

# COVID-19 Working Procedure

Ref No.	Activity/Task/ Equipment	Controls in Place	Threat/Hazard	Value (1 – 5)	Vulnerability	Value (1 – 5)	Impact	Value (1 – 5)	Risk Value (ExGxl)	Corrective Action Requirement
1	Office staff	<ul style="list-style-type: none"> <li>- 2m distance maintained (customer communication made via phone)</li> <li>- Assign jobs to mobile device and use photo instead of signature</li> <li>- PPE (gloves, steel toe-capped boots, high-vis)</li> </ul>	Transfer of COVID-19	5	Low	1	Virus contracted	5	21 to 30	<ul style="list-style-type: none"> <li>- Doors locked, COVID-19 procedures signage in place</li> <li>- Designated drop-off point for equipment to maintain social distancing</li> <li>- Additional PPE issued (hand sanitiser, nitrile gloves, FF3P masks)</li> <li>- Employees reminded regularly to refer to government guidance on personal hygiene habits</li> <li>- Regular cleaning and disinfectant of office &amp; IT equipment</li> </ul>
2	Driver Duties	<ul style="list-style-type: none"> <li>- 2m distance maintained</li> <li>- Assign jobs to mobile device and use photo instead of signature</li> <li>- PPE (gloves, steel toe-capped boots, high-vis)</li> </ul>	Transfer of COVID-19	5	Low	1	Virus contracted	5	21 to 30	<ul style="list-style-type: none"> <li>- Additional PPE issued (hand sanitiser, nitrile gloves, FF3P masks)</li> <li>- Employees reminded regularly to refer to government guidance on</li> </ul>

										personal hygiene habits - Regular cleaning and disinfectant of vehicle interior and mobile device.
3	Handling of Equipment (All Staff)	- PPE (gloves, steel toe-capped boots, high-vis)	Transfer of COVID-19	5	Low	1	Virus contracted	5	21 to 30	- Additional PPE issued (hand sanitiser, nitrile gloves, FF3P masks) - Employees reminded regularly to refer to government guidance on personal hygiene habits

Value	Threat/Hazard	Vulnerability	Impact		Risk Value	Meaning	Requirement
5	Daily Exposure	Unmanaged	Catastrophic / Death		40+	Very High Risk	Improvement required
4	Weekly Exposure	Reactive Management	SLA compromised / Permanent Disability		31 to 40	High Risk	Improvement required
3	Monthly Exposure	Workaround Planned	Workaround possible / Serious injury		30 to 21	Medium Risk	Improvement opportunity
2	Annual Exposure	Developed Management	Easy Workaround / Minor injury		11 to 20	Low Risk	No action required
1	Negligible	Negligible	Negligible		1 to 10	Very Low Risk	No action required