

Severn Unival Ltd – COVID-19 Risk Assessment

Risk Assessment No.	Operation process or activity:
N/A	Spread of Infectious Disease (i.e. Covid 19 Coronavirus) in the workplace.

Location	Severn Unival Ltd, Brighthouse, HD6 1NA
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Assessment Date	Assessed by	Consulted with	Comments
27.04.2020	C. King	R. Green, I. Woodman, M. Slade	New

Review Date	Reviewed by	Consulted with	Comments
12/05/2020	V Rushforth	D Brennan	Updated specific to Brighthouse and as per Government Guidance
16/09/2020	V Rushforth	D Brennan ; R Poor ; K Waddington	Updated specific to Brighthouse and as per Government Guidance
01/10/2020	V Rushforth	D Brennan ; R Poor ; K Waddington	Updated following latest government guidance re Face coverings
04/11/2020	V Rushforth	D Brennan ; R Poor ; K Waddington	Updated following national lockdown commencing 05/11/2020
12/11/2020	V Rushforth	K Waddington	Correction to para 38 – Office staff only exit via reception – Inclusion of WFH form in IMS
27/11/2020	V Rushforth	K Waddington	Correction to para 39 to reference fogging schedule
06/01/2021	V Rushforth	All Line Mangers	Reviewed and updated following national lockdown announcement 04-01-2021

Frequency of occurrence – choose the current nearest (✓).							
Continuous	Daily at intervals	Twice weekly	Weekly	Fortnightly	Monthly	Quarterly	Annually
✓							

People at Risk - by Job Title:	Numbers of people:
Staff	>100
Visitors	As necessary
Cleaning Staff	1.5
Contractors	As necessary
Delivery Drivers	2
Pedestrians	0
Anyone else who physically comes in contact with you in relation to the business	As necessary

Severn Unival Ltd – COVID-19 Risk Assessment

Definitions:







Hazard	Anything with the potential to cause harm.
Risk:	The Severity that the harm will be realised and cause injury
Harm	Fatality, major injury, ill health, minor first aid injury. May or may not result in lost time

Risk Calculator

Likelihood		Severity		Risk Rating
1. Not Likely	X	1. None – no injury, no absence from work	=	1 – 5 Low
2. Possible		2. Slight – minor injury requiring first aid, no absence from work		6 – 9 Medium
3. Quite Possible		3. Moderate – Lost time injury. Minor ill health		10 – 19 High
4. Likely		4. High – Major lost time injury or ill health		20 – 25 Very High
5. Very Likely		5. Very High – fatality, major lost time injury, ill health		

Action Levels (all actions must be included on the HSE Action List)	
Low	Low priority - eliminate or reduce if possible and if low cost/effort when higher risks dealt with.
Medium	Should receive attention when higher risks dealt with
High	Must be actioned to reduce the risk, consider stopping the activity until the risk is reduced to an acceptable level.
Very high	Must be urgently actioned to reduce the risk. Stop the activity until the risk is reduced to an acceptable level.

Personal Protective Equipment

Type	Eye Protection	Safety Footwear	Face covering	Respirator	Gloves	Visor
Req'd			As Per RA		When required by task	
Symbol						
Type	Overalls	Welding Mask	Hearing Protection	Harness	Head	Other
Req'd						

Severn Unival Ltd – COVID-19 Risk Assessment

Symbol						
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Severn Unival Ltd – COVID-19 Risk Assessment

Risk Assessment Hazard and injury:	Risk Evaluation (refer to risk evaluation calculator)			State the Control Measures / Mitigation used and any additional needed. Include any exposure or other measurements taken.
	Key: (*) Control Measures in place [*] No control measures			
	Likelihood	Severity	Risk	

1.	Spread of Covid 19 Corona Virus in the workplace.	(1) [5]	(5) [5]	(5) [25]	<p>Working from Home</p> <p>GOVERNMENT INFORMATION</p> <p>All required staff on site to support manufacturing facility and / or activities.</p> <p>As approved staff working from home after lockdown announcement 04-01-2020</p> <p>Factory staff unable to work from home to attend work as per government guidelines.</p> <p>Work from home request forms maintained for record purposes in employee personnel file OP 522 Appendix 3 Working From Home Questionnaire</p> <p>Work from home risk assessment in place and records maintained in personnel files.</p>
2.	Spread of Covid 19 Corona Virus in the workplace.				<p>Return to Work Procedure.</p> <p>Return to work questionnaire in place and records maintained for all employees.</p> <p>Contact Payroll@severnunival.co.uk for copies of the form.</p>

Severn Unival Ltd – COVID-19 Risk Assessment

3.	Spread of Covid 19 Corona Virus in the workplace.			<p>Coronavirus Job Retention Scheme / Job Support Scheme</p> <p>Noncritical / Nonessential workers furloughed in line with government guidelines.</p> <p>Return to work questionnaire in place and records maintained for all employees returning to work.</p> <p>Contact Payroll@severnunival.co.uk for copies of relevant forms</p>
4.	Spread of Covid 19 Corona Virus in the workplace.			<p>Social Distancing</p> <p>Maintain recommended social distancing of 2 meters (6 ft). at all times</p> <p>Face covering to be worn if when moving about the workplace from usual place of work and or when persons are from separate bubbles. Ref section 18</p> <p>Signage in place through the facility specifically canteen changing room areas and staff entrance / exit</p> <p>Workstation barriers (Perspex Screens) are in place at all office workstations and reception.</p> <p>If desk barriers are not present individuals to sit diametrically opposite rather than side by side</p> <p>To be read in conjunction with 23 “Shift Patterns”</p>
5.	Spread of Covid 19 Corona Virus in the workplace.			<p>Hand Washing / Skin Care</p> <p>Employees to wash off at nearest wash-station</p> <p>Facilities with soap and / hand sanitiser available.</p> <p>Hand Dryers available.</p>

Severn Unival Ltd – COVID-19 Risk Assessment

					<p>Employees shall wash their hands for 20 seconds on a regular basis and ensure they are properly dried thereafter.</p> <p>Disposable towels shall be disposed of via waste bins.</p> <p>See hand washing guidelines: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Report any skin problems to line manager and / or QHSE Manager. https://www.hse.gov.uk/skin/</p> <p>Maintain recommended social distancing of 2 meters (6 ft). at all times</p> <p>Face covering to be worn if when moving about the workplace from usual place of work and or when persons are from separate bubbles. Ref section 18</p>
6.	Spread of Covid 19 Corona Virus in the workplace.				<p>Coughs and Sneezes</p> <p>Employees encouraged to catch coughs and sneezes in tissues.</p> <p>Catch It, Bin It and Kill It coughs signage in place. https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</p> <p>Avoid touching face, nose, or mouth with unclean hands.</p> <p>Toilet Rolls available.</p>
7.	Spread of Covid 19 Corona Virus in the workplace.				<p>Hand Sanitizer</p> <p>Hand Sanitiser available for use in key locations.</p> <p>Site entrances / exits, factory, office ; meeting rooms ; training rooms ; reception ; toilets ; canteen entrance</p>

Severn Unival Ltd – COVID-19 Risk Assessment

8.	Spread of Covid 19 Corona Virus in the workplace.			<p>Cleaning</p> <p>Cleaning Schedules Updated - Click Here to View</p>
9.	Spread of Covid 19 Corona Virus in the workplace.			<p>Posters / Signage</p> <p>Social Distancing signage in place.</p> <p>Use Hand Sanitiser signage in place.</p> <p>Wash Hands signage in place.</p> <p>Catch It, Bin It, Kill It signage in place.</p>
10.	Spread of Covid 19 Corona Virus in the workplace.			<p>Group Communications</p> <p>Email, WhatsApp, Company Notice Boards</p> <p>Copy of risk assessment issued to All Employees</p> <p>Copy of risk assessment issued for inclusion on company website</p>
11.	Spread of Covid 19 Corona Virus in the workplace.			<p>Face coverings</p> <p>Face covering to be worn if when moving about the workplace from usual place of work and or when persons are from separate bubbles. Ref section 18</p> <p>Face coverings available via stores</p>
12.	Spread of Covid 19 Corona Virus in the workplace.			<p>Meetings / Contacting Colleagues</p> <p>As far as practical ALL Meetings / Contact to be held remotely via Microsoft Teams /Telephone with screen sharing utilised</p> <p>Maintain recommended social distancing of 2 meters (6 ft). at all times</p> <p>Face covering to be worn if when moving about the workplace from usual place of work and or when persons are from separate bubbles. Ref section 18</p>

Severn Unival Ltd – COVID-19 Risk Assessment

					Partition between TR1 & TR2 to be left open to maintain social distancing during COVID-19 outbreak
13.	Spread of Covid 19 Corona Virus in the workplace.				<p>REPORTING UNDER RIDDOR REQUIREMENTS</p> <p>Follow latest guidance re RIDDOR reporting</p> <p>https://www.hse.gov.uk/coronavirus/riddor/index.htm</p> <p>As Of 04-11-2020 Guidance is as follows – Please check HSE website for any changes</p> <p>What to report</p> <p>You should only make a report under RIDDOR when one of the following circumstances applies:</p> <ul style="list-style-type: none"> • an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as <u>a dangerous occurrence</u> • a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as <u>a case of disease</u> • a worker dies as a result of occupational exposure to coronavirus. This must be reported as <u>a work-related death due to exposure to a biological agent</u>
14.	Spread of Covid 19 Corona Virus in the workplace.				<p>REPORTING UNDER PUBLIC HEALTH REQUIREMENTS</p> <p>Follow latest guidance re PHE reporting</p> <p>https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/</p>

Severn Unival Ltd – COVID-19 Risk Assessment

					<p>As Of 04-11-2020 Guidance is as follows – Please check PHE website for any changes</p> <p>What to report</p> <p>You should only make a report under PHE when the following circumstances applies:</p> <p>When you are informed of more than one confirmed case with symptoms dating within 14 days of each other</p> <p>Industrial Workplace Action Card - https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/</p>
15.	Spread of Covid 19 Corona Virus in the workplace.				<p>Responsible Person</p> <p>D Brennan (managing Director) appointed as responsible person for the site.</p> <p>Liaison with group Directors and / or Blue Water Energy.</p> <p>Communciation of Group Policies / Procedures / Activities in conjunction with Site QHSE Manager and other managers as required.</p> <p>All positive cases to be reported to SMT and discussed re HSE + PHE reporting requirements</p>
16.	Spread of Covid 19 Corona Virus in the workplace.				<p>Public</p> <p>Pedestrian footpaths in excess of 2 meters (6 ft) from building.</p> <p>No need for the public to access the building.</p>
17.	Spread of Covid 19 Corona Virus in the workplace.				<p>Symptoms (new continuous cough or a high temperature) / Self Isolation</p>

Severn Unival Ltd – COVID-19 Risk Assessment

					<p>If employee displays symptoms of the virus, they must self-isolate as per the government guidelines.</p> <p>GOVERNMENT INFORMATION</p> <p>Return to work questionnaire shall be completed upon their return and records maintained.</p> <p>To be read in conjunction with 2 “Return to Work” and 24 “Staff Temperature Monitoring”.</p>
18.	Spread of Covid 19 Corona Virus in the workplace.				<p>Mental Health</p> <p>Open door policy with line managers and managing director for those who need additional support.</p> <p>Stay at Home Tips</p> <p>https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/</p> <p>Managing your mental health during the coronavirus outbreak</p> <p>https://mentalhealth-uk.org/help-and-information/covid-19-and-your-mental-health/</p> <p>Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p>
19.	Spread of Covid 19 Corona Virus in the workplace.				<p>Business Risk / Business Continuity</p> <p>BUSINESS CONTINUITY POLICY</p> <p>Reference section 37 – Workshop Areas To avoid increased risk of outbreak and in event of outbreak minimal impact on</p>

Severn Unival Ltd – COVID-19 Risk Assessment

					<p>business continuity bubbles will be formed in workshop areas as per 19 below</p> <p>Reference section 37 –Office Areas In event of outbreak working from home arrangements will be executed.</p> <p>Maintain recommended social distancing of 2 meters (6 ft). at all times</p> <p>Face covering to be worn if when moving about the workplace from usual place of work and or when persons are from separate bubbles. Ref section 18</p>
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WORKSHOP BUBBLES

As far as possible you must remain in your bubbles as per below but the following MUSY still be adhered to

1 – Maintain recommended social distancing of 2m 6ft at all times

2 – Face covering to be worn if when moving about the workplace from usual place of work and or when persons are from separate bubbles.

Machine Shop 1	Machine Shop 2	New Valve Fitting	Repair Valve Fitting	Safety Valve Area	Aux
Rae Gould Steve Spencer Steve Elliston David Lunn Luke Smith Mark Hempenstall Mark Smith	Steve Fletcher James Heaton Tim Roderick Andrew Drake	Kieran Moore Bradley Neen Brett Zuchlinski Stuart Geldart Martin Bairstow	Jason Reed Anton Cliffe Andrew Brook Martin Breban Thomas Hall	Cameron Woods Philip Stevens Thomas Hall	Ian Lightfoot Elvis Joseph Alan Clough Darren Milthorpe Will Calcutt Steve Jennings Darren Travers Karl Burton

- Office Bubble 1 – Ground Floor Office 1 (IT / QA /DO)
- Office Bubble 2 – Ground Floor Office 2 (Production)
- Office Bubble 3 – First Floor Office 1 (Sales / Contracts / Marketing)
- Office Bubble 4 – First Floor Office 2 (TPas / Aftermarket)
- Office Bubble 5 – Second Floor

Severn Unival Ltd – COVID-19 Risk Assessment

Further pods within bubbles will be determined and communicated by line managers based on business risk and departmental requirements

Face covering to be worn if when moving about the workplace from usual place of work and or when persons are from separate bubbles.

<p>20.</p>	<p>Spread of Covid 19 Corona Virus in the workplace.</p>				<p>Contractors</p> <p>Only essential contractors permitted onsite during this period.</p> <p>Covid-19 induction to be completed for all visitors to Severn Unival Ltd including temperature checks.</p> <p>Maintain recommended social distancing of 2 meters (6 ft). at all times</p> <p>All Visitors / Contractors MUST wear face coverings at all times</p>
<p>21.</p>	<p>Spread of Covid 19 Corona Virus in the workplace.</p>				<p>Reception / Deliveries</p>

Severn Unival Ltd – COVID-19 Risk Assessment

					<p>Signage to be displayed on Front Door.</p> <p>Only approved visitors / contractors permitted on site.</p> <p>Covid 19 Questionnaire to be completed by visitor / contractor prior to attending site</p> <p>To be read in conjunction with 19 “Contractors”</p> <p>Maintain recommended social distancing of 2 meters (6 ft). at all times</p> <p>Social Distancing to be maintained with regards Post & Parcel deliveries via reception</p> <p>Employees instructed not to have personal deliveries made to site unless absolutely necessary</p> <p>All Visitors / Contractors MUST wear face coverings at all times</p>
22.	Spread of Covid 19 Corona Virus in the workplace.				<p>Third Party Inspections</p> <p>Only essential Third-Party Inspectors permitted on site.</p> <p>Maintain recommended social distancing of 2 meters (6 ft). at all times</p> <p>All Visitors / Contractors MUST wear face coverings at all times</p> <p>Covid-19 induction to be completed for all visitors to Severn Unival Ltd.</p> <p>Remote / Video Inspections in place via Microsoft Teams, WhatsApp, emails etc.</p>
23.	Spread of Covid 19 Corona Virus in the workplace.				<p>Lunch Breaks / Canteen Areas</p> <p>Face Coverings to be worn in canteen when not eating or drinking</p>

Severn Unival Ltd – COVID-19 Risk Assessment

					<p>Rules re eating at desk / workstation relaxed but food waste must be disposed of in canteen waste bins</p> <p>All hot food must be eaten in canteen</p>
24.	Spread of Covid 19 Corona Virus in the workplace.				<p>Doorways</p> <p>Fire Exits kept open using approved door retainer to reduce contact with handles etc and increase ventilation / airflow</p> <p>None Fire doors kept open to reduce contact with handles etc.</p> <p>Do not congregate at entrances and exits</p> <p>Maintain recommended social distancing of 2 meters (6 ft). at all times</p> <p>Face covering to be worn if when moving about the workplace from usual place of work and or when persons are from separate bubbles. Ref section 18</p>
25.	Spread of Covid 19 Corona Virus in the workplace.				<p>Shift Patterns</p> <p>Normal working hours apply unless otherwise agreed</p> <p>16-09-2020</p> <p>Variation to working hours agreed and implemented by Operations Manager and communicated to payroll@severnunival.co.uk</p>
26.	Spread of Covid 19 Corona Virus in the workplace.				<p>Staff Temperature Monitoring</p> <p>Periodic employee temperature readings taken, and records maintained by payroll@severnunival.co.uk</p> <p>Employees testing over 37.8 Deg. C sent home and asked to self-isolate.</p> <p>To be read in conjunction with 2 “Return to work procedure”.</p>

Severn Unival Ltd – COVID-19 Risk Assessment

					Automatic temperature scanners installed in reception and works entrance – temperature to be taken and recorded daily
27.	Spread of Covid 19 Corona Virus in the workplace.				<p>Travel (Business and Personal)</p> <p>All travel to be approved and designated essential via Line Manager</p> <p>Staff visiting from another facility to be restricted to one office for the duration of the visit to reduce risk of infection</p> <p>GOVERNMENT INFORMATION</p> <p>Microsoft Teams / Skype used for video conferencing.</p> <p>To be read in conjunction with 12 “Meetings”.</p>
28.	Spread of Covid 19 Corona Virus in the workplace.				<p>Family and Friends</p> <p>Follow latest government & local authority guidelines re out of work activities meeting family & friends</p> <p>GOVERNMENT INFORMATION</p>
29.	Spread of Covid 19 Corona Virus in the workplace.				<p>Public Health advise</p> <p>GOVERNMENT INFORMATION</p>
30.	Spread of Covid 19 Corona Virus in the workplace.				<p>Company Vehicle(s) / Driver(s)</p> <p>As far is practical only one person in the vehicle at any one time</p> <p>Face covering to be worn if when moving about the workplace from usual place of work and or when persons are from separate bubbles. Ref section 18</p> <p>Lifts should not be given to colleagues unless absolutely necessary and second employee should travel in the rear of the vehicle with windows open</p>

Severn Unival Ltd – COVID-19 Risk Assessment

31.	Spread of Covid 19 Corona Virus in the workplace.			<p>Shared Metrology / Equipment Cleaning equipment provided.</p>
32.	Spread of Covid 19 Corona Virus in the workplace.			<p>Goods Inwards Deliveries / Delivery Driver(s) Hand Sanitiser available. Warning Signs in place. Gate to prevent access to factory. Gloves and Face covering available for all employees. Access to building prohibited. Delivery Drivers MUST wear face coverings at all times</p>
33.	Spread of Covid 19 Corona Virus in the workplace.			<p>Testing Refer to latest government guidance re Coronavirus testing <u>GOVERNMENT INFORMATION</u> Also check local council websites for information on community testing Lateral Flow Test Kits Further Recommendations for Groups of employees identified in Section 19 as increased risk due to interaction with external personal We have some lateral flow test kits available for asymptomatic employees who require them Testing is voluntary, but we do encourage it. If preferred testing can be undertaken at a community test centre where the facility is available</p>

Severn Unival Ltd – COVID-19 Risk Assessment

34.	Spread of Covid 19 Corona Virus in the workplace.			<p>Vending Machines</p> <p>Attendance reduce for stocking and cleaning weekly instead of every other day.</p>
35.	Spread of Covid 19 Corona Virus in the workplace.			<p>Government Local Authority Guidelines (Information Only)</p> <p>Always be aware of and follow any guidelines / restrictions issued via local government / authorities</p> <p>GOVERNMENT INFORMATION</p>
36.	Concerns / Whistleblowing			<p>Anonymous Microsoft Forms system in place to report any COVID concerns / whistleblowing You to raise any concerns relating to COVID-19</p>
37.	Spread of Covid 19 Corona Virus in the workplace.			<p>Air Conditioning Units</p> <p>As per guidance from HSE & Booths Air Conditioning Contractor.</p> <p>The risk of air conditioning spreading coronavirus is extremely low.</p> <p>If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply.</p> <p>You do not need to adjust other types of air conditioning systems.</p> <p>If you're unsure, speak to your heating ventilation and air conditioning (HVAC) engineers or advisers.</p> <p>Good ventilation is encouraged to help reduce the risk of spreading coronavirus.</p> <p>Our system is a fresh air supply and regularly serviced by Booths.</p>

Severn Unival Ltd – COVID-19 Risk Assessment

38.	Spread of Covid 19 Corona Virus in the workplace.				<p>Entrances & Exits</p> <p>Workshop to enter & exit building via staff entrance</p> <p>Office Employees to enter via staff entrance & exit building via reception</p> <p>Face Coverings MUST be worn when entering and exiting the building</p>
39.	Spread of Covid 19 Corona Virus in the workplace.				<p>Fogging</p> <p>All areas to be fogged as per schedule HERE</p>
40.	Spread of Covid 19 Corona Virus in the workplace.				<p>Track & Trace</p> <p>QIR Code for track and trace to be made available on employee entrance and on reception</p>
41.	Company Specific Arrangement Re Tier Requirements				<p>Refer to latest guidance for support</p> <p>GOVERNMENT INFORMATION</p> <p>Local / National Lockdown - Work in accordance with Government Guidelines and Latest Risk Assessment. Aim to reduce office personnel to 50% WFH and only essential business travel to be undertaken</p> <p>Tier 1 – Work in accordance with Government Guidelines and Latest Risk Assessment</p> <p>Tier 2 - Work in accordance with Government Guidelines and Latest Risk Assessment</p> <p>Tier 3 - Work in accordance with Government Guidelines and Latest Risk Assessment. Appropriate Personnel to WFH and only essential business travel to be undertaken</p>

Severn Unival Ltd – COVID-19 Risk Assessment

					Tier 4 - Work in accordance with Government Guidelines and Latest Risk Assessment. Appropriate Personnel to WFH and only essential business travel to be undertaken
42.	In Event of an employee testing positive for COVID-19				<p>Refer to latest guidance for support</p> <p>GOVERNMENT INFORMATION</p> <p>Employee who tests positive to self isolate for in line with latest guidance.</p> <p>Assuming social distancing has been maintained there may be no requirement for others to self-isolate/undertake a test</p> <p>If social distancing hasn't been maintained and close contact has been established then employees who have come into contact must also self isolate as per government guidelines</p> <p>Antibody test is available via Occupational Health (Prohms) Approval for test to be undertaken from line manager</p> <p>ANTIBODY TEST</p> <p>Appendix 1 issued 20-10-2020 Company Flowchart issued to employees</p>

Appendix 1 –

20/10/2020 – Revised Employee Update

Further to recent advice, it is no longer necessary that we have a second test before returning to work after isolation, please see revised flow chart below.

Since the start of COVID-19 we have strived to improve measures to protect employees. We have implemented the temperature scanner, introduced hand sanitisers and a strict 2 metre social distancing rule, had Perspex desk screens erected, made face masks mandatory when not at your workstations and split staff into bubbles/pods. We have followed the guidelines from the Government and exceeded their safety requirements. Our full COVID-19 risk assessment can be found on SharePoint and on the noticeboards in the communal areas.

As you are all probably aware, we had a member of staff test positive after the temperature scanner alerted them that their temperature was too high, so they returned home to isolate.

We have put together a flowchart which covers various scenarios and is based on information from the local council authority and government guidelines. This flowchart gives guidance on when you should isolate and obtain a test from the NHS.

~~On the flowchart you will see a yellow “Get Tested” instruction, as a business we are asking that before you return to work you must have another test to ensure that you no longer have the virus. You can arrange this test through your line manager who will co-ordinate the appointment with Prohms, who are our occupational health provider. This test will be paid for by the Company.~~

There are many cases where people have tested positive but haven't had any symptoms. In a case like this if you feel fit to work, and your job could be done at home, please contact your Line Manager who will arrange for your work equipment to be delivered to your home address. Otherwise you will be paid in accordance with the Company Sick Pay Policy.

I just want to thank all employees for your co-operation at this time, it has been a very testing year, but I am so pleased with the hard work and dedication of the team.

Stay Safe,



David Brennan
Managing Director

Severn Unival Ltd – COVID-19 Risk Assessment

