



Karndean International Limited – Business Risk Assessment – Covid 19

No.	Activity	Risks	Risk Management Measures / Controls
1	Fitness to work at Karndean	<ul style="list-style-type: none"> Unwell and/or vulnerable employees coming into work and potentially spreading infection 	<ul style="list-style-type: none"> All employees advised not to attend work if displaying symptoms of Covid 19 or living with persons with symptoms All employees attending site receiving temperature checks at entrance and any registering a temperature > 37.8°C access is denied and must return home HR monitoring government guidance and updating employees on any changes
2	Travelling to and from work	<ul style="list-style-type: none"> Exposure to infected people, surfaces. 	<ul style="list-style-type: none"> Advise employees to avoid public transport if at all possible Avoid car sharing Lone travelling where possible – car, bike, walking Suitable car parking space provided and cars to be parked every other space in car park Bikes to be securely stored in bike shelters, spaced out to ensure not touching other bikes If you have no alternative but to car share: <ul style="list-style-type: none"> Limit number of persons to minimum possible Share with same individuals and not mixed people Good ventilation and sitting front/back may help to reduce transmission
3	Working at Karndean UK (if not working from home)	<ul style="list-style-type: none"> Exposure to infected people and/or transmission of infection 	<p>Arriving at Work:</p> <ul style="list-style-type: none"> Temperature checked at entrances of Bramley Drive and Crab Apple Way and showroom as point 1 above Samples / board production department use hand held temperature scanners to check temperatures Wash hands as soon as arrived on site Follow pedestrian one-way signs, instructions / walkways maintaining 2m distancing Maintain 2m distancing if using lockers Do not mix with any shift which may be leaving site as you arrive

- Split shifts in operation in warehouse, samples, board production to reduce shift interaction
- Staggered working hours for office personnel to reduce numbers arriving on site at any one time

Working:

- Signs displayed throughout buildings to reinforce 2m distancing, regular hand washing and use of hand sanitizers
- Maintain 2m distancing at all times
- Hand sanitizer located throughout
- Follow pedestrian one-way signs, instructions / walkways maintaining 2m distancing
- Desk arrangement and layout in place to maintain 2m distancing, with protective screens
- Regular cleaning of all work spaces throughout working hours
- Employees to use disinfectant spray at start and end of shift on desks, monitors, keyboards, telephones, warehouse equipment
- Warehouse employees to use same equipment during entire shift, spraying down with disinfectant spray at start and end of shift
- Avoid face to face meetings where 2m distancing cannot be observed, using telephones, Microsoft Teams, Zoom or have meeting outside
- If a face to face meeting is needed, ensure 2m distancing in place and room is well ventilated, keeping meeting short, to the point and avoid sharing materials
- Avoid using lifts in all buildings as difficult to maintain distancing and contamination of surfaces

Breakout/Canteen Facilities:

- All tables/chairs set out and limited to one per person and floor areas marked to ensure 2m distancing
- Stagger breaks to minimize numbers using facilities
- Signs reinforcing maximum capacity of facilities
- Facilities only open to Karndean employees
- Wash hands before and after using facilities
- Employees to use disinfectant spray on tables/chairs before and after use

			<ul style="list-style-type: none"> Personnel encouraged to take breaks at desks or in cars, ensuring hygiene standards maintained Regular cleaning of facilities <p>Toilets:</p> <ul style="list-style-type: none"> Restricted access in place to maintain 2m distancing Handwashing posters in place Wash hands regularly Hand sanitizer in place Cordon off some facilities (eg, middle urinal) Floor markings to regulate 2m distancing Regular and frequent cleaning of facilities <p>PPE:</p> <ul style="list-style-type: none"> We are following government guidance on use of PPE but masks and gloves are available to all personnel who wish to use them
4	Visitors to Karndean	<ul style="list-style-type: none"> Infected people or greater risk of transmission when accessing Karndean facilities 	<ul style="list-style-type: none"> No customer or supplier visits to Karndean UK until further notice, except for collection of orders from Karndean DC Karndean remote workers not to attend Karndean Evesham facilities until further notice
5	Showroom Visitors	<ul style="list-style-type: none"> Infected people or greater risk of transmission from external visitors 	<ul style="list-style-type: none"> We are operating an appointment only service to restrict visitor numbers Staggered appointment times Maximum of 3 x couples allowed at any one time in showroom No children or dogs allowed All visitors subject to temperature check PPE available to visitors and staff if required Hand washing and sanitizing stations throughout One-way pedestrian flow Clean down after each visit Increased cleaning carried out during day
6	Visiting other sites	<ul style="list-style-type: none"> Exposure to infected people and/or transmission of infection 	<ul style="list-style-type: none"> External site visits and contact to be avoided where possible, instead communicating using telephone, Microsoft Teams, Zoom In the event a Karndean employee visits a customer/site/supplier they should follow steps identified in Karndean visit risk assessment and only if it is safe to do so for both Karndean and external contacts

			<ul style="list-style-type: none"> All external workers provided with PPE kit containing masks, gloves and hand sanitizer
7	Karndean deliveries	<ul style="list-style-type: none"> Exposure to infected people and/or transmission of infection through delivery drivers / contact 	<ul style="list-style-type: none"> Our delivery carriers are operating contactless deliveries, where 2m distancing is maintained and no paperwork is changing hands Drivers will ask customer for their name and the driver will enter proof of delivery details Carriers instructed to follow customers goods inwards instructions at all times
8	Collecting goods from Karndean Distribution Centre	<ul style="list-style-type: none"> Exposure to infected people and/or transmission of infection 	<ul style="list-style-type: none"> Driver follows signs to goods inwards department Signs displayed in goods inwards area reinforcing 2m distancing One out, one in of customers to goods inwards reception Driver advised to open up vehicle and then remain in vehicle or 2m distancing while goods are loaded by Karndean employee Driver will not sign for goods but give POD details to Karndean employee to complete paperwork – NO paperwork to exchange hands Toilet facilities are available for drivers – follow signs / instructions for use of toilets