

RISK ASSESSMENT RECORD FORM

ASSESSMENT TITLE:	Indivior UK Ltd COVID-19 Risk assessment				REF:	Version 1
Description of activity	UK sites - measures to allow safe working during COVID-19					
ASSESSED BY:	Bob Brattan, Hull Site Director, Supply/ Rich Flintoff, Manager, Facilities Hull / Clare Piekos, HR Director UK & Ireland / Sarah Parsons, HR Business Partner, Slough.	Checked with Environmental, Health & Safety Manager (Y/N - and EHS Manager initial)		Y (MJW) Y (TS, SW)	DATE:	19/May/2020
APPROVED BY:	Hillel West, Chief Manufacturing and Supply Officer / Gilles Picard, Head of EUCAN / Graham Cairns, Vice President Global CMC	Reviewed with H&S Employee rep (Y/N & H&S Rep initial)				
CHANGE DETAILS	New document					

S = Severity L = Likelihood R = Risk rating

	TASK	HAZARDS	WHO COULD BE HARMED	POTENTIAL HARM	RISK	EXISTING CONTROLS AND SAFE PROCEDURES	RISK AFTER CONTROLS	Briefing Notes for Employees & Contingent Workers on their responsibilities
					(H,M,L)		(H,M,L)	
1	Use of Indivior office space including shared spaces in multi tenant sites	Close contact with others increases the risk of transmission and infection with COVID-19	Any employee, contingent worker, or visitor to site, plus those from other companies they may come into contact with	Infection with COVID-19	H	Transition through common areas should be completed without delay maintaining social distancing 2m - our policy is single occupancy in lifts which applies in shared areas also. In some areas floor marking may be used to aid with social distancing and flow of personnel which will be communicated locally.	M	Social distancing of 2m to be maintained. Transit areas should be moved through without delay
2	Return to work	Close contact with others increases the risk of transmission and infection with COVID-19	All personnel working from home	Infection with COVID-19	H	Working from home where possible should continue - who works from home to be managed by the site leadership, and returning to the office will depend on company policy and government policy. Employees displaying zero symptoms of Covid-19 may return to work in line with communicated phased approach, as managed via the local site leads. This will reflect Government policy, company policy and local policy. All returning personnel should seek advice from line manager or HR Business Partner if you or a member of your household is in a high risk category making you vulnerable to COVID-19. In some areas floor marking may be used to aid with social distancing and flow of personnel which will be communicated locally. All returning personnel should be trained in the new controls for protection against COVID-19.	M	Continue to work from home if possible Be trained in the COVID-19 protection controls Seek advice from line manager or HR Business Partner if you or a member of your household is in a high risk category making you vulnerable to COVID-19 Changes to personnel flow and floor markings may be in force and personnel should be aware to look for signage.
3	Travel to site	Close contact with others increases the risk of transmission and infection with COVID-19	Any personnel working at site, plus any other people in contact during journey	Infection with COVID-19	H	Employees are encouraged to travel to site on foot, by bike, or by private car. There is sufficient parking facilities for both cars and bikes to maintain social distancing. Where public transport is used, government guidelines must be followed.	M	Avoid public transport where possible
4	Working with different functions in different locations	Transmission from function to function across multiple locations	Any employee, contingent worker, or visitor to site	Infection with COVID-19	H	Contact between different functions and different locations should be minimised. Where functions have responsibilities at different locations or sites a nominated person should be dedicated to each location, and where this is not possible all reasonable means should be in place to minimise contact (e.g. remote support, drop off /collection points for physical transfers). Any travel between sites to be approved at site director level.	M	Avoid face to face contact with different functions, intersite travel is not permitted
5	Continuing with 'normal' business	Typically face to face meetings are held increasing the risk by having more personnel on site together	Any employee, contingent worker, or visitor to site	Infection with COVID-19	H	Where roles can be performed from home, they should continue to be performed from home, whilst this remain government guidance. Meetings should be primarily organised as video meetings, with technology in place to support this through Microsoft teams & Skype available to all employees. Where a face to face meeting is essential, the functional leaders should approve this, and ensure that 2m distancing should be maintained. Signage from GOV.UK to be in place.	M	Use Microsoft Teams for meetings. Any face to face meetings need to be approved, maintain social distancing and have hand sanitiser / handwash available
6	Visitors to site (contractors, etc.)	Visitors such as contractors typically will visit multiple sites and as such pose the risk of spreading infection between sites	Any employee, contingent worker, or visitor to site	Infection with COVID-19	H	Face to face meetings with visitors should be avoided where possible and meetings should be managed via Skype / Microsoft Teams. A briefing for visitors relating to the area COVID-19 controls is to be given to all visitors on arrival to provide instruction.	M	Only essential visitors (e.g. essential maintenance).

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7	Individual responsibility for protection of self and others	Failure of an individual to follow the hygiene protocols in place risk the entire employee population	Any employee, contingent worker, or visitor to site	Infection with COVID-19	H	Employees to be responsible and mindful of minimising transmission risk (e.g. securely disposing of tissues, etc.) Guidance to be displayed in the workplace to remind personnel of their responsibilities to their own safety and the safety of others. Training packages on the controls in place to be rolled out and employees to confirm their understanding (signing sheet or LMS).	M	See local posters and training for COVID-19 protection information
8	Personnel working from home	Challenges mental wellbeing, increased pressure from distractions around the home, as well as feeling of isolation from normal business; Working in an abnormal office environment could result in occupational illnesses from not having the correct equipment including desk, chair, IT equipment	All personnel working from home	Infection with COVID-19	M	Managers should seek to stay in contact with their staff on a regular basis and understand any issues with mental wellbeing. Ensuring regular communication so all personnel are up to date with the business activities is important in achieving this. All UK employees have access to Employee Assistance Programme to support mental, financial & and physical wellbeing. All employees are encouraged to escalate any problems with equipment and seek company assistance in resolving these issues asap.	M	Managers should stay in contact with personnel working from home. Equipment to facilitate home working is available
9	Office working at own desk	Close contact with others working in proximity could result in transmission of the virus. Touching surfaces such as door handles, hand rails, chairs, desks could cause transmission of the virus	Office based employees and contingent workers	Infection with COVID-19	H	Desks in use are separated by at least 2 metres apart during their working day - this is enforced by some desks being clearly marked as not in use and taped off Regular disinfection of key touch -points such as door handles and hand rails has been arranged with on-site cleaning. Provision of cleaning materials in these areas has been made. Physical barriers to be installed wherever possible	M	Desks should be at least 2 metres apart, and consideration given to back to back and side to side working given. Extra cleaning is in place for door handles, etc.
10	Shared IT equipment, desks or hot desks	Close contact with others working in proximity could result in transmission of the virus. Touching surfaces as used by others increases the risk	Personnel using shared office equipment including fixed PCs, hot desks, etc.	Infection with COVID-19	H	Use of hot desks is to be discouraged wherever possible. In some scenarios it is necessary for multiple personnel to use the same terminal (e.g. photocopiers, printers, where attached to lab equipment or in manufacturing). These stations should be equipped with cleaning materials and all staff instructed to clean before and after use, and the method of cleaning	M	Hot desks should not be used. Shared equipment should be sanitised before and after use
11	Tasks that are not possible to perform at more than 2m distance from one another	Close contact with others increases the risk of transmission and infection with COVID-19	Personnel whose roles includes working in close contact (e.g. engineering roles, some manufacturing operations)	Infection with COVID-19	H	Alternative ways of working to be considered where possible. Where not possible a face covering must be used, such as a face mask or visor, or RPE such as air fed hoods that do not rely on face fit testing	M	Face coverings are required for close contact working
12	Use of shared areas such as changing rooms and canteen/rest areas	Close contact with others increases the risk of transmission and infection with COVID-19. In these particular scenarios the use of shared areas increases the risk as these can have a high number of personnel present at peak periods	Users of shared areas such as changing rooms and canteens/rest areas	Infection with COVID-19	H	In order to facilitate 2m social distancing limiting the number of people in an area is required. Controls to be in place to limit the number of people in the shared areas. This may be achieved by signage, tag in/tag out systems, access controls, , removal of seating, and closure of some areas, etc. Staggering times that the shared areas are used also to be	M	Certain areas have a maximum number of people allowed - refer to signage or other local controls
13	Use of multiple points around site that are routinely touched by several people (e.g. doors, hand rails etc)	Surface to person transmission	Any employee, contingent worker, or visitor to site	Infection with COVID-19	H	Increased cleaning protocols to be in place and documented via SOP. Where fingerprint is in use for access or logging to be replaced by individual scanner (key fob or card)	M	Fingerprint scanners are replaced by other means Some specific items have cleaning protocols associated with their use
14	Use of shared equipment such as Coffee machines, water coolers, Fork Lift Trucks, pallet trucks, BA masks, lab coats, air hoods, etc.	Surface to person transmission	Any person using the shared equipment	Infection with COVID-19	H	Surfaces to be sanitised before and after use. PPE such as air hoods, lab coats, etc. should be dedicated to an individual where possible, and have a stringent cleaning regime where not possible.	M	Shared equipment should be sanitised by the user before and after use
15	Deliveries	Close contact with others increases the risk of transmission and infection with COVID-19	Site staff and delivery drivers	Infection with COVID-19	H	Deliveries that require staff attendance - staff will keep 2m distance from delivery driver and items will not be signed for. Where practicable, items will be taken out of boxes and wiped down before delivering to end user. Employees briefed not to have personal items delivered to site, to reduce deliveries.	M	Deliveries should still maintain 2m distancing. No personal deliveries to site

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16	Emergencies such as Site evacuation or chemical spillage	Close contact with others increases the risk of transmission and infection with COVID-19	Any personnel on site at the time	Infection with COVID-19	H	In an emergency people do not need to stay 2m apart - the priority is a safe controlled management of the situation. Social distancing of 2m should be resume at the muster point or earliest opportunity.	M	Evacuations may necessitate breaking 2m rule
17	First aid	First aider will need to be in close proximity to casualty	Injured party and first aider	Infection with COVID-19	H	A first aider should wear gloves and a face covering where possible. Personnel involved in the provision of assistance to others should pay particular attention to sanitation measures immediately after the situation, including washing hands	M	First aid stations to be equipped with visors and gloves
18	Use of lifts	Close contact with others increases the risk of transmission and infection with COVID-19	Personnel using lift	Infection with COVID-19	H	Only one person in a lift at any one time. Buttons to be regularly disinfected.	M	Lifts are limited to single occupancy
19	Business travel	Close contact with others increases the risk of transmission and infection with COVID-20	Personnel travelling on business and those they come into contact with	Infection with COVID-19	H	Non essential business travel is not permitted. Any business travel needs to be approved by site leadership and specific controls need to be agreed in order to assure the safety of the employee/contingent worker and those they may come into contact with. Consider remote options, and where workers are required to stay away from their home, centrally log the stay and make sure any overnight accommodation meets social distancing guidelines	M	Alternatives to be sought. Any business travel requires approval and to be centrally logged, and safety arrangements in place.
20	Suspected case of Coronavirus symptoms in an employee, contingent worker or visitor	Risk of transmission for people who have shared workplace	Any employee, contingent worker, or visitor to site	Infection with COVID-19	H	Controls listed above should minimise risk to other workplace occupants - situation to be risk assessed by site leadership to identify further controls required Individual will be excluded from workplace pending testing and documented evidence of negative result All workplace occupants to be notified to apply extra vigilance to monitoring own health pending negative results	M	Individuals have a responsibility to stay home and report ill health Managers may take the decision to send ill personnel home and use government guidelines for return date
21	Confirmed case of coronavirus in an employee, contingent worker or visitor	Risk of transmission for people who have shared workplace	Any employee, contingent worker, or visitor to site	Infection with COVID-19	H	Controls listed above should minimise risk to other workplace occupants - situation to be risk assessed by site leadership to identify further controls required - e.g. deep clean, isolation of co-workers etc.	M	Individuals have a responsibility to stay home and report ill health Managers are responsible for taking action on subsequent steps such as deep cleans, isolation of co-workers etc.

Assessment Signatures	Bob Brattan- via email	Date 19 May 2020
	Richard Flintoff- via email	Date 19 May 2020
	Clare Piekos- via email	Date 19 May 2020
	Sarah Parsons- via email	Date 19 May 2020

Approved by Signature	Hillel West, Graham Cairns & Gilles Picard-	Date 19 May 2020
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Risk Assessment valid for: (max 3 years)	3 years
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