are held in stock for all visitors.</p> <p><b>MPG</b> management will ensure there are enough waste receptacles for used shields/masks</p> <p>All masks being used must, at a minimum, cover nose and mouth.</p> <p>All face shields must cover the entire face from ear to ear. The shield should be fitted to prevent it falling or moving when the wearer moves their heads or bends over.</p> <p>All shields must be cleaned using cleaning liquids, cloth/tissue to minimise the spread of COVID-19.</p> | 3          | 5 | <b>15</b> | <p>UK Gov COVID-19 workplace guidance documents:</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> <p>Centre for Disease Control and Prevention guidance:</p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html</a></p> |

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|                     |  |   |  | L      | x | S         |   | =          | R | L         |  |
| <b>PPE: Gloves.</b> | Failing to regularly review procedures for the appropriate use of surgical gloves. | Internal Staff.<br>Visitors.<br>Guests.<br>Delivery Drivers.<br>External Company Staff. | Increased rate of potential exposure to Covid-19.<br><br>Increased rate of potential spread of Covid-19. | 5      | 5 | <b>25</b> | <p><b>MPG</b> management will ensure that a suitable and sufficient stock of appropriate gloves are held in stock for all persons.</p> <p><b>MPG</b> management will ensure that all persons are trained on the appropriate application, use and safe disposal of gloves.</p> <p><b>MPG</b> management will ensure that a suitable and sufficient stock of appropriate gloves is held in stock for all visitors.</p> <p>The gloves must be suitable to prevent the spread of COVID-19 and be disposable.</p> <p>Person wearing gloves must change them on a regular basis.</p> <p>Gloves must be removed without touching the outside areas of the glove and be taken off inside out.</p> <p>Disposable gloves must only be single use only.</p> <p><b>MPG</b> management will ensure there are enough 1 waste receptacles for used gloves.</p> | 2          | 5 | <b>10</b> | <p>UK Gov COVID-19 workplace guidance documents:</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> <p>Centre for Disease Control and Prevention guidance:<br/><a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html</a></p> |

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|-------------------|--|---|--|--------|---|-----------|--|------------|---|-----------|---|
|                   |  |   |  | L      | x | S         |  | =          | R | L         |   |
| <b>First Aid.</b> | Failing to provide first aid trained persons with suitable, sufficient, and enough appropriate PPE for the purpose of delivering first aid to persons. | Internal Staff.<br>Visitors.<br>Guests.<br>Delivery Drivers.<br>External Company Staff. | Increased rate of potential exposure to Covid-19.<br><br>Increased rate of potential spread of Covid-19. | 5      | 5 | <b>25</b> | <p><b>MPG</b> management will review first aid procedures in line with the UK Gov best practice guidelines.</p> <p>Changes to procedure will be communicated to first aiders.</p> <p><b>MPG</b> management will provide a suitable amount and appropriate PPE for first aiders to use.</p> <p><b>MPG</b> management will ensure there are enough waste receptacles for used PPE..</p> <p><b>MPG</b> management will ensure that all first aiders are trained in the use of PPE.</p> <p>All PPE provided to first aiders will be suitably adjustable to fit all types of persons.</p> <p>All first aiders must wear mask, shield, apron and gloves when treating casualties.</p> <p>Persons should not treat casualties if they show signs of COVID- 19 but refer them to self-isolation or contact NHS.</p> <p>Where first aiders establish that the casualty requires emergency medical assistance for COVID- 19 then they should call the ambulance service using 999.</p> | 3          | 5 | <b>15</b> | <p>UK Gov COVID-19 workplace guidance documents:</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> |

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|----------------------------------|---|--|--|--------|---|-----------|--|------------|---|-----------|---|
|                                  |   |  |  | L      | x | S         |  | =          | R | L         |   |
| <b>Cleaning of the premises.</b> | <p>Failing to define procedures for the adequate cleaning of workspaces</p> <p>Failing to provide sufficient resource to ensure adequate cleaning of workspace</p> <p>Breach of COVID-19 Regulations.</p> | <p>Internal Staff.<br/>Visitors.<br/>Guests.<br/>Delivery Drivers.<br/>External Company Staff.</p> | <p>Increased rate of potential exposure to Covid-19.</p> <p>Increased rate of potential spread of Covid-19</p> | 5      | 5 | <b>25</b> | <p>MPG management will review its current cleaning contract in line with UK Gov COVID-19 best practice guidelines.</p> <p>Where required and following a risk assessment, additional cleaning resources will be procured.</p> <p>Where required and following a risk assessment, cleaning products and their use will be provided.</p> <p>Following a risk assessment, appropriate PPE for cleaning shall be provided to persons carrying out the task. All persons cleaning should wear mask and gloves.</p> <p>All cleaning products must be used in accordance with a COSHH assessment and in compliance with the guidance detailed in the Hazard Data Sheet.</p> <p>All cleaning products must be a type that cleans COVID-19.</p> <p>COSHH awareness and training will be provided to all Persons expected to handle cleaning chemicals as per any specific procedure i.e. personal workstation cleaning.</p> | 3          | 5 | <b>15</b> | <p>UK Gov COVID-19 workplace guidance documents:</p> <p><a href="https://www.gov.uk/guidance/work-g-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/work-g-safely-during-coronavirus-covid-19</a></p> <p>UK Gov Guidance on Cleaning in Non-healthcare settings:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> |

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|--------------------------------------|---|---|--|--------|---|-----------|--|------------|---|-----------|--|
|                                      |   |   |  | L      | x | S         |  | =          | R | L         |  |
| <b>Cleaning of persons clothing.</b> | Personal clothing that is suspected of being contaminated with COVID- 19. | Internal Staff.<br>Visitors.<br>Guests.<br>Delivery Drivers.<br>External Company Staff. | Increased rate of potential exposure to Covid-19.<br><br>Increased rate of potential spread of Covid-19. | 5      | 5 | <b>25</b> | Where MPG management suspects that persons clothes are contaminated then steps will be taken to isolate those clothes in a safe manner .Where this is not possible then the person should be sent home.<br><br>MPG Edinburgh management provided individual lockers for each employee to store their personal belongings.<br><br>MPG London management provided individual lockers for employees working in warehouse, set yard & checkout. Employees working in the office must store their personal belongings under their allocated desks on or the allocated chair upon arrival to the office. | 2          | 5 | <b>10</b> | UK Gov COVID-19 workplace guidance documents:<br><br><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a> |

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|-------------------------------------|--|---|--|--------|---|-----------|---|------------|---|-----------|--|
|                                     |  |   |  | L      | x | S         |   | =          | R | L         |  |
| <b>Ventilation in the premises.</b> | Poor or no ventilation in the premises<br><br>Potential breach of COVID-19 Regulation. | Internal Staff.<br>Visitors.<br>Guests.<br>Delivery Drivers.<br>External Company Staff. | Increased rate of potential exposure to Covid-19.<br><br>Increased rate of potential spread of Covid-19. | 5      | 5 | <b>25</b> | <b>MPG</b> management have reviewed its current ventilation arrangements in line with UK Gov COVID-19 best practice.<br><br><b>MPG</b> management have ensured that all work areas have suitable and sufficient ventilation.<br><br><b>MPG</b> management have ensured that only a suitable number of persons are in the premises that allows adequate ventilation in the premises. | 2          | 5 | <b>10</b> | UK Gov COVID-19 workplace guidance documents:<br><br><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a> |

| Subject  | Hazard   | People At Risk  | What Might Happen?  | Rating |   |           | Controls Measures and Further Precautions to Reduce Risk   | New Rating |   |          | Comments/ Action  |
|--|--|---|---|--------|---|-----------|--|------------|---|----------|---|
|  |  |   |   | L      | x | S         |  | =          | R | L        |   |
| <b>RIDDOR 2013 Regulation and best practice.</b> | Failing to define minimum procedures in line with UK Gov guidance resulting in a potential breach of the RIDDOR Regulation 2013. | Internal Staff.<br>Visitors.<br>Guests.<br>Delivery Drivers.<br>External Company Staff. | Failure to report a case of persons infection as defined under Regulation 7, Schedule 2 – Section 10 resulting in enforcement action being taken. | 5      | 5 | <b>25</b> | <p><b>MPG</b> management will review its internal guidance and best practice to ensure compliance with both RIDDOR 2013 Regulation and UK Gov COVID-19 best practice.</p> <p><b>MPG</b> management will review policies and procedures regularly to ensure compliance with key RIDDOR Regulations and guidance.</p> <p><b>MPG</b> management must ensure that all RIDDOR reportable COVID-19 incidents are reported within the time frames as defined in the Regulations and guidance.</p> <p><b>MPG</b> management must report under RIDDOR if:</p> <ul style="list-style-type: none"> <li>• an unintended incident at work has led to someone's possible or actual exposure to COVID- 19.</li> <li>• a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work.</li> <li>• a worker dies as a result of occupational exposure to COVID-19.</li> </ul> | 1          | 5 | <b>5</b> | <p>HSE –RIDDOR Reporting of COVID-19</p> <p><a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a></p> <p>UK Gov COVID-19 workplace guidance documents:</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> |