

|          |                                    |                  |                                |   |
|----------|------------------------------------|------------------|--------------------------------|---|
| Activity | Coronavirus transmission           | Reference No     | CRNAHOTRNWIDD120320R6          | <b>GAME Retail Ltd.<br/>Risk Assessment</b> |
| Location | Office, welfare areas and car park | Assessor (Print) | Sean Widdowson and Shona Brown |   |
| Date     | 29 <sup>th</sup> July 2020         | Assessor (Sign)  |                                |   |

| Risk Assessment Scoring                                  | Severity of hazard (S)  |   | Likelihood of Occurrence (L)   |  | RPN (Risk Priority Number)                   |   |   |           |
|--|---|---|--|--|--|---|---|-----------|
|  | <b>RPN = S x L</b>  | <b>1</b>  | <b>Low:</b> First aid injury/property damage only (inconsequential damage to property) | <b>1</b>   | <b>Low:</b> Highly Unlikely (Freak accident) | <b>4</b>  | <b>8</b>  | <b>12</b> |
|  | <b>2</b>  | <b>Moderate:</b> Minor consequence (Lost time/light duties injury up to 7 days / Minor damage)      | <b>2</b>   | <b>Medium:</b> Unlikely (Possible not expected next 12 months)   | <b>3</b>                                     | <b>6</b>  | <b>9</b>  | <b>12</b> |
|  | <b>3</b>  | <b>High:</b> Major consequence (Over 7 day injury / Damage that stops operations / HSE enforcement) | <b>3</b>   | <b>High:</b> Likely (Hazard constant, daily weekly opportunity)  | <b>2</b>                                     | <b>4</b>  | <b>6</b>  | <b>8</b>  |
|  | <b>4</b>  | <b>Significant:</b> Critical consequence (Long term injury/ fatality / HSE Prohibition)             | <b>4</b>   | <b>Very high:</b> Almost certain (Hazard constant, realised if any control absent)   | <b>1</b>                                     | <b>2</b>  | <b>3</b>  | <b>4</b>  |
| <b>1 to 3: Trivial/Low</b><br>Ensure controls maintained |   | <b>4 or 7: Moderate</b><br>Take action to reduce the risk within 3 - 6 months                       |  | <b>8 to 11: Substantial</b><br>Take action to reduce the risk within 1 months  |  | <b>12 to 16: Intolerable</b><br>Stop activity immediately |   |           |
| <b>Step 1</b>  | Identify the hazards (Anything with the potential to cause harm)  |   | <b>Step 2</b>  | Decide who might be harmed & how   |  | <b>Step 3A</b>  | Evaluate & then score the risk with the existing controls |           |
| <b>Step 3B</b>   | Decide on additional controls needed to reduce risk and then evaluate & score the Risk again. Detail who will action the control measure and when |   | <b>Step 4</b>  | Decide the best method to communicate your findings with those affected & then do so<br><i>Note additional/removed controls from generic stores risk assessments that staff need to be aware of on the "Amended control measures record" &amp; communicate these with the store team</i> |  | <b>Step 5</b>   | Set initial review date and print                         |           |

| Step 1<br>Summary of hazard | Step 2<br>Who and how? | Step 3A                   |      |   | Step 3B |   |                         |              |   |     |
|-----------------------------|------------------------|---------------------------|------|---|---------|---|-------------------------|--------------|---|-----|
|                             |                        | Existing Control Measures | Risk |   |         | Additional controls needed<br>(Where appropriate) | By when and<br>by whom? | Revised Risk |   |     |
|                             |                        |                           | S    | L | RPN     |   |                         | S            | L | RPN |

|   |  |   |   |   |   |   |   |   |   |   |
|---|--|---|---|---|---|---|---|---|---|---|
| <p>Direct transmission of virus due to close proximity of employees to each other</p> | <p>Employees in office, tea points/kitchen areas, welfare areas and Bistro</p> <p>People may spread the virus between them due to their close proximity to each other</p> <p>Over-crowding particularly in welfare areas may cause people to unintentionally become in close proximity to each other</p> <p>Employees entering and exiting the building or using the car park may transmit the virus to each other</p> | <p>Employees trained on social distancing guidelines including utilisation of one way systems</p> <p>Employees kept up to date with any changes in government guidance or updated control measures in the office</p> <p>Posters displayed around the office, Bistro, tea points/kitchen areas and welfare areas to remind employees of the social distancing measures in place</p> <p>Heads of Departments monitoring their departments at all times to embed the culture and enforce control measures. Repeat non-compliance will result in the people team discussing the importance of maintaining the measures with the employee involved</p> <p>Markings placed on floor every 2m in all communal areas of the office and both sides of security gates and turnstile and in the queue for and in the Bistro to demark where people should stand</p> <p>All delivery drivers advised of social distancing protocols on arrival and via posters in relevant areas</p> <p>Seating in break out areas reduced to one per table by removal of chairs and addition of posters</p> <p>Head office Belong arena closed</p> <p>Security checking for infringements during regular office walks</p> <p>Courtyard being used as smoking area to reduce movement and provide more space</p> <p>Reduced Bistro menu and allowing self service where possible</p> <p>Stairwells designated for use as either up or down with signage to remind employees</p> <p>Training and larger meeting rooms repurposed to provide additional break out space and have a maximum number highlighted on the outside</p> <p>Number of people in meetings limited with meeting room capacity displayed on all meeting room doors</p> | 3 | 2 | 6 | <p>Employees instructed that in areas marked as two way, they may travel in either direction as long as they keep to the far left as they pass someone coming the other way and to give way safely in these areas if they can.</p> <p>Employees instructed not to stop for conversations in the one and two way areas</p> <p>Seating in the Bistro to one per table may removal of chairs and addition of posters</p> <p>Queue system in place outside and inside Bistro</p> <p>Office desks rearranged to separate work spaces wherever possible to allow for social distancing</p> <p>Screens added between desks where face to face is unavoidable</p> <p>Employee COVID training completion being monitored to ensure compliance and recompleted upon change</p> <p>Automatic hand sanitiser dispensers installed at highest touch point locations</p> <p>Employees trained that desk visits are to be avoided where possible and social distancing maintained when it's not</p> <p>Employees trained to be sensible when queuing for any facilities including toilets and the Bistro in order to ensure they maintain social distancing and if not to either use other facilities or return when it may be less busy</p> <p>Office cleared of unneeded items to allow more space for social distancing</p> | <p>Zoey Muscat - 31/07/20</p> <p>Bistro team - 31/07/20</p> <p>Shona Brown - 31/07/20</p> <p>Shona Brown - 31/07/20</p> <p>Shona Brown - 31/07/20</p> <p>Shona Brown - 31/07/20</p> <p>People team - Ongoing</p> <p>Shona Brown and Ty Harling - 06/08/20</p> <p>Zoey Muscat - 31/07/20</p> <p>Zoey Muscat - 31/07/20</p> <p>All employees - 15/08/20</p> | 3 | 1 | 3 |
|---|--|---|---|---|---|---|---|---|---|---|

| Step 1<br>Summary of hazard | Step 2<br>Who and how? | Step 3A   |      |   | Step 3B |   |                         |              |   |     |
|-----------------------------|------------------------|---|------|---|---------|---|-------------------------|--------------|---|-----|
|                             |                        | Existing Control Measures   | Risk |   |         | Additional controls needed<br>(Where appropriate)   | By when and<br>by whom? | Revised Risk |   |     |
|                             |                        |   | S    | L | RPN     |   |                         | S            | L | RPN |
|                             |                        | <p>One way system implemented in office circular routes where possible to allow social distancing with marking on floor and posters on walls</p> <p>Alternate sinks and urinals blocked off to allow for social distancing</p> <p>Employees trained that only one person is to enter the bike racks at a time</p> |      |   |         | <p>Equipment and obstructions moved from walkways to allow space for social distancing</p> <p>Non-touch temperature checking devices installed around the site (including main entry points to the building) and staff encouraged to check their temperature as they enter the building</p> | Shona Brown - 21/08/20  |              |   |     |

|  |  |  |          |          |          |  |   |          |          |          |
|--|--|--|----------|----------|----------|--|---|----------|----------|----------|
| <p>Cross contamination transmission from a contact surface</p> | <p>Employees, Visitors and Contractors in the office, tea points/kitchen areas, welfare areas and Bistro</p> <p>Transmission of virus between employees on communal contact surfaces</p> <p>Transmission of virus between employees using shared work equipment such as printers</p> | <p>Employees instructed to following strict personal hygiene regimes including washing/sanitising their hands frequently particularly after shared equipment contact and before touching their face, taking breaks etc.</p> <p>Employees kept up to date with any changes in government guidance or updated control measures in the office</p> <p>Cleaning regime in place to clean all high contact surfaces regularly with individual time frames based on frequency of contact</p> <p>Head office cleaning team attendance increased to provide additional cleaning</p> <p>Deep clean risk assessment and safe system of work available for use when and if required</p> <p>Posters displayed around the office, Bistro, tea points/kitchen areas and welfare areas to remind employees of the importance of hygiene and regular hand washing/sanitising</p> <p>employees trained there is a no hand shaking or hugging permitted with posters displayed around the office, Bistro, tea points/kitchen areas and welfare areas reminding employees</p> <p>Provision of additional hand soap, sanitiser and anti-bacterial wipes.</p> <p>Hand sanitiser placed around the office with focus on high risk areas (around shared equipment such as printers and doors/controls requiring contact lift etc.)</p> <p>Shared work equipment wiped down regularly</p> <p>Employees trained to use wet wipes to wipe down shared equipment (such as photocopiers) and sanitise hands after each use</p> <p>Cleaning materials available and employees instructed to regularly clean their own desk areas</p> <p>Employees trained to clean down meeting rooms and tea points/kitchen areas before and after each use</p> <p>Auto release door stops added to all frequently used doors in the office</p> | <p>3</p> | <p>1</p> | <p>3</p> | <p>Employees trained to use the same crockery and cutlery each day or bring in their own and to clean it themselves or place in the dishwasher after use</p> <p>Employees trained to maintain a clear desk policy, removing paperwork each night and limiting personal belongings to assist the cleaning teams</p> <p>Non-touch temperature checking devices installed around the site (including main entry points to the building) and staff encouraged to check their tempreture as they enter the building</p> | <p>Zoey Muscat - 31/07/20</p> <p>Zoey Muscat - 31/07/20</p> <p>Shona Brown - 21/08/20</p> | <p>3</p> | <p>1</p> | <p>3</p> |
|--|--|--|----------|----------|----------|--|---|----------|----------|----------|

| Step 1<br>Summary of hazard  | Step 2<br>Who and how?  | Step 3A  |      |   | Step 3B |   |  |              |   |     |  |   |
|--|---|--|------|---|---------|---|--|--------------|---|-----|--|---|
|  |   | Existing Control Measures  | Risk |   |         | Additional controls needed<br>(Where appropriate)   | By when and<br>by whom?                              | Revised Risk |   |     |  |   |
|  |   |  | S    | L | RPN     |   |  | S            | L | RPN |  |   |
|  |   | All hot desking suspended<br><br>Use of table football, pool and other games in breakout areas suspended   |      |   |         |   |  |              |   |     |  |   |
| Inbound post/deliveries transmitting virus to employees in the office        | Transmission of any virus still present on post/deliveries to employees   | Employees instructed to following strict personal hygiene regimes including washing/sanitising their hands frequently particularly when receiving and sorting post/deliveries and before touching their face, taking breaks etc.<br><br>Posters displayed in post room to remind employees of the importance of hygiene and regular hand washing | 3    | 1 | 3       |   |  |              |   |     |  | 0 |
| Transmission of virus to vulnerable employees from high risk groups          | Employees, Visitors and Contractors in office, at tea points/kitchen areas, welfare areas and Bistro<br><br>Vulnerable workers in high risk groups may develop more severe symptoms if they contract the virus<br><br>Employees WFH may face hazards from incorrect DSE use | Follow the current group/government guidelines in terms of advising staff to work from home and protecting clinically and extremely clinically vulnerable workers<br><br>Individual risk assessments completed/updated for any clinically or extremely clinically vulnerable   | 4    | 2 | 8       |   |  |              |   |     |  | 0 |
| Direct transmission of virus due to working in close proximity to each other | Employees completing specific tasks<br><br>The virus may be transmitted between employees where they are working within 2m of each other due to the configuration of the work environment and equipment or task required  | Where working in close proximity is required (other than working side by side or back to back at a desk) a separate risk assessment should be completed for these tasks and addition control measures such as screens and PPE put in place where required  | 3    | 2 | 6       | All seating arranged to allow for back to back or side to side working only wherever possible<br><br>Screens installed where desks have to face each othe | Shona Brown - 31/07/20<br><br>Shona Brown - 31/07/20 | 3            | 1 | 3   |  |   |

| Step 1<br>Summary of hazard   | Step 2<br>Who and how?  | Step 3A  |      |   | Step 3B |   |                                    |              |   |     |  |   |
|---|---|--|------|---|---------|---|------------------------------------|--------------|---|-----|--|---|
|   |   | Existing Control Measures  | Risk |   |         | Additional controls needed<br>(Where appropriate)   | By when and<br>by whom?            | Revised Risk |   |     |  |   |
|   |   |  | S    | L | RPN     |   |                                    | S            | L | RPN |  |   |
| A confirmed case of COVID-19 being present in the workplace in the last 72 hours transmitting the virus to others | <p>Employees, Visitors and Contractors in the office</p> <p>Virus left by infected/potentially infected person may still be present on high contact surfaces and transmitted to other employees</p> | <p>Employees instructed to following strict personal hygiene regimes including washing/sanitising their hands frequently during stock/equipment contact and before touching their face, taking breaks etc.</p> <p>Posters displayed around the office, Bistro, lockers and welfare areas to remind employees of the importance of hygiene and regular hand washing/sanitising</p> <p>H&amp;S team to be contacted for advice where required</p> <p>Deep clean of relevant areas conducted where someone with symptoms has been in the workplace AND they/a household member has been confirmed with COVID-19 in the last 72 hours</p> <p>Deep clean risk assessment and safe system of work available for use when and if required</p> | 3    | 1 | 3       |   |                                    |              |   |     |  | 0 |
| Non-employee on site may transmit the virus to employees and vice versa   | <p>Employees, Visitors and Contractors in the office,</p> <p>People may transmit the virus between them while visitors and contractors visit the office</p>   | <p>Visitors only allowed on site if business critical and authorised by line managers/head of department</p> <p>Where contractors and visitors are permitted on site they are briefed as to any control measures that they need to be aware of and to confirm they have no symptoms.</p>   | 3    | 1 | 3       | Temperature checks to be taken for all visitors and non-site based contractors upon arrival at the security lodge or reception to ensure under temperature in government guidelines | Shona Brown/Iain Hyland - 21/08/20 | 3            | 1 | 3   |  |   |

| Step 1<br>Summary of hazard   | Step 2<br>Who and how?  | Step 3A  |      |   | Step 3B |  |   |              |   |     |
|---|---|--|------|---|---------|--|---|--------------|---|-----|
|   |   | Existing Control Measures  | Risk |   |         | Additional controls needed<br>(Where appropriate)  | By when and<br>by whom?                                     | Revised Risk |   |     |
|   |   |  | S    | L | RPN     |  |   | S            | L | RPN |
| Transmission of virus when making, obtaining and consuming refreshments | <p>Employees, Visitors and Contractors in HO, tea points/kitchen areas, welfare areas and Bistro</p> <p>Virus may be transmitted between staff while making and drinking refreshments and taking breaks</p> | <p>Cleaning regime in place to ensure increased frequency cleaning of high contact surfaces in all welfare areas</p> <p>Vending machine controls and retrieval slot to be cleaned down regularly in line with the above.</p> <p>Self-serve condiments and food contact items in the Bistro removed and administered by Bistro team individually (i.e. Food service tongs/spoons, condiments, cutlery and cutlery caddies, trays, sweetener and sugar holders, coffee stirrers etc.)</p> <p>Re-usable bistro items to be cleaned thoroughly between uses (trays etc.)</p> <p>Employees informed not to handle each other's cups, bottles and food containers</p> <p>Employees informed not to share food from the same food container such as tubs of sweets</p> <p>Employees advised to eat at their desk where possible</p> <p>Employees trained that only one person in tea points/kitchen areas at any time</p> <p>Employees trained to clean down tea points/kitchen areas before and after each use</p> | 3    | 1 | 3       | <p>Employees trained to use the same crockery and cutlery each day or bring in their own and to clean it themselves or place it in the dishwashers after use</p> <p>Tables in welfare areas and Bistro restricted to one person per table with signage in place</p> <p>Employees trained to sanitise their hands are sanitised before and after using the tea points/kitchen areas</p> | <p>Zoey Muscat - 31/07/20</p> <p>Bistro team - 31/07/20</p> | 3            | 1 | 3   |
| Transmission of virus where someone has symptoms in the workplace       | <p>Employees, Visitors and Contractors in HO, tea points/kitchen areas, welfare areas and Bistro</p> <p>An employee displaying symptoms of the virus may be infectious to others</p>                        | <p>Employee informed to follow all group/government advice relating to self-isolation</p> <p>People team available to support and advise in conjunction with H&amp;S team where required</p> <p>Cleaning regime in place to clean all high contact surfaces regularly with individual timeframes based on frequency of contact</p> <p>Deep clean risk assessment and safe system of work available for use when and if required</p>  | 3    | 2 | 6       |  |   |              |   | 0   |
|   |   |  |      |   | 0       |  |   |              |   | 0   |
|   |   |  |      |   | 0       |  |   |              |   | 0   |



| Step 1<br>Summary of hazard | Step 2<br>Who and how? | Step 3A                   |      |   | Step 3B |   |                         |              |   |     |  |   |
|-----------------------------|------------------------|---------------------------|------|---|---------|---|-------------------------|--------------|---|-----|--|---|
|                             |                        | Existing Control Measures | Risk |   |         | Additional controls needed<br>(Where appropriate) | By when and<br>by whom? | Revised Risk |   |     |  |   |
|                             |                        |                           | S    | L | RPN     |   |                         | S            | L | RPN |  |   |
|                             |                        |                           |      |   |         |   |                         |              |   |     |  | 0 |
|                             |                        |                           |      |   |         |   |                         |              |   |     |  | 0 |
|                             |                        |                           |      |   |         |   |                         |              |   |     |  | 0 |
|                             |                        |                           |      |   |         |   |                         |              |   |     |  | 0 |
|                             |                        |                           |      |   |         |   |                         |              |   |     |  | 0 |
|                             |                        |                           |      |   |         |   |                         |              |   |     |  | 0 |

**Risk assessment review**

- If there are additional controls to be implemented, the latest date for completion should be the review date. Once completed a new review date of +12 months should be added (unless the risk assessment dictates otherwise)
- If there are no additional controls to be implemented then a review date of +12 months should be added (unless the risk assessment dictates otherwise)
- If there is a significant change in the workplace including people affected, or a related incident occurs the risk assessment must be reviewed
- Every 3 years a new risk assessment must be completed

| Step 5<br>Review date | Review completed date | Additional controls completed?<br>Y/N/NA | Reviewed by (Print) | Reviewed by (Sign) | I have read and understand the findings of this risk assessment and agree to comply with the control measures as stated |                        |                        |                        |
|-----------------------|-----------------------|--|---------------------|--------------------|---|------------------------|------------------------|------------------------|
|                       |                       |  |                     |                    | Manager (print & sign)  | Manager (print & sign) | Manager (print & sign) | Manager (print & sign) |
| 28/10/20              |                       |  |                     |                    |   |                        |                        |                        |
|                       |                       |  |                     |                    |   |                        |                        |                        |
|                       |                       |  |                     |                    |   |                        |                        |                        |
|                       |                       |  |                     |                    |   |                        |                        |                        |