

**Risk assessment
COVID-19 (Ref. RA-55 v.01)**

| ECOBAT LOGISTICS UK RISK ASSESSMENT | | COVID-19 (Coronavirus) | | | | Ref. RA-55 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>Description / Locations of the activity The following risk assessment is for any activity carried out by ECOBAT Logistics UK, including operations on site, and collections off site. COVID-19 is an illness that can affect the lungs and airways. It is caused by a virus called coronavirus. Symptoms can be mild, moderate, severe or fatal. This risk assessment has been completed using the guidance from World Health Organization (WHO), Public Health England (PHE) and NHS. Please also refer to COVID-19 Procedure SM42 and COVID-19 Controls SM43 for further information on COVID-19 at ECOBAT Logistics. Please also refer to Ecobat Meeting and Travel Policy and Protocol V1 23rd July 2020 along with Covid Weekly Dashboard, cases per 100,000 people, 14 days and 14 day running average.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Those involved in the risk assessment Nicola Kerr</p> | | | | <p>Assessment date March 2021</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Reviewed and updated (specify reasons) COVID-19 Pandemic Update January 2021</p> | | | | <p>Next full review due May 2021</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th></th> <th>INSIGNIFICANT 1</th> <th>MINOR 2</th> <th>SIGNIFICANT 3</th> <th>MAJOR 4</th> <th>SEVERE 5</th> </tr> </thead> <tbody> <tr> <td>ALMOST CERTAIN</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>LIKELY</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>MODERATE</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>UNLIKELY</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>RARE</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </tbody> </table> | | | | | INSIGNIFICANT 1 | MINOR 2 | SIGNIFICANT 3 | MAJOR 4 | SEVERE 5 | ALMOST CERTAIN | 5 | 10 | 15 | 20 | 25 | LIKELY | 4 | 8 | 12 | 16 | 20 | MODERATE | 3 | 6 | 9 | 12 | 15 | UNLIKELY | 2 | 4 | 6 | 8 | 10 | RARE | 1 | 2 | 3 | 4 | 5 | <p>Person/s at risk during this activity</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Type</th> <th>Number</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>E</td> <td>Employee</td> <td>30+</td> <td>Driver / collector, Drivers mate, Operative</td> </tr> <tr> <td>LW</td> <td>Employee</td> <td></td> <td>Lone working</td> </tr> <tr> <td>PW</td> <td>Employee</td> <td></td> <td>Pregnant worker</td> </tr> <tr> <td>CO</td> <td>Contractor</td> <td>2</td> <td>Agency supplied/Contractor</td> </tr> <tr> <td>YP</td> <td>Youngster</td> <td></td> <td>Young person on work experience, etc.</td> </tr> <tr> <td>LA</td> <td>Employee</td> <td></td> <td>Less abled or disabled</td> </tr> <tr> <td>V</td> <td>Visitor/s</td> <td>1</td> <td>Regulators / officials visiting site</td> </tr> <tr> <td>CL</td> <td>Clientele</td> <td>1</td> <td>Customer / Agent</td> </tr> <tr> <td>MP</td> <td>Public</td> <td>1</td> <td>Passers by, other road users, etc.</td> </tr> </tbody> </table> | | | | Code | Type | Number | Description | E | Employee | 30+ | Driver / collector, Drivers mate, Operative | LW | Employee | | Lone working | PW | Employee | | Pregnant worker | CO | Contractor | 2 | Agency supplied/Contractor | YP | Youngster | | Young person on work experience, etc. | LA | Employee | | Less abled or disabled | V | Visitor/s | 1 | Regulators / officials visiting site | CL | Clientele | 1 | Customer / Agent | MP | Public | 1 | Passers by, other road users, etc. |
| | INSIGNIFICANT 1 | MINOR 2 | SIGNIFICANT 3 | MAJOR 4 | SEVERE 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ALMOST CERTAIN | 5 | 10 | 15 | 20 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIKELY | 4 | 8 | 12 | 16 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MODERATE | 3 | 6 | 9 | 12 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| UNLIKELY | 2 | 4 | 6 | 8 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RARE | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Code | Type | Number | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E | Employee | 30+ | Driver / collector, Drivers mate, Operative | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LW | Employee | | Lone working | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PW | Employee | | Pregnant worker | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CO | Contractor | 2 | Agency supplied/Contractor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| YP | Youngster | | Young person on work experience, etc. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LA | Employee | | Less abled or disabled | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| V | Visitor/s | 1 | Regulators / officials visiting site | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CL | Clientele | 1 | Customer / Agent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MP | Public | 1 | Passers by, other road users, etc. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hazards Identified | Who may be harmed and how? | Persons exposed (Code) | Likelihood (L) 1-5 | Severity (S) 1-5 | RISK RATING (LxS) | Controls currently in place | Post Likelihood (L) 1-5 | Post Severity (S) 1-5 | POST RESIDUAL RISK (LxS) | More actions required to control risk further? | Action by whom? | Action by when? | Completed? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Spread of COVID-19 Coronavirus | EBL Employees Visitors / Contractors to site Customers / members of public during collections | E, C, V, MP | 5 | 5 | 25 | From 4th January 2021, all employees, contractors, visitors etc must wear a face covering when moving around site and in communal areas. All employees issued with a personal face covering. boxes of facecovering available at all entrances to site (reception, logistics, welfare & customs). Operators to wear FFP2 masks whilst completing tasks on site where social distancing cannot be maintained. All drivers to wear face coverings when not in vehicle. From 5th January 2021 a national lockdown is in place, therefore all employees who can work from home must work from home, facilities purchased for those needed. Hand Washing • Hand washing facilities with soap and water in place. • Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available including vehicles • Posters, leaflets and other materials are on display and updated regularly • The number of people using toilet facilities at any one time has been restricted with use of altered break times, shift/start times. Cleaning Frequently cleaning and disinfecting is in place on objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, welfare are using appropriate cleaning products and methods. A cleaning rota is signed by each individual daily. Rigorous checks are carried out by LT to ensure that the procedures are being followed. Cleaning products readily available in all keys areas of sites, including offices, kitchens and vehicles. Drivers instructed to regularly | 2 | 5 | 10 | • Continual monitoring of guidance by WHO, PHE, NHS & Government. | LT | Continual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|--------------------|----------------------------|------------------------|--------------------|------------------|-------------------|---|-------------------------|-----------------------|--------------------------|--|-----------------|-----------------|------------|--|--|
| | | | | | | <p>clean down vehicles throughout the day. Air purifiers have been installed within key areas on site.</p> <p>Social Distancing</p> <ul style="list-style-type: none"> • Social distancing is in place throughout ECOBAT. Numbers of people working in any work area has been reduced to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. • Working schedules have been altered including start & finish times, working from home if possible, break times altered, relocating workers to other areas. • Restricted access to key areas on site to ensure social distancing in place, in logistics office, operations office, weighbridge office and customs office. • Protective screen implemented within customs office • Location of seating within welfare, training room, and board room altered with chairs being removed <ul style="list-style-type: none"> • Reconfiguration of commercial office and introduction of cleaning regime implemented Nov 2020 • Conference calls are to be used instead of face to face meetings. • Social distancing markings in place in welfare area, including toilets, and changing areas and operational morning meeting. • Employees / contractors reminded on a regular basis on the importance of social distancing by SUSA discussions and TV information monitors. • Safe For Life Washable Reusable face masks to be issued in Nov 20 • Face covering to be worn by all in Glasgow Depot corridors <p>PPE Operatives</p> <p>Full body coveralls, hi-visibility clothing, steel toe capped boots, safety spectacles, cut level 5 / nitrile or PVC gloves <i>dependant on task. RPE not deemed mandatory due to social distancing measures implemented, however FFP2 masks are available if operatives chose to wear.</i></p> <p>PPE Drivers</p> <p>Hi-visibility clothing, steel toe capped boots, safety spectacles, cut level 5 / nitrile or PVC gloves dependant on task. FFP2 when completing collections and social distancing cannot be maintained</p> <p>PPE Office staff</p> <p>Nitrile gloves to be used when handling any potential contaminated items such as consignment notes. FFP2 mask available</p> <p>PPE is to be disposed of in to refuse bins on site.</p> <p>Mental Health</p> <p>Leadership promote mental health & wellbeing awareness to employees during the Coronavirus outbreak and offer any support they can to help. https://www.mind.org.uk/information-support/coronavirus Ecobat have an independent employee assistance programme, Health Matters - Contact number is readily available to all employees. 0800 988 0085.</p> <p>Awareness, Communication & Consultation with Employees</p> <p>Regular information being shared, with the use of toolbox talks, SUSA discussions, emails, and communication TV screens.</p> <p>Covid-19 checklist introduced where each employee continuing work or returning to work (from working at home or furlough) complete which details all control measure. During the checklist copies of COVID-19 risk assessment, procedure and controls are handed out. Welcoming feedback from employees. Employees are encourage to raise near misses and complete SUSA discussion in regards to COVID-19.</p> <p>COVID Audits are completed by senior leadership on site ensuring control measures are implemented and are being adhered to. Corrective actions recorded and action upon ASAP.</p> | | | | | | | | | |

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|---|---|------------------------|--------------------|------------------|-------------------|---|-------------------------|-----------------------|--------------------------|--|-----------------|-----------------|------------|
| Exposure to COVID-19 during customer collections (including retail and industrial premises collections) | EBL Employees Customers / members of public during collections | E, C, MP | 4 | 5 | 20 | Continual review with customers on their expectations, including their opening hours and accessibility. Guidance given to all EBL logistics members on vehicle and cab cleaning, personal hygiene and the government guidance. Consignment note signing is to be of a minimum with the customer, the driver to print the name of the customer on their behalf. Drivers provided with anti-bacterial industrial cleaning wipes. Each driver is provided with a box of disposable nitrile gloves to be used for each collection, along with at least five pairs of red PVC gloves. Protective coverall available to be used where deemed necessary for collections, removed prior to entering in to vehicle. Face coverings are to be worn in all retail establishments in Scotland from 10th July 2020 and in England from 24th July 2020. Drivers are provided with an suitable face covering, amount dependant on their individual runs. Each driver is provided with either 110ml / 250ml of hand sanitiser which can be replenished when returned to site. Emphasis been made to ensure each driver stays at least 2metres distance from other people during collections, and wash their hands at any opportunity possible, using hand sanitiser when leaving entering their cab. Drivers advised to report any issue / concern immediately, and do not put themselves at risk for a collection. Collections can be aborted, however must contact the office from vehicle. PPE to be disposed of in dedicated container / bin. | 2 | 5 | 10 | No further action to be taken | | | |
| Symptomatic employee at their home | EBL Employees | E | 4 | 5 | 20 | Personal thermometers have been issued to all employees to complete temperature checks prior to travel to work. Employee consults NHS 111 online and/or GP, self-isolating for 7 days and informs the company, with regular updates on any developments. Employee begins self-isolation in line with PHE advice – HR must be informed at least 2 days before end of self-isolation of return to work. Implement COVID testing for employee on HMRC website. | 1 | 5 | 5 | No further action to be taken | | | |
| Symptomatic employee / contractor on arrival to site | EBL Employees, Contractors | E, C | 4 | 5 | 20 | All arriving on site will have temperature completed with non-contact thermometer when this is installed (Approx. June 2020), currently a handheld thermometers is in place and completing checks. Report to leadership, employee to return home – consult NHS 111 online and/or GP, self-isolating for 7 days and updates the company on developments. Access to work refused, and employee advised to go home. Employee to provide update on discussion with NHS 111 online and/or GP on health status and isolation advice. Implement COVID testing for employee on HMRC website. | 1 | 5 | 5 | No further action to be taken | | | |
| Symptomatic employee / contractor whilst on site | EBL Employees, Contractors | E, C | 4 | 5 | 20 | Regular communication with employees. Thermometers readily available, employees encouraged to complete temperature testing during the working day. Isolates self from others on site, use of disposable mask. Promptly communicating with departmental Manager including information on activities, locations and interactions with others during work on that day, begins self-isolation 7 days. The employee returns to their home, consults NHS111 online and/or GP and updates the company on developments. People in this condition will be temporarily isolated. They will be asked to identify all areas they have worked in and people they have interacted with and will be asked to return to their home. Review work areas of individual and perform cleaning in the working area frequented by the worker in line with PHE guidance. Where possible cleaning will be by specialist contractor who is familiar with the PHE guidance, a contractor has been identified and contacted, who are readily available if required. Implement COVID testing for employee on HMRC website. | 2 | 5 | 10 | No further action to be taken | | | |

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| Symptomatic employee whilst off site | EBL Employees Customers / members of public during collections | E, MP | 4 | 5 | 20 | Regular communication with employees. Thermometers readily available, employees encouraged to complete temperature testing during the working day. Isolates self from others. Promptly communicating with departmental Manager and returns to site. On return to site, driver is to stay in vehicle during offloading procedure and do not enter welfare area or other communal areas. Employee begins self-isolation 7 days. The employee returns to their home, consults NHS111 online and/or GP and updates the company on developments. Relevant communication made to ensure no contact is made with operatives on return to site – ensuring confidentiality is met Vehicle is either quarantined for a minimum of 72 hours or where possible cleaned by a specialist contractor who is familiar with the PHE guidance. Implement COVID testing for employee on HMRC website. | 2 | 5 | 10 | No further action to be taken | | | |
| Contractor/Visitor/Auditor etc access to site - spread of COVID-19 | EBL Employees, Contractors, Customers, Auditors, Regulatory Bodies | E, CO, CL | 4 | 5 | 20 | Contractors and visitors (including customer visits) may be permitted on site inline with Ecobat Meeting and Travel Policy and Protocol V1 23 July 2020. Ecobat COVID-19 mitigation measures are based on the most recent 14-day running average case rate in a geography and the number of confirmed COVID-19 cases in a particular Ecobat Facility. Each Monday we will receive from group the figure for the cases which determines the protocol Ecobat Logistics must follow for visits to site. Audits should be completed where possible on Video Conferences, emails etc, if not possible time on site should be kept to a minimum once visit authorised as detailed in the policy. All contractors, visitors and auditors if authorised to attend have their temperature taken on arrival to site inline with COVID-19 Procedure SM42 following PPE requirements of first aider taking temperature - gloves & mask using non-contact thermometer. All contractors are not permitted to use the welfare facilities on site, with the exception of the sanitary provisions (toilet/handwashing). The following three questions will be asked to all contractors, visitors and auditors: 1.Are you currently experiencing fever or any flu-like symptoms (new continuous cough, high temperature, runny nose, sore throat)? 2.Have you been in contact with a confirmed coronavirus (COVID-19) patient in the past 14 days? 3.Is anyone in your household self-isolation for 7-14 days? If the answer is YES to any of the above, they are not permitted to enter site. | 1 | 5 | 5 | No further action to be taken | | | |
| Effects from working from home i.e. mental health, stresses and strains associated with poor posture and inappropriate home office equipment | EBL Employees working from home | E | 3 | 4 | 12 | Guidance for working from home has been issued to all staff, this highlights both VDU related issues but also, physical and mental health matters. All employees working from home have completed a home working VDU assessment. The assessment included the need to submit a photo of their work station. Those who had work stations that were not up to a suitable standard were informed and rectified. Staff were also offered the opportunity to take home any of their work office equipment whilst they are working from home. People have taken home office chairs, monitors, keyboards, wrist rests, etc We have our own employee assistance programme, health matters - Contact number is readily available to all employees. 0800 988 0085. | 1 | 4 | 4 | No further action to be taken | | | |
| Accident, Incident and Security Cover Risk of accident / incidents occurring without correct supervision | EBL Employees, Contractors, Customers, Auditors, Regulatory Bodies | E, CO, CL | 3 | 4 | 12 | Current staff on site are nominated call-out procedure. Each week first aider availability is monitored and displayed within the workarea for all to see. Cameras are monitoring externally and nominated personal have tablets with access to camers. Full operational hours implemented with cover managed weekly by LT | 1 | 4 | 4 | No further action to be taken | | | |

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| COVID-19 exposure to high risk employees | EBL High Risk Employees | E | 2 | 5 | 10 | <p>High risk employees include, but are not limited to, those who:</p> <ul style="list-style-type: none"> •have a long-term health condition, for example asthma, diabetes, heart disease, hepatitis, Parkinson's disease or multiple sclerosis (MS) •have a weakened immune system as the result of medicines such as steroid tablets or chemotherapy •are pregnant •are aged 70 or over •are seriously overweight (a body mass index (BMI) of 40 or above) <p>All employees have been reviewed, those who fall in to the vulnerable category have been advised to ensure they take particularly strict social distancing measures. Furlough has also been implemented within the company, with 100% pay being received.</p> | 1 | 5 | 5 | No further action to be taken | | | |