

RISK ASSESSMENT RECORD FORM

ASSESSMENT TITLE:	Indivior UK Ltd COVID-19 Risk assessment			REF:	Version 4
Description of activity	UK sites & homeworking environments - measures to allow safe working during COVID-19				
ASSESSED BY:	Bob Brattan, Hull Site Director, Supply/ Rich Flintoff, Manager, Facilities and EHS (UK & Ireland) / Clare Piekos, HR Director Glob			Checked with Global EHS (Y/N - and EHS Manager initial)	Y (MJW)
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)	Y (TS, AF, CL)
DATE:	13/Dec/2021				
CHANGE DETAILS	Updated to reflect gov guidance on masks and work from home orders effective 13 Dec 21				

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	Signs will encourage those on site to respect others preferences re space & face coverings. Face coverings will be optional.
2	Work Location	Close contact with others increases the risk of transmission and infection with COVID-19. The potential for mental and physical health concerns	Personnel -working remotely	Infection with COVID-19 Mental and Physical Health concerns	H	Employees will work from the office, inline with the ways of working policy, unless there are ; 1. Government work from home orders in place 2. Specials measures in place to support a worker where their mental/physical health, or home working environment are not supportive of working from home 3. The role requires site attendance (eg some lab based and manufacturing roles). The company will follow Government guidance regarding work from home orders and work location. Where personnel note a circumstance that they may not be comfortable to address directly around compliance with covid measures, these should be	M	HR will provide updates on government issued work from home orders, and how these are being managed in the organisation. Once work from home orders lift a gradual return to office based working will be planned, inline with government guidance. Employees will may have the option to opt out of office working during the phased return period. EAP in place. Notify employees that where personnel note a circumstance that they may not be comfortable to address directly around compliance with covid measures, they should contact HR in the first instance for support in addressing their concern.
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	Follow government guidance with regards to public transport
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	Travel between sites is allowed from 20 May 2021 inline with gov guidance. Travel between sites is suspended- workers should seek approval from HR and functional leader for business critical reasons to travel, which will be assessed on a case by case basis.	M	Travel between sites is suspended- workers should seek approval from HR and functional leader for business critical reasons to travel, which will be assessed on a case by case basis.
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	Meeting rooms display maximum occupancy levels. Employees have the option to attend meetings in person or as video meetings, with technology in place to support this through Microsoft teams available to all employees. Where work from home orders are in place, meetings should be via Teams in the first instance rather than in person.	M	Meeting rooms display maximum occupancy levels. Employees have the option to attend meetings in person or as video meetings, with technology in place to support this through Microsoft teams available to all employees. Where work from home orders are in place, meetings should be via Teams in the first instance rather than in person.
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	A briefing for visitors relating to the area COVID-19 controls is to be given to all visitors on arrival to provide instruction. Visitors should maintain social distance where possible. Where work from home orders are in place non-essential visitors should not attend site.	M	A briefing for visitors relating to the area COVID-19 controls is to be given to all visitors on arrival to provide instruction. Visitors should maintain social distance where possible. Where work from home orders are in place non-essential visitors should not attend site.
7	Individual responsibility for protection of self and others from Covid 19	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, regular handwashing etc.) Guidance to be displayed in the workplace to remind personnel of their responsibilities to their own safety and the safety of others. Employees are encourage to take up offer of vaccination. F	M	The company global position is that we strongly encourage take up of vaccines where they are offered to employees, and will support this for example by allowing employees paid time off for vaccination if required, and anticipating that employees may require a short period of medical leave after vaccination if they become ill. Any absence following vaccination would not to count towards absence trigger points where policies on absence management exist.
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	Mental/ Physical wellbeing	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 Funding available for employees to ensure a safe homeworking environment.

	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)	
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. Where 2m is not possible, 1m+ with mitigation- eg screens is permissible. 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.	M	Desks should be at least 2 metres apart, and consideration given to back to back and side to side working given. Where 2m is not possible, 1m+ with mitigation- eg screens is permissible. 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	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	All employees to be allocated a desk with 2m/1m+ spacing. Where hot desking/ shared terminals are utilised these stations are equipped with cleaning material, with staff instructed to clean 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.	M	Alternative ways of working to be considered where possible. Face coverings are mandatory -for close contact working unless the worker is exempt.
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	Certain areas have a maximum number of people allowed - refer to signage or other local controls	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
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 maintain space; -the priority is a safe controlled management of the situation. Respect for spacing 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	Consider remote options and comply with gov guidance regarding travel quarantine restrictions. Where work from home orders are in place business travel between sites is suspended- workers should seek approval from HR and functional leader for business critical reasons to travel, which will be assessed on a case by case basis.	M	Consider remote options and comply with gov guidance regarding travel quarantine restrictions. Where work from home orders are in place business travel between sites is suspended- workers should seek approval from HR and functional leader for business critical reasons to travel, which will be assessed on a case by case basis.
20	Suspected/ Confirmed 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 - see dealing with a suspected case of covid in the workplace policy which is kept up to date in Veeva Vaults.	M	See 'dealing with a suspected case of covid in the workplace policy' which is communicated to employees and updated in Veeva Vaults.
21	Business events such as BBQ, Christmas events, Townhalls	Risk of transmission of Covid, Mental health concerns regarding risk of covid transmission.	Any employee, contingent worker, or visitor attending the event	Infection with COVID-19	H	Risk assessments are standard for business events. Attendance to be optional, with options for joining remotely where possible. Where a work from home order is in place, the organisers of these events will review and confirm if these are cancelled/ postponed, or changed to remote events that can be accessed via Teams. Where company events such as a team dinner have been planned, these should be postponed until the work from home guidance is lifted (as guidance where the company would pay for the event, it should be postponed).	M	Identify any key communications to employees regarding Covid measures identified in RA for business events. Where a work from home order is in place, the organisers of these events will review and confirm if these are cancelled/ postponed, or changed to remote events that can be accessed via Teams. Where company events such as a team dinner have been planned, these should be postponed until the work from home guidance is lifted (as guidance where the company would pay for the event, it should be postponed).

	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)	
22	Working from a non standard location	Depends on location- eg outside working could lead to issues around screen brightness, sunburn, damage to equipment, or physical injury.	any personnel working in a non standard location (i.e. not a home office/ work office)	Injury to personnel	M	Employees are encouraged to work from standard work locations (office, or home office). Where employees work from a non standard location they should consider risks, and minimise time spent in non standard locations.	M	Employees are encouraged to work from standard work locations (office, or home office). Where employees work from a non standard location they should consider risks, and minimise time spent in non standard locations.
23	Ensuring Appropriate First Aid provision	During work from home orders, reduced numbers of workers on site may result in lower numbers of first aiders on site. During times of stress on the NHS anyone needing transport to a medical facility / hospital may experience long wait times for ambulances and therefore we should consider alternative means of getting a casualty to those facilities.	Injured persons without recourse to first aider or experiencing long wait times to receive NHS treatment.	Injury to personnel	M	HSE guidance on first aid provision will be followed. For low hazard areas such as offices, a first aider is not required with fewer than 25 workers on site. During work from home orders workers on site are <25, so first aiders are not required. For all sites we have suitable first aid arrangement in place- eg first aid boxes, emergency equipment appropriate to the type of work, lone working alarms for use in labs.	M	Communication to labs staff to remind of these provisions.

Assessment Signatures	Bob Brattan- via email	14-Dec-21
	Richard Flintoff- via email	14-Dec-21
	Clare Piekos- via email	10-Dec-21
	Arti Chander- via email	17-Dec-21

Approved by Signature	Hillel West, Graham Cairns & Gilles Picard	HW- 19 Dec 21, GC 17 Dec 21, GP 17 Dec 21
------------------------------	--	---

Risk Assessment valid for: (max 3 years)	12 months
---	-----------