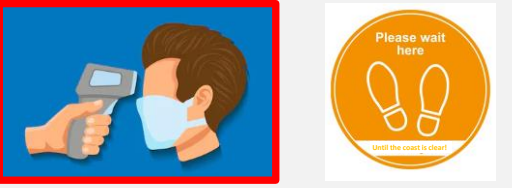

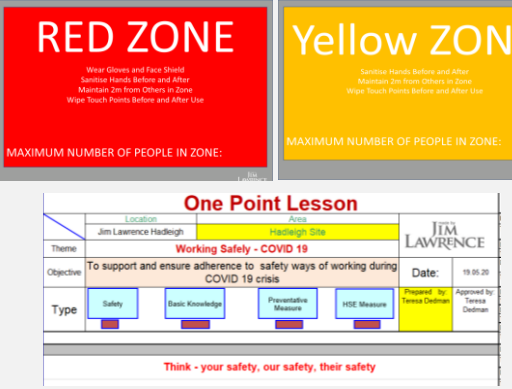
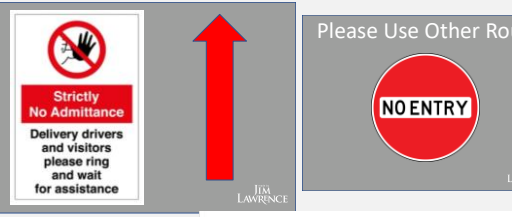
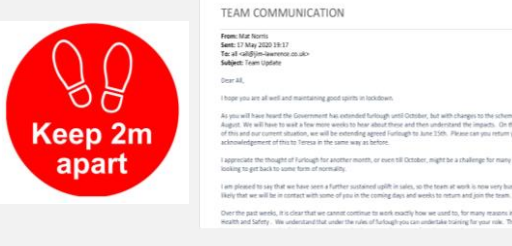


Risk	Exiting and New Controls		
<p>Spread of COVID19 virus through contact with infected people entering site</p>	<ul style="list-style-type: none"> • Staff working from home where possible • Reduced number of staff per area with maximum numbers controlled • All staff temperatures checked daily upon arrival • 2m distancing established with clear systems and markings in all areas • Additional PPE in critical areas • Clear walkways with one way routes 	<ul style="list-style-type: none"> • Desks and workstations decommissioned where 2m not possible • Ventilation in use though air conditioning, vents, fans and open windows • Enhanced return to work process following any period of isolation • Restricted use of meeting rooms • No entry to unauthorised members of the team in Red areas • Staggered tea breaks and lunch breaks 	
<p>Spread of COVID19 virus through contact with infected surfaces in offices and workshop</p>	<ul style="list-style-type: none"> • Daily sanitisation schedule in place across the business • Areas classified into High, Medium and Low Risk with clear marking for ease • High Risk and Medium Risk areas are sanitised before and after every use • PPE introduced in High Risk areas • Dedicated equipment for individuals 	<ul style="list-style-type: none"> • Handwashing and sanitisation posters and stations established across the business at key points • No shared use of items (e.g. tea/coffee rounds, board pens, headsets, workshop PC, etc) • 5s clear desk policy for ease of cleaning 	
<p>Employee lack of awareness and adherence to new ways of working</p>	<ul style="list-style-type: none"> • Clear visual management • 'Welcome Back to the New Normal' training sessions • One point lesson signed off by every employee pledging commitment • Enhanced return to work process • Daily Covid-19 management meeting 	<ul style="list-style-type: none"> • H&S Employee Representative in place to support employees and business • Weekly team communications • Active employee Near Miss process reviewed daily to make improvements 	
<p>Protecting our customers, contractors and visitors</p>	<ul style="list-style-type: none"> • Both showrooms in Hadleigh and Bath are closed to customers until permitted and safety measures in place • Use of remote meeting forums e.g. Teams, to reduce visitors to site • Supplier/vendor communication to advise of additional site rules • Restricted access and egress to the building for employees, visitors and contractors • Enhanced control of visitors to site including permit to work 	<ul style="list-style-type: none"> • Clear records of all visitors to site • All deliveries controlled with no access to the building and non-contact drop off • H&S induction for all contractors • Single point of entry and exit with 2m queuing to control access and enable controls • Clear signage on all doors and system to alert staff of visitors. • Site visitors adhere to 2m rule with cordoning off 	
<p>Mental health and wellbeing</p>	<ul style="list-style-type: none"> • Regular updates from the business • Trained mental health first-aiders • Line Managers to set up a regular communication forum for their employees to use to keep in touch • Home office desk kit supplied 	<ul style="list-style-type: none"> • Use of occupational health support • Return to work interviews • Health and wellbeing communication and newsletter for all employees on furlough and working from home • Home-worker DSE assessments 	

Please note this is a high level summary of our full risk assessment, if you require further detail please email teresa.dedman@jim-lawrence.co.uk