



## RISK ASSESSMENT

<b>Location/ Dept:</b>	<b>All</b>	<b>Date Assessed:</b>	<b>07/06/21</b>	<b>Date for Review:</b>
<b>Task / Activity:</b>	<b>All</b>	<b>Assessed by:</b>	<b>C Haworth</b>	<b>Significant Change</b>

SEVERITY (S)
1. Insignificant (trivial injury - e.g. scratch)
2. Low (minor injury - e.g. cut)
3. Medium (Over 3-day injury - e.g. fracture)
4. High (Major injury - e.g. amputation)
5. Very High (Fatality)

LIKELIHOOD (L)
1. Insignificant (Highly Unlikely)
2. Low (Unlikely)
3. Medium (Possible)
4. High (Probable)
5. Very High (Certain)

PRIORITY INDICATOR		SUGGESTED TIMESCALE FOR ADDITIONAL CONTROLS
13-25	HIGH	Urgent Action
7 -12	MEDIUM	As Soon as practicable
1-6	LOW	Long Term Action

**Severity(S) x Likelihood (L) = Risk Rating (R)**

Hazard	Risk rating*			Persons at Risk	Control Measures in place	Additional Controls Req'd (Y/N)
	S (1-5)	L (1-5)	R (S x L)			
Catching or Spreading Covid-19 by not washing hands or not washing them adequately	3	1	3	All Staff, Visitors, Contractors, Visiting Drivers	<ul style="list-style-type: none"> <li>Hand sanitiser stations available at clock machines, by the photocopier and in the production office. The cleaner is responsible for refills. Hand sanitiser on all occupied desks.</li> <li>Handwashing facilities with soap are available in the factory and office block toilets and hand soap is available in the kitchen areas. Cleaner responsible for refills.</li> <li>Signage is in place throughout the site to encourage proper hand washing. TV screens are also being used for this information.</li> <li>A toilet is provided in the dispatch yard solely for the use of visiting drivers. The hire company is responsible for regular cleaning. Hand sanitiser is available to visiting drivers.</li> </ul>	



Hazard	Risk rating*			Persons at Risk	Control Measures in place	Additional Controls Req'd (Y/N)
	S (1-5)	L (1-5)	R (S x L)			
Catching or Spreading Covid-19 in common use high traffic areas such as the canteens, corridors, toilet facilities, entry/exit points to facilities, and other communal areas.	3	1	3	All Staff, Visitors, Contractors	<ul style="list-style-type: none"> <li>Smoking shelter is limited to two members of staff at any one time.</li> <li>Break times have been staggered to reduce numbers using the canteens at once</li> <li>Meeting room numbers have been reduced</li> <li>Meetings held via teams to avoid using meeting rooms</li> <li>Staff who are able to work from home are doing so to reduce numbers of staff on site</li> <li>Staggered shifts are being used to reduce numbers on site at one time</li> <li>Additional cleaning products are available in canteens for cleaning during the day.</li> <li>Cleaning wipes are available next to the clock machine, photocopier, shared PC's and visitors book.</li> <li>Managers, Supervisors, and team leaders are responsible for ensuring staff maintain n social distancing</li> <li>Lateral flow testing is offered to all staff and visitors</li> </ul>	
Catching or Spreading Covid-19 by not cleaning surfaces, equipment, and workstations	3	1	3	All Staff, Visitors, Contractors	<ul style="list-style-type: none"> <li>A cleaner is employed to clean offices, kitchens and toilets daily.</li> <li>The cleaner is cleaning all door handles and high touch areas</li> <li>Additional cleaning products are available in canteens for cleaning during the day</li> <li>Cleaning wipes are available next to the clock machine and visitors book</li> <li>Cleaning wipes have been issued to all office staff to clean their own workstations throughout the day. These will be replenished when required. Staff should follow the instructions given on the packets.</li> <li>Shared workstations have wipes for use between operators. The number of operatives allowed to use them has been limited.</li> <li>Non-fire doors are being propped open where possible to reduce contact</li> <li>Gloves are mandatory for handling products</li> <li>Pallet, pedestrian and forklift trucks are cleaned with wipes/ antibacterial cleaner after each user. Users sign for completion.</li> </ul>	



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	S (1-5)	L (1-5)	R (S x L)			
Catching or Spreading Covid-19 by not Socially Distancing	3	1	3	All Staff, Visitors, Contractors, Visiting Drivers	<ul style="list-style-type: none"> <li>Smoking shelter is limited to two members of staff at any one time.</li> <li>Break times and start finish times have been staggered to reduce numbers using the canteens at once</li> <li>Meeting room numbers have been reduced</li> <li>Meetings held via teams to avoid using meeting rooms</li> <li>Staff who are able to work from home are doing so to reduce numbers of staff on site</li> <li>Staggered shifts are being used to reduce numbers on site at one time</li> <li>Managers, Supervisors, and team leaders are responsible for ensuring staff maintain social distancing</li> <li>2m social distancing signs placed on entry doors and around the site. Television screens used for social distancing information.</li> <li>2m floor markers are being used on the floor leading up to the clock machine in the factory</li> <li>On occasions where working &gt;2m apart isn't possible, workers are instructed to work side to side or back to back.</li> <li>Face coverings mandatory in production areas and are provided free of charge.</li> </ul>	
Poor workplace ventilation leading to risks of Covid-19 spreading	3	1	3	All Staff, Visitors, Contractors, Visiting Drivers	<ul style="list-style-type: none"> <li>All areas are kept well ventilated</li> <li>Offices in the office block all have opening windows</li> <li>The production office, lenticular assembly area and mini-lab have modern air conditioning units that are regularly serviced</li> <li>Filtered extraction systems are in place in the carbon room and grinding room which are maintained according to the manufacturers recommendations</li> </ul>	
Outbreak of Covid-19 in the workplace (2 or more employees test positive)	3	1	3	All Staff, Visitors, Contractors, Visiting Drivers	<ul style="list-style-type: none"> <li>A Covid-19 outbreak plan has been prepared and is available in the mini lab, production office and on the company server. Document Ref: HSP-23</li> </ul>	
Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)	5	1	5	Plant Staff	<ul style="list-style-type: none"> <li>PPE levels are monitored constantly</li> <li>QHSE manager reviews the situation on a daily basis</li> <li>Sourcing PPE from a wider range of suppliers than usual</li> <li>Staff encouraged to look after their PPE to prolong it's life where possible.</li> <li>If the correct PPE can no longer be sourced, a risk assessment will be conducted to establish if the activity can safely continue with alternative controls.</li> </ul>	



**Additional control measures or actions recommended to eliminate or reduce risk:**

Priority (H/M/L)	Action required	Action by WHO	Target date WHEN