

The additional local controls are summarised below:

Individuals must;

- Not report for work if showing any symptoms of COVID-19 symptoms include high temperature and/or new and continuous cough or a loss of, or change in, your normal sense of taste or smell (anosmia)
- Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19)
- Avoid use of public transport, when possible.
- Wash hands regularly as per government and NHSBT advice:
 - Upon entering and prior to leaving a workplace.
 - Before and after eating or smoking.
 - After coughing or sneezing.
- Maintain social distancing of 2m from others, whenever possible.
 - All to adhere to 2 metre social distancing signage
- Implement good respiratory hygiene measures when coughing, sneezing, wiping or blowing nose.
- Take temperature on arrival and use Clinell wipes to clean thermometer thoroughly after use
- Use disposable tissues and dispose of immediately after use into the nearest waste bin or clinical waste bin

- Individuals must also wear an appropriate FFP2 face mask

- When on site, all Visitors / Contractors to sign in and out.

Controls – Ipswich Team Base

- Reduce number of staff working in within garage area to maintain social distance guidance - maximum capacity of; with crew cab - 6; without crew cab – 8.
- Reduce number of staff working in within Stores to maintain social distance guidance - maximum capacity of 2
- Reduce number of staff working in back office to maintain social distance guidance – maximum capacity of 7
- Reduce number of staff in kitchen area to maintain social distance guidance – maximum capacity of 1
- Reduce number of staff within small office to maintain social distance guidance - maximum capacity of 1
- Reduce number of staff within frontside meeting room to maintain social distance guidance - maximum capacity of 3
- Reduce number of staff within staff room area to maintain social distance guidance - maximum capacity of 2

- Ensure fresh air ventilation at all times
- Ensure all shared touchpoints, inclusive of door handles, printer control panel, keyboards are cleaned on a regular, daily basis. Cleaning equipment has made available in work areas; i.e. Clinell wipes, hand sanitizer
- Reduced number of meetings, but if held, reduced numbers attending, and strict social distancing must be maintained
- Encourage office-based individuals to work from home, wherever possible
- Workstation layout has been adjusted to accommodate social distancing guidance and avoid face to face working
- Increase ventilation within the shared office areas
- Rearrange areas to allow more space between workstations
- Variety of signs to remind staff about social distancing, wearing a face mask, increase ventilation and good hand washing techniques.
- Good housekeeping and hygiene to be maintained in the workplace.
- Daily communications to emphasise social distancing.
- Equipment moved or rearranged to create larger walkways to help with social distancing

- Individuals may use alternative work areas (i.e. small offices), that allow the individuals to work either in isolation or to maintain 2m social distancing.
- Lateral flow tests issued to all staff
- Cleaning logs to be completed, signed, dated and records retained.
- All face masks to be disposed of in clinical waste bins

Managers must;

- Ensure these measures are implemented and maintained at all times.

This risk assessment is suitable and sufficient at this time.

Please see the attached for full list of controls.

Next review date scheduled; 15.04.2021