

GENERAL RISK ASSESSMENT

Cashino Gaming Ltd
 Seebeck House, 1A Seebeck Place, Knowlhill, Milton Keynes, MK5 8FR
Location: CASHINO Areas across the UK

Title : COVID-19 Mobile Workers	Date of Assessment : 04/06/2020	Risk Assessor : [REDACTED]
Risk Assessment Reference : cov001	People involved in making this assessment : [REDACTED]	
Task/ Process : COVID-19	People at Risk : Employees, Contractors, Members of the Public	

Hazard : Failure to follow HM Government Policies	Will lead to the spread of coronavirus infection among our workforce and anyone they come into contact with.
Control Measures:	
1. HM Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance.	
2. Our arrangements and procedures are reviewed daily in the light of additional HM Government guidance as published at Gov.uk/Coronavirus.	
3. None of our mobile workforce are in the vulnerable or at risk categories. Where we are aware of this to any of our employees they will be working at home if that is possible. If it not they will be furloughed.	
4. Employees with family members in at risk categories or believe their circumstances to have changed have been instructed to inform their management team without delay. Decisions on home working or furlough in accordance with HM Government policy are taken on a case by case basis.	

Hazard : Uninformed Employees	Uninformed employees who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.
Control Measures:	
1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and HM Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.	
2. Every employee has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.	
3. NHS and Public Health warning posters displayed at all our fixed workplaces and printed copies given to mobile workers.	
4. We have shared with our customers, by email and or phone, the arrangements we have in place and how we would expect them to cooperate with our staff at their premises.	
5. Preasepe have prepared a General Risk Assessment to be referred to with regards to addressing the risks associated with Covid-19 and employees are required to appraise themselves of these measures.	

Hazard : Contact with Customers	Risk of infection being passed from contacts or with contaminated premises and equipment.
Control Measures:	
1. Workforce instructed to maintain the advised to maintain safe social distancing from contacts at all times, wherever possible. If entry to premises is required they are instructed to ask whether anyone has been diagnosed with Covid-19 or has been required to self-isolate, and act accordingly.	

2. Workforce instructed to avoid contacts who are coughing, show signs of difficulty in breathing or sweating/fever, loss of, or change in, their normal sense of smell or taste (anosmia). If this occurs they are empowered to leave the premises.
3. Workforce instructed to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.
4. Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean
5. Workforce instructed that physical contact with clients, such as handshakes, hugs, etc are not to be undertaken.

Hazard : Travel and Vehicles Risk of the spread of infection from vehicles and during travel.

Control Measures:

1. Where possible, Public transport will not be used in connection with business processes.
2. Public transport will only be used where absolutely essential. Workers instructed on avoiding contact with surfaces, distancing and hand washing as per HM Government policies.
3. Workers who use their own vehicles have been advised to ensure that surfaces and controls are routinely sanitised.
4. Where company vehicles are used they will be restricted to a single driver and will not be shared. Drivers have been issued with sanitisers and are required to routinely sanitise surfaces and controls throughout the working day.
5. Minimising the number of people travelling together in any one vehicle. This could include leaving seats empty or sitting as far apart as possible.
6. Increased ventilation when possible - windows are to be kept open to increase airflow through the vehicle
7. Passengers to sit in the rear of the vehicle where possible
8. Employees are to travel with fixed travel partners to reduce exposure amongst the workforce.
9. No employees to site face-to-face where possible.
10. Cleaning shared vehicles between shifts or on handover.

Hazard : Personal Hygiene Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces.

Control Measures:

1. Workforce instructed to clean their hands frequently, using a hand sanitiser containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds. Sanitiser has been provided.
2. Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean.
3. Workforce instructed that a disposable tissue, should be used when coughing and or sneezing then put into bag and binned or pocketed until that procedure can be followed.
4. Workforce instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action.

Hazard : Food and Drink Potential for cross-infection at client premises and take away outlets.

Control Measures:
1. Food and drink is not to be consumed on the premises by the workforce or customers
2. Workforce encouraged to prepare food and drink at home and carry it with them through the working day, so that they can take rest breaks from driving and at meal times so avoiding the need to visit take away outlets and potential exposure to infection.

Hazard : Contacts on Premises Potential for cross-infection at venues
Control Measures:
1. Workforce instructed to maintain safe social distancing and avoid shaking hands, hugs and other personal contacts.
2. Workforce instructed that where any client contact may have been made or surfaces touched or handled they must sanitise their hands before getting back into their vehicle.
3. Where the premises visited is a food or drink business, workforce instructed that they must observe the manufacturing environments strict on-site hygiene controls.

Hazard : Personal Protective Equipment Contact with potentially cross contaminated PPE may transmit infection.
Control Measures:
1. Where personal protective equipment is offered for use by a customer or client it must be politely declined and only the equipment we have provided is to be used.
2. Personal protective equipment is required to remain PERSONAL to the person to whom it was issued. Workers instructed not to borrow from colleagues
3. Where personal protective equipment is required in the course of work it has been provided. Workers instructed that it must be used when required. If it may have become contaminated it must be bagged and the contamination notified to management.

Hazard : Telephone and IT equipment Contact with potentially cross contaminated equipment may transmit infection.
Control Measures:
1. Workers instructed not to use customer or client computers, accessories and telephones during any site visit.
2. Workers instructed to ensure that all IT equipment, mobile phones, that may be used on client or customer premises are cleaned/disinfected on a regular basis using the cleaning wipes and sanitisers that have been provided.
3. Workers instructed to refrain from sharing their work mobile phone with other people. If they use personal phones they are advised to follow this rule.

Hazard : Smoking Inhalation of tobacco smoke and or vapours from e-cigarettes may make smokers vulnerable to coronavirus infection.
Control Measures:
1. As a precautionary measure workers advised not to smoke and to avoid inhaling tobacco smoke and e-cigarette vapour emitted from other persons whilst visiting clients sites.
2. Workers are reminded to comply with no smoking regulations at all times.
3. E-Cigarettes are not allowed to be used inside company premises
4. Smoking and E-Cigarettes are not permitted in any company vehicle.

Hazard : Dealing with Business Meetings Remotely In certain circumstances, steps have to be taken to ensure the safety of all participants during a meeting environment
Control Measures:
1. Any meeting should be scheduled to be held in an environment that allows for social distancing measures to be adhered to
2. Where possible, an alternative to a face to face meeting should be chosen. This can include but is not limited to Zoom conferencing and Skype.
3. In the case of a Disciplinary meeting that is likely to include more than two people, the Guidance for Disciplinary Meetings During Covid-19 Measures issued by HR should be referred to and followed

Hazard : Venue Visits / Inspections
Control Measures:
1. All measures associated with Social Distancing and personal interaction with others must be followed, including but not limited to HM Government and Public Health England guidance.
2. Where inspections are required to take place, every effort should be made to complete these types of visits during periods within which there is a likelihood of a reduced number of other people (both workforce and customers or contractors) within the venue at the same time.
3. Physical visits should only take place when there are no viable alternative means.

Hazard : Sickness Risk of employees continuing to work with symptoms consistent with COVID-19.
Control Measures:
1. In accordance with HM Government guidance, employees with symptoms consistent with COVID-19 are to self-isolate and seek advice from a medical professional. They may not return to work until advised safe to do so.
2. Where employees are unsure whether they should self-isolate, they should remain at home and contact NHS 111.

Documents Associated with this Risk Assessment:	
Review Date : 18/06/2020	Reviewer : [REDACTED]