



RISK ASSESSMENT - CORONAVIRUS









| Risk assessment - topic/area covered | |
|--------------------------------------|---|
| Location(s): | Production / Office areas, Welfare Facilities |
| Department/staff: | All Staff |
| Tasks/activities: | Working during the coronavirus pandemic |
| Other information: | |

| Risk assessment sign off | | | | | |
|--------------------------|--|------------|--|-------|----------|
| Prepared by: | D Flynn – QHSE Manager | Signature: |  | Date: | 19.05.20 |
| Reviewed by: | P Ward – Managing Director | Signature: |  | Date: | 19.05.20 |
| Date for review: | This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient. | | | | |

| Document issue record | | | | |
|-----------------------|------------|--------------|-----------------|---------|
| Amendment number | Issue date | Date amended | Person amending | Remarks |
| 2 | 19.05.20 | 19.05.20 | D Flynn | |
| | | | | |

| Distribution schedule | | | | |
|-----------------------|--------------|----------|---------------------------------------|-------------|
| Registered number | Issue number | Date | Name | Designation |
| | 1 | 03.04.20 | All Department Managers / Supervisors | All Staff |
| | | | | |

| Key | | | | | | | | | | |
|---------------|---|---|----|----|----|----|--------------------|---|-------------------|--|
| L: Likelihood | 5 | 5 | 10 | 15 | 20 | 25 | High risk: 15-25 | High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced. | | |
| | 4 | 4 | 8 | 12 | 16 | 20 | | | | |
| | 3 | 3 | 6 | 9 | 12 | 15 | | | | |
| | 2 | 2 | 4 | 6 | 8 | 10 | Medium risk: 8-12 | Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced. | | |
| | 1 | 1 | 2 | 3 | 4 | 5 | | | | |
| | | 1 | 2 | 3 | 4 | 5 | Low risk: 1-6 | Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further. | | |
| S: Severity | | | | | | | DR: Degree of risk | | RR: Residual risk | |
| Guidance. | <div>1. Identify the persons at risk and the significant hazards.</div> <div>2. Calculate an initial RR for the activity.</div> <div>3. Identify risk control measures that reduce the risks to an acceptable level.</div> <div>4. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)</div> | | | | | | | | | |

| PPE assessment | | | Note. In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here: | | | | | |
|--|---|---|--|---|---|---|---|---|
| Type of PPE: |  |  |  |  |  |  |  |  |
| | Head | Foot | Eye | Hand | Hearing | Hi-visibility | RPE | Fall arrest |
| | | | | Yes | | | Advisory | |
| Additional requirements: | | Gloves should be worn whenever it is practicable to do so. | | | | | | |
| Note. PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so. | | | | | | | | |

| Risk assessment | | | | | | | | | |
|---|-------------------------------|-------------------------------|---------|---|----|---|----------|---|----|
| Activity | Persons at risk | Significant hazards | Initial | | | Risk control measures | Residual | | |
| | | | L | S | DR | | L | S | RR |
| Working during the coronavirus pandemic | Staff, contractors and others | Serious ill-health conditions | 2 | 5 | 10 | <ul style="list-style-type: none"> You must follow the government's guidance on working during the pandemic. (https://www.gov.uk/coronavirus) You must only travel to your workplace if your work cannot be done from home. If you leave your home, you should minimise any time spent outside and ensure that you are two metres apart from anyone not in your household. If you are unable to maintain this distance, you must stop working. These rules must be followed at all times. | 1 | 5 | 5 |
| Work on premises controlled by others during the pandemic | Staff, contractors and others | Serious ill-health conditions | 2 | 5 | 10 | <ul style="list-style-type: none"> Only attend the premises if it is to complete critical works. You must avoid attending unless your work absolutely cannot be done at home. Before attending, check that the premises have made suitable and sufficient arrangements for managing the risks associated with coronavirus. This includes ensuring there are appropriate washroom and welfare facilities. Management / Supervisors to ensure all persons attending the premises are made aware of any additional/new rules imposed by the Managing Director / QHSE Manager. All persons to follow these rules at all times. | 1 | 5 | 5 |

| Risk assessment | | | | | | | | | |
|---|-------------------------------|-------------------------------|---------|---|----|---|----------|---|----|
| Activity | Persons at risk | Significant hazards | Initial | | | Risk control measures | Residual | | |
| | | | L | S | DR | | L | S | RR |
| If you may be exposed to the Covid-19 virus | Staff, contractors and others | Serious ill-health conditions | 3 | 5 | 15 | <ul style="list-style-type: none"> If you have symptoms of coronavirus (new cough and/or high temperature, a loss of, or change in, your normal sense of taste or smell (anosmia), you must self-isolate, stay at home for seven days. If you live in a household with someone who has the symptoms above, you must stay at home for 14 days from the day their symptoms started. If you develop symptoms, you must stay at home for seven days from the start of your symptoms. You must follow the government guidance on coronavirus. (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/). | 1 | 5 | 5 |
| Preventing infection spreading | Staff, contractors and others | Serious ill-health conditions | 3 | 5 | 15 | <ul style="list-style-type: none"> Wash your hands with soap and water often - do this for at least 20 seconds. Use hand sanitiser gel if soap and water are not available. Wash your hands regularly throughout the day. Use hand sanitiser regularly throughout the day. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Dispose of tissues in appropriate waste receptacles as quickly as possible. Maintain the two-metre distance rule at all times. Do not touch your face or eyes if your hands are not clean. | 1 | 5 | 5 |
| General / Using welfare facilities | Staff, contractors and others | Serious ill-health conditions | 2 | 5 | 10 | <ul style="list-style-type: none"> Wash your hands with soap and water before and after entering a welfare facility. Do not use the facilities if you are unable to maintain the two-metre distance rule at all times. Breaks for Production / Despatch Operatives have now been staggered into two slots (10.00 to 10.15 / 10.30 to 10.45 / 12.00 to 12.30 / 12.45 to 13.15) Encourage all Staff to sit at their own work stations to take lunch breaks, whilst maintaining the two-metre distance rule Tables / Chairs in the canteen area have been minimised (2 Metres apart) to ensure social distancing is maintained. Canteen area around the worktops / sink unit marked with yellow and black tape, to maintain 2M social distancing. Tables outside to be spaced 2M apart, and 2 sets per table marked with an X to prevent more than two people at any one time. Every other urinal / sink to be taken out of use, and marked with yellow / black tape. Kettles / Microwaves have been provided in selected areas to reduce social contact within the canteen area. Staff to ensure the two-metre distance rule is adhered to within the designated smoking areas. Open windows to increase ventilation where possible. | 1 | 5 | 5 |

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|---|-------------------------------|---|---------|---|----|--|----------|---|----|
| Activity | Persons at risk | Significant hazards | Initial | | | Risk control measures | Residual | | |
| | | | L | S | DR | | L | S | RR |
| | | | | | | <ul style="list-style-type: none"> Evaporative Cooling systems / Air Handling and Extraction systems to be operational where at all possible. | | | |
| Following prescribed safe systems of work | Staff, contractors and others | Accident or injury caused by working in an unsafe manner. | 2 | 5 | 10 | <ul style="list-style-type: none"> Under no circumstances are you to complete tasks that you're not deemed competent in/authorised to perform. There are to be no exceptions to this rule. If you need to complete new duties, you will be trained in the safe systems of work prior to completing it. Prescribed safe systems of work must be followed at all times. If you cannot do so, e.g. the required PPE is not available, you must not do the job. The safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job or anyone else who may be affected. | 1 | 5 | 5 |
| Following prescribed safe systems of work (cont.) | Staff, contractors and others | Accident or injury caused by working in an unsafe manner | 2 | 5 | 10 | <ul style="list-style-type: none"> There may be times due to staff absences when direct supervision levels may be lower than normal. During these times staff are expected to maintain normal working practices. Anyone failing to do so will be subject to the organisation's disciplinary procedures. If your pre-start check identifies any safety-critical faults, or a fault is identified during use, normal rules apply. The equipment must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe. If training that has a fixed expiry date runs out, Management will speak to the training provider to seek guidance. In many instances, grace periods are being extended to reflect the lack of available courses. | 1 | 5 | 5 |