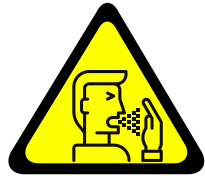


COVID-19 RISK ASSESSMENT : VISITORS



PURPOSE: COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.



HAZARD:
Spread of COVID-19 Coronavirus



Assessment carried out by: Alan Richardson
Date carried out: 15.05.2020
Date reviewed: 05.01.2021
Frequency of review: As required

| WHO MIGHT BE HARMED | CONTROLS REQUIRED | ADDITIONAL CONTROLS | ACTION BY | ACTION DATE | DONE |
|--|--|---|--------------|--------------|------|
| Members of Hart Door systems staff / workforce on site | <ol style="list-style-type: none"> 1. Encourage visits via remote connection or remote working for visitors where this is an option. 2. Limit the number of visitors at any one time. 3. Any essential services and contractor visits to be revised if possible to reduce interactions/ overlap between people i.e. between shifts. 4. Deliveries / supply chain should be encouraged to telephone or e mail in advance of impending delivery. 5. Strict entry and exit routes to be determined for visitors 6. Delivery drivers to maintain distancing at all times | <ol style="list-style-type: none"> 1. Maintaining records of all visitors 2. Visitors should not enter the premises if you have a new and persistent cough and/or temperature, stomach issues or are displaying any other symptoms associated with the Covid-19 virus. 3. Visitors should not have recently returned from another country (within the last 14 days) 4. Any visitors who have to enter the premises should be advised of our Covid -19 policies on hygiene and distancing. 5. If possible meetings held outside in designated area. 6. If visitors / delivery drivers need to use welfare facilities please ensure they follow all guidelines of distancing , washing hands etc. 7. All visitors need HDS management or designated person authority before entering the premises. | All Visitors | 5th Jan 2021 | |