

| Activity   | Hazard (including Hazardous Event)                                       | Person(s) Exposed to the Risk | How Might they be harmed                       | Risk Analysis (No controls)   |                  |             | Control Measures (what can we do to further control and reduce the risks)   | Risk Analysis (With Controls)      |                  |  |      |                                    |  |  |  |
|--|--|-------------------------------|--|---|------------------|-------------|---|------------------------------------|------------------|--|------|------------------------------------|--|--|--|
|  |  |                               |  | Likelihood (1 - 5)  | Severity (1 - 5) | Risk Rating |   | Likelihood (1 - 5)                 | Severity (1 - 5) | Risk Rating  |      |                                    |  |  |  |
|  |  |                               |  | RISK RATING   |                  |             |   | ACTION(S)                          |                  |  |      |                                    |  |  |  |
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| MEDIUM   | - Plan & Execute Actions Within 3 Months and Re-assess                   |                               |  |   |                  |             |   |                                    |                  |  |      |                                    |  |  |  |
| HIGH   | - HALT & Execute Immediate Actions                                       |                               |  |   |                  |             |   |                                    |                  |  |      |                                    |  |  |  |
| Working from Home  | whilst working from home affecting wellbeing and health                  | Employees                     | General Wellbeing, Mental Health, sleep issues | 2   | 4                | M           | 1. Support from HR department<br>2. Treat the home like your at the office, get dressed, maintain your existing work routine and office hours.<br>3. Take regular breaks - getting up and moving or doing stretching exercises<br>4. Decide on an 'office room or space'. Keep clear boundaries between when you're 'at work' or not, allowing you to properly switch off<br>5. Information on our Wilsonart Blog and Website Guidance<br>6. Homeworking Risk Assessment<br>7. Make sure getting a good nights sleep<br>8. Stay connected with regular catch-up calls or conference calls with managers, working groups, etc. | 1                                  | 4                | L  |      |                                    |  |  |  |
| Vulnerable Persons working on site                                 | Normal working activities leading to enhanced risks                      | Vulnerable Employees          | Airborne particulates                          | 3   | 4                | M           | List maintained by HR, and restricted from working on sites, home working or remain on furlough   | 1                                  | 2                | L  |      |                                    |  |  |  |
|  |  |                               | Touching surfaces contaminated                 | 3   | 4                | M           | If on site work must be undertaken then a separate risk assessment will be completed and approved by both parties prior to access to site being permitted   | 1                                  | 2                | L  |      |                                    |  |  |  |
| Arrival to site (in vehicles)                                      | Opening windows to make verbal contact                                   | Person(s) within the vehicle  | Airborne particulates                          | 2   | 5                | M           | Face masks to be worn if this activity must occur and security to stay 2m away at all times   | 1                                  | 5                | L  |      |                                    |  |  |  |
|  |  | Security                      |  | 2   | 4                | M           | Security staff to wear face mask and make sure they keep a 2m gap from the vehicle  | 1                                  | 4                | L  |      |                                    |  |  |  |
|  | Clocking in at security gate   | Agency staff                  | Airborne particulates                          | 3   | 4                | M           | Activity suspended at the gatehouse during Covid-19, or moved to Department Manager to control any Agency Staff (Time and Attendance controls)  | 1                                  | 2                | L  |      |                                    |  |  |  |
|  |  | Security                      |  | 3   | 4                | M           |   | 1                                  | 2                | L  |      |                                    |  |  |  |
|  |  | Agency staff                  | Touching surfaces contaminated                 | 3   | 4                | M           |   | 1                                  | 2                | L  |      |                                    |  |  |  |
|  |  | Security                      |  | 3   | 4                | M           |   | 1                                  | 2                | L  |      |                                    |  |  |  |
| Arrival to site (on foot or bicycle)                               | Coming into close contact with others who may have symptoms of the virus | Self from others              | Airborne particulates                          | 1   | 4                | L           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times  | 1                                  | 4                | L  |      |                                    |  |  |  |
|  |  | Others                        |  | 1   | 5                | L           |   | 1                                  | 5                | L  |      |                                    |  |  |  |
| Parking up and movement on foot                                    | Coming into close contact with others who may have symptoms of the virus | Those in the vehicle          | Airborne particulates                          | 2   | 5                | M           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m  | 1                                  | 5                | L  |      |                                    |  |  |  |

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|  |  | Others from other vehicles    | Airborne particulates          | 2                           | 5                | M           | physical distancing rules to maintain a 2m person to person gap at all times   | 1  | 5                | L           |
| Clocking in at Time and Attendance                                 | Coming into close contact with others who may have symptoms of the virus | Self from others              |                                | 4                           | 4                | H           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times<br>Staggered shift start and finishes once in full capacity<br>adequate provision of hand wash facilities and sanitisation stations positioned at entry/exit of | 1  | 4                | L           |
|  |  | Other employees               | Airborne particulates          | 4                           | 5                | H           |  | 1  | 5                | L           |
|  |  | Self from others              | Touching surfaces contaminated | 3                           | 4                | M           |  | Enhanced cleaning regime during these times and disinfectant wipes available to cleanse surfaces | 1                | 4           |
|  | Other employees  |                               | 3                              | 5                           | H                | 1           | 5  |  | L                |             |
| Movement to cloakroom or canteen prior to work                     | Coming into close contact with others who may have symptoms of the virus | Self from others              | Airborne particulates          | 4                           | 4                | H           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times   | 1  | 4                | L           |
|  |  | Other employees               |                                | 4                           | 5                | H           |  | 1  | 5                | L           |
| Movement on site to workstation or place of work                   | Coming into close contact with others who may have symptoms of the virus | Self from others              | Airborne particulates          | 4                           | 4                | H           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times   | 1  | 4                | L           |
|  |  | Other employees               |                                | 4                           | 5                | H           |  | 1  | 5                | L           |
| Working duties   | Normal work activities (as needed)                                       | Self from others              | Touching surfaces contaminated | 4                           | 4                | H           | Enhanced cleaning regime during these times and disinfectant wipes available to cleanse surfaces   | 1  | 4                | L           |
|  |  | Other employees               |                                | 4                           | 5                | H           |  | Set down and pick up location for documents  | 1                | 5           |
|  |  | Self from others              | Physical Contact               | 3                           | 4                | M           | Physical distancing rules with a 2m person to person gap maintained, but also ban on any physical contact (i.e. handshake, or hugs)  | 1  | 4                | L           |
|  |  | Other employees               |                                | 3                           | 5                | H           |  | 1  | 5                | L           |
|  |  | Self from others              | Airborne particulates          | 3                           | 4                | M           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times   | 1  | 4                | L           |
|  |  | Other employees               |                                | 3                           | 5                | H           |  | 1  | 5                | L           |
| Using shared equipment   | Use of equipment shared by others (i.e Forklifts, pallet trucks, etc.)   | Self from others              | Touching surfaces contaminated | 3                           | 4                | M           | Enhanced cleaning regime during these times and disinfectant wipes available to cleanse surfaces   | 1  | 4                | L           |
|  |  | other employees               |                                | 3                           | 5                | H           |  | 1  | 5                | L           |
| Use of Lifts   | Coming into close contact with others who may have symptoms of the virus | Self from others              | Airborne particulates          | 2                           | 4                | M           | Use of the pedestrian lift restricted to one person at a time  | 1  | 2                | L           |
|  |  | Other employees               |                                | 2                           | 5                | M           |  | Face masks mandatory to be worn on site  | 1                | 2           |
|  | surface contamination  | Self from others              | Touching surfaces contaminated | 2                           | 4                | M           | Enhanced cleaning regime during these times and disinfectant wipes available to cleanse surfaces   | 1  | 4                | L           |
|  |  | Other employees               |                                | 2                           | 5                | M           |  | 1  | 5                | L           |

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| HIGH   | - HALT & Execute Immediate Actions                                       |                               |                                |   |                  |             |   |   |                  |  |      |                                    |  |  |  |
| Movement around site (if needed for meetings or seeing Managers)           | Coming into close contact with others who may have symptoms of the virus | Self from others              | Airborne particulates          | 3   | 4                | M           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times      | 1   | 4                | L  |      |                                    |  |  |  |
|  |  | Other employees               |                                | 3   | 5                | H           |   | 1   | 5                | L  |      |                                    |  |  |  |
| Meetings with others in the same room or area                              | Collective in the same room / area                                       | Self from others              | Airborne particulates          | 3   | 4                | M           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times      | 1   | 4                | L  |      |                                    |  |  |  |
|  |  | Other employees               |                                | 3   | 5                | H           |   | 1   | 5                | L  |      |                                    |  |  |  |
|  |  | Self from others              | Physical Contact               | 3   | 4                | M           |   | Where possible meetings to be remotely (i.e. Skype or Teams), or if meeting is in the same room to maintain a 2m gap at all times with no touching (i.e. Handshake or hugs) | 1                | 4  | L    |                                    |  |  |  |
|  |  | Other employees               |                                | 3   | 5                | H           |   |   | 1                | 5  | L    |                                    |  |  |  |
|  | surface contamination (door handles, computers, phones, etc.)            | Self from others              | Touching surfaces contaminated | 3   | 4                | M           | Enhanced cleaning regime during these times and disinfectant wipes available to cleanse surfaces                              | 1   | 4                | L  |      |                                    |  |  |  |
|  |  | Other employees               |                                | 3   | 5                | H           |   | 1   | 5                | L  |      |                                    |  |  |  |
| Movement to and from rest rooms  | Coming into close contact with others who may have symptoms of the virus | Self from others              | Airborne particulates          | 4   | 4                | H           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times      | 1   | 4                | L  |      |                                    |  |  |  |
|  |  | Other employees               |                                | 4   | 5                | H           |   | 1   | 5                | L  |      |                                    |  |  |  |
| Use of Showers   | surface contamination  | Self from others              | Touching surfaces contaminated | 2   | 4                | M           | Use of Showers suspended during the Covid-19 Pandemic, closed off, showers only ran for legionnaire controls and once a week. | 1   | 1                | L  |      |                                    |  |  |  |
|  |  | Other users                   |                                | 2   | 5                | M           |   | 1   | 1                | L  |      |                                    |  |  |  |
| Use of rest rooms  | Collective in the same room / area                                       | Self from others              | Airborne particulates          | 3   | 4                | M           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times      | 1   | 4                | L  |      |                                    |  |  |  |
|  |  | Other employees               |                                | 3   | 5                | H           |   | 1   | 5                | L  |      |                                    |  |  |  |
|  | surface contamination (door handles, taps, etc.)                         | Self from others              | Touching surfaces contaminated | 3   | 4                | M           | Enhanced cleaning regime during these times and disinfectant wipes available to cleanse surfaces                              | 1   | 4                | L  |      |                                    |  |  |  |
|  |  | Other employees               |                                | 3   | 5                | H           |   | 1   | 5                | L  |      |                                    |  |  |  |
| Movement to and from Canteens  | Coming into close contact with others who may have symptoms of the virus | Self from others              | Airborne particulates          | 3   | 4                | M           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times      | 1   | 4                | L  |      |                                    |  |  |  |
|  |  | Other employees               |                                | 3   | 5                | H           |   | 1   | 5                | L  |      |                                    |  |  |  |
| Movement to and from Smoking areas   | Coming into close contact with others who may have symptoms of the virus | Self from others              | Airborne particulates          | 2   | 4                | M           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times      | 1   | 4                | L  |      |                                    |  |  |  |
|  |  | Other employees               |                                | 2   | 5                | M           |   | 1   | 5                | L  |      |                                    |  |  |  |
| Movement on site from workstation or place of work at the end of the shift | Coming into close contact with others who may have symptoms of the virus | Self from others              | Airborne particulates          | 3   | 4                | M           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times      | 1   | 4                | L  |      |                                    |  |  |  |
|  |  | Other employees               |                                | 3   | 5                | H           |   | 1   | 5                | L  |      |                                    |  |  |  |
| Movement to cloakroom or canteen at the close of work                      | Coming into close contact with others who may have symptoms of the virus | Self from others              | Airborne particulates          | 3   | 4                | M           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times      | 1   | 4                | L  |      |                                    |  |  |  |
|  |  | Other employees               |                                | 3   | 5                | H           |   | 1   | 5                | L  |      |                                    |  |  |  |
| Clocking out at Time and Attendance  | Coming into close contact with others who may have symptoms of the virus | Self from others              | Airborne particulates          | 3   | 4                | M           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times      | 1   | 4                | L  |      |                                    |  |  |  |

|  |  |                               |   | RISK RATING                 |                  |             | ACTION(S)  |                               |                  |             |
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| Returning to vehicle in parking area                               | Touching surfaces at the machine   | Other employees               |   | 3                           | 5                | H           | Staggered shift start and finishes once in full capacity   | 1                             | 5                | L           |
|  |  | Self from others              | Touching surfaces contaminated                          | 3                           | 4                | M           | Enhanced cleaning regime during these times and disinfectant wipes available to cleanse surfaces   | 1                             | 4                | L           |
|  |  | Other employees               |   | 3                           | 5                | H           |  | 1                             | 5                | L           |
| Returning to vehicle in parking area                               | Coming into close contact with others who may have symptoms of the virus   | Self from others              | Airborne particulates                                   | 3                           | 4                | M           | Physical distancing rules to maintain a 2m person to person gap at all times   | 1                             | 4                | L           |
|  |  | Other employees               |   | 3                           | 5                | H           |  | 1                             | 5                | L           |
| Departure from site (vehicles)                                     | Coming into close contact with others who may have symptoms of the virus   | Person(s) within the vehicle  | Airborne particulates                                   | 2                           | 5                | M           | car sharing discouraged or if needed then limit to reduce the risks  | 2                             | 5                | M           |
| Departure from site (on foot or bicycle)                           | Coming into close contact with others who may have symptoms of the virus   | Self from others              | Airborne particulates                                   | 2                           | 4                | M           | Maintaining a safe distancing on and off site of 2m, wearing of a face mask is optional when off site  | 2                             | 4                | M           |
|  |  | other people                  |   | 2                           | 5                | M           |  | 2                             | 5                | M           |
| Emergency Evacuation (roll call points)                            | Coming into close contact with others who may have symptoms of the virus during evacuation                           | Self from others              | Airborne particulates                                   | 2                           | 4                | M           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap including during evacuation when its safe to do so   | 1                             | 4                | L           |
|  |  | others on site                |   | 2                           | 5                | M           |  | 1                             | 5                | L           |
|  | Coming into close contact with others who may have the symptoms of the virus at the muster points (roll call points) | Self from others              | Airborne particulates                                   | 2                           | 4                | M           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap including at the muster points   | 1                             | 4                | L           |
|  |  | others at the muster points   |   | 2                           | 5                | M           |  | 1                             | 5                | L           |
| General Public coming to site                                      | Coming into close contact with others who may have symptoms of the virus   | Self from others              | Airborne particulates                                   | 2                           | 4                | M           | no members of the general public will be permitted access during the Covid-19 pandemic times   | 1                             | 1                | L           |
|  |  | others on site                |   | 2                           | 5                | M           |  | 1                             | 1                | L           |
|  | Touching surfaces  | Self from others              | Contaminating or Touching surfaces already contaminated | 2                           | 4                | M           |  | 1                             | 1                | L           |
|  |  | others on site                |   | 2                           | 5                | M           |  | 1                             | 1                | L           |
| Outside Customer or Supplier Visitors coming to site               | Coming into close contact with others who may have symptoms of the virus   | Self from others              | Airborne particulates                                   | 2                           | 4                | M           | Use of video calls is preference but if on site meeting must occur then Face masks are mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times. Limits on the number of person in the room at a time will also apply | 1                             | 4                | L           |
|  |  | others on site                |   | 2                           | 5                | M           |  | 1                             | 5                | L           |
| Contractors visiting site  | Coming into close contact with others who may have symptoms of the virus   | Self from others              | Airborne particulates                                   | 3                           | 4                | M           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times   | 1                             | 4                | L           |
|  |  | others on site                |   | 3                           | 5                | H           | Contractor Covid-19 Induction and Sign off Encouragement (where possible) to conduct works outside of working hours  | 1                             | 5                | L           |

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| Use of Portable Toilets  | Using facilities as used by others                                       | Self from others              | Contaminating or Touching surfaces already contaminated | 2                           | 4                | M           | Enhanced cleaning regime during these times and disinfectant wipes available to cleanse surfaces                         | 1   | 4                | L           |
|  |  | others on site                |   | 2                           | 5                | M           |  | Regular Cleaning Check Sheet used to show who cleaned and when. | 1                | 5           |
| Logistics Receiving  | Coming into close contact with others who may have symptoms of the virus | Self from others              | Airborne particulates                                   | 3                           | 4                | M           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times | 1   | 4                | L           |
|  |  | others on site                |   | 3                           | 5                | H           |  | Logistics document for actions during Covid-19                  | 1                | 5           |
| Logistics Shipping   | Coming into close contact with others who may have symptoms of the virus | Self from others              | Airborne particulates                                   | 3                           | 4                | M           | Face masks mandatory to be worn on site and physical distancing rules to maintain a 2m person to person gap at all times | 1   | 4                | L           |
|  |  | others on site                |   | 3                           | 5                | H           |  | Logistics document for actions during Covid-19                  | 1                | 5           |
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