

	<h2>Risk Assessment (RA) Form</h2>	RA No:	RA-F-027	Rev:	03
		RA By:	M. Simpson	Date:	24.07.2020
		<b>Next Review</b>		<b>24.07.2023</b>	

Contract	Customer	Job No.

Subject / Activity / Task	Location	Associated Documents
<p><b>This assessment is not task-specific.</b></p> <p>Its purpose is to address the risks posed by Coronavirus (COVID-19). Whilst this is not a hazardous agent in the customary sense i.e. one likely to be present as a result of work activity, it is a risk to health which should be addressed. The assessment is designed to ensure people engaged in our undertakings are able to do so in line with latest current guidance.</p>	Factory	Working safely during COVID-19 in factories, plants and warehouses (Version-5 10 <sup>th</sup> July 2020)

LIKELIHOOD (L)	
1	Rare
2	Unlikely
3	Possible
4	Likely
5	Certain

SEVERITY (S)	
1	No lost time minor injury
2	Lost time minor injury
3	Major injury
4	Multiple major injury
5	Fatality / Catastrophic

RISK RATING (R)		
(When assessing / scoring risk if in doubt seek further advice)		
A	Critical Risk	Activity may not continue and should be assessed by HSEQ Manager
B	High Risk	Activity may continue with supervision by a competent person
C	Medium Risk	Activity can continue with supervision oversight
D	Low Risk	Activity can continue without supervision

		Risk Rating (R)				
Likelihood (L)	5	B	A	A	A	A
	4	C	B	B	A	A
	3	D	C	B	B	A
	2	D	D	C	C	B
	1	D	D	D	C	C
		1	2	3	4	5
		Severity (S)				

IMPORTANT NOTE
<p>This assessment will be updated as further guidance is issued by the UK Government, Public Health England, and the Health and Safety Executive.</p>

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HAZARD	AT RISK	RISK SCORE (before controls)			CONTROL MEASURES	RISK SCORE (after controls)		
		Likelihood	Severity	Risk Rating		Likelihood	Severity	Risk Rating
Something that has the potential to cause harm.	Who is potentially at risk.	(L x S = R)			CONTROL BY: Training / Supervision / Safety Equipment / Health Monitoring / Safe Working Procedures / etc.	(L x S = R)		
<b>Covid-19 Transmission.</b> Transmittal of infection from person to person, usually after close contact with an infected individual in the workplace.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> <li>Stay 2m apart, or 1m with risk mitigation where 2m is not viable, is acceptable.</li> <li>Wash hands frequently with an alcohol-based hand sanitiser or soap and water.</li> <li>Follow the instructions in the most recent updated information from the UK Government.</li> <li>People identified as high risk <u>must</u> be away from their workplace and will work from home where possible. This includes those who live with vulnerable individuals.</li> <li>If you feel unwell contact your line manager and do not attend work.</li> </ul>	2	5	B
<b>Travel to Work.</b> When traveling there is a clear risk of being unable to maintain 2m social distancing.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> <li>Wherever possible workers should travel alone using their own transport.</li> <li>Provide hand cleaning facilities at entrances and exits and other high traffic areas.</li> <li>Walk or cycle to and from work.</li> </ul>	2	5	B
<b>Contact with access/egress points.</b> Access/egress into the factory there is the potential of people touching surfaces that are Covid-19 contaminated. There is also the possibility of people not maintaining the social distancing of 2m.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> <li>Stop all non-essential visitors, encourage use of technology where this is an option.</li> <li>Monitor site access points to enable social distancing of 2m to be maintained.</li> <li>Entry systems that require skin contact e.g. fingerprint scanners are disabled. Use key fobs.</li> <li>All employees to wash or clean their hands before entering or leaving the premises.</li> <li>Regularly clean common contact surfaces such as machinery, hand tools, work benches, etc.</li> <li>Delivery drivers should remain in their vehicles and wash or clean their hands before unloading.</li> <li>Pre-arranged deliveries only to be made.</li> <li>Stagger break times to avoid people grouping if necessary.</li> </ul>	2	5	B

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Something that has the potential to cause harm.	Who is potentially at risk.	(L x S = R)			CONTROL BY: Training / Supervision / Safety Equipment / Health Monitoring / Safe Working Procedures / etc.	(L x S = R)		
<b>Hand washing facilities.</b> Risk of being unable to sufficiently maintain hand washing supplies and the risk of managing waste hand towels etc.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> <li>Ensure soap and fresh water is readily available.</li> <li>Provide hand sanitiser where hand washing facilities are unavailable.</li> <li>Regularly clean the hand washing facilities and check soap and sanitiser levels.</li> <li>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> </ul>	2	5	B
<b>Use of the toilet facilities.</b> Risk of being unable to sufficiently maintain the facilities and the risk of managing waste hand towels etc.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> <li>Restrict the number of people using toilet facilities at any one time.</li> <li>Wash hands before and after using the facilities.</li> <li>Enhance cleaning regimes for door handles, locks and the toilet flushes.</li> <li>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>Notices displayed in all areas, minimising attendance.</li> </ul>	2	5	B
<b>Use of Changing Facilities.</b> Risk of being unable to sufficiently maintain the facilities.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> <li>Introduce enhanced cleaning of all facilities.</li> <li>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</li> </ul>	2	5	B
<b>Cleaning.</b> As viruses can be transmitted on touchable surfaces it is essential to maintain suitable cleaning regimes to reduce the potential risk of cross contamination.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> <li>Enhanced cleaning procedures in place, including:                             <ul style="list-style-type: none"> <li>Taps and washing facilities.</li> <li>Toilet flush and seats.</li> <li>Door handles and handrails.</li> <li>MEWP and FLT controls.</li> <li>Food preparation and eating surfaces.</li> <li>Any IT equipment, photo-copiers, etc.</li> </ul> </li> </ul>	2	5	B

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Something that has the potential to cause harm.	Who is potentially at risk.	(L x S = R)			CONTROL BY: Training / Supervision / Safety Equipment / Health Monitoring / Safe Working Procedures / etc.	(L x S = R)		
<b>Use of kitchen and eating areas.</b> Risk of being unable to sufficiently maintain the canteen or eating facilities and the risk of managing waste hand towels etc.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> <li>Rubbish collection and storage points should be emptied throughout and at the end of each day.</li> <li>Break times should be staggered to reduce congestion and contact at all times if necessary.</li> <li>Hand cleaning facilities should be available at the entrance/exit of any area where people eat.</li> <li>Employees to bring pre-prepared meals and refillable drinking bottles from home.</li> <li>Workers should sit 2m apart from each other whilst eating and avoid all contact.</li> <li>Tables should be cleaned between each use.</li> <li>All rubbish should be put straight in the bin and not left for someone else to clear up.</li> <li>These are exceptional circumstances and where it is not possible to introduce a means of keeping kitchen equipment clean, these must be removed from use.</li> </ul>	2	5	B
<b>Social distancing.</b> There will be situations where it is not possible or safe for workers to distance themselves from each other by 2m. Stay 2m apart, or 1m with risk mitigation where 2m is not viable is acceptable.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> <li>Maintain a 2m distance or 1m with risk mitigations where 2m is not viable. Mitigating actions include:                             <ul style="list-style-type: none"> <li>Further increasing the frequency of hand washing and surface cleaning.</li> <li>Keeping the activity time involved as short as possible.</li> <li>Using screens or barriers to separate people from each other.</li> <li>Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> <li>Reducing the number of people each person has contact with by using 'fixed teams or</li> </ul> </li> </ul>	2	5	B

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<p><b>COVID-19 Out Break.</b> Steps to take should such an event occur should be planned so they are effective in minimising the impact.</p>	<p>Everyone but particularly older people and people with pre-existing medical conditions.</p>	5	5	A	<ul style="list-style-type: none"> <li>As far as possible, where workers are split into teams or shift, fixing these teams or shift so that where contact is unavoidable, this happens between the same people.</li> <li>Identifying areas where people have to directly pass things to each other, find ways to remove direct contact, such as through the use of drop-off points..</li> <li>Keep records of attendance for 21 days to assist NHS track and trace.</li> <li>Mark Simpson is the nominated single point of contact (SPOC) who will lead on contacting local Public Health teams.</li> <li>If there is more than one case of COVID-19 in the workplace, contact your local PHE health protection team to report the suspected outbreak.</li> <li>If the local PHE health protection team declares an outbreak, we will be asked to record details of symptomatic staff and assist with identifying contacts. We will be provided with information about the outbreak management process, which will help us to implement control measures, assist with communications.</li> <li>If any employee stays away from home during the course of their work records must be maintained.</li> </ul>	2	5	B

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