

# RISK ASSESSMENT

<b>Risk assessment number</b>	RA012 Rev 004	
<b>Date completed</b>	12/02/2021	
<b>Department</b>	All Areas	
<b>Activity</b>	COVID-19	
<b>Assessors name</b>	Amanda Shepherd	

Likelihood	
5	Inevitable
4	Highly likely
3	Possible
2	Unlikely
1	Remote possibility

Severity	
5	Death / major injury / permanent disability
4	Serious injury / long term absences
3	Hospital treatment / over 7 days off work
2	Minor injury / first aid treatment
1	Very minor, scratch, bruise

Likelihood	Severity				
	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

Risk Rating (RR)

Risk Rating	Action
17 - 25	<b>Unacceptable</b> - Stop the activity and make immediate improvements
10 - 16	<b>Inadequate</b> - Seek alternative methods and/or control measures
5 - 9	<b>Tolerable</b> - Look to improve if reasonably practical
1 - 4	<b>Acceptable</b> - No further action needed but ensure controls are maintained

Hazards applicable to the activity (✓)				
Manual handling		Toxic chemicals		Falling objects
Slips, trips and falls		Oxidising agents		Crushing / pinching
Working at height		Flammable gases, liquids or solids		Sparks
Electricity (shock, burns, fire)		Compressed gases		Dust
Noise		Gas cylinders		Inhalation
Dangers from moving vehicles		Hot objects / surfaces / liquids		Microwaves / radio frequencies
Loading and unloading		Use of sharps / glass		Skin irritation
Hot works (welding or soldering)		Machining (turning, grinding, vibration, bending, etc)		Painting
Maintenance (isolation & lock off)		Explosion (gases, chemicals, liquids)		Light conditions / visibility
Fire		Pressure vessels / pipes		Foreign workers (language barriers)
Work equipment (machines, hand tools, etc.)		Cutting fluids		Access / egress
Lifting operations (hoist, crane, forklift)		Ultraviolet light		Housekeeping
Repetitive strain		Entanglement / entrapment		Training / competence
Lone working		Electromagnetic radiation		Weather conditions
Stress		Hazardous waste		

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What are the hazards?	Who might be harmed and how?	Risk rating			What are you already doing	Risk rating			What further actions are required	Action by who and when
		L	S	RR		L	S	RR		
Inhalation	Employees. Contractors Close contact,	3	3	9	<ul style="list-style-type: none"> <li>Trained employees</li> <li>Update SOPS</li> <li>Improved housekeeping</li> <li>Face coverings available and to be worn at <b>all times</b>.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Visual daily checks</li> </ul>	-Employees -H & S
Housekeeping	Employees, Contractors. Contamination	3	3	9	<ul style="list-style-type: none"> <li>Trained employees in awareness. Employees are aware that they must not come in to work if they are showing any of the three identified symptoms.</li> <li>Identified shielded employees and communicate regularly.</li> <li>45% head count working from home.</li> <li>Hand washing, Hand sanitising stations made available to all staff on desks and at all external entry points. Gloves available if required.</li> <li>Observing social distancing measures.</li> <li>Only work in a single area and clean area on completion of task (wiping down of tools, surfaces, and equipment)</li> <li>Seating separated 2 mtrs apart</li> <li>Disposable face masks available and must be worn at <b>all times</b>.</li> <li>Gloves provided and to be used at all times in goods-in to unpack deliveries.</li> <li>Signs on all doorways to remind people to wash hands and wear masks.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Continually monitor government guidelines</li> <li>Update PHE and local authorities on any new cases.</li> <li>All staff and site management informed immediately if a positive test is notified.</li> <li>Investigate options for spray sanitisers for goods in.</li> </ul>	-Employees -H & S

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					<ul style="list-style-type: none"> <li>Canteen to only have up to 4 people at any one time. Extra space allocated to break areas.</li> <li>Regular hand washing as per government guidelines (at least 20 seconds with soap and warm water, ensure hands are dried after washing)</li> <li>All staff on site having a.m. temperature checked by remote thermometer daily</li> <li>Introduction of daily COVID clean – 1hr intervals surface cleaning. Staff also instructed to wipe down benches before working, at each break and exit.</li> <li>Office no entry for external deliveries and collections, all external doors remain pass controlled and not left open.</li> <li>Elevate daily risk level for first 48 hrs after weekend due to symptoms not showing during this period.</li> <li>All internal doors left open to reduce touch contact</li> <li>Introduction of a cleaning operative for continual antibacterial clean down of all areas, including all doors and door handles.</li> <li>Dispatch area limited to 2/3 people max.</li> <li>Smoking area: all staff to adhere to social distancing rules.</li> </ul>					

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		L	S	RR		L	S	RR		
					<ul style="list-style-type: none"> <li>Sales offices are isolated to all staff except Managers, Sales Support, Marketing, and the MD.</li> <li>Kitchen and bathroom facilities are isolated to those permanently in the sales office.</li> <li>Opened all window ventilations throughout.</li> <li>On the spot COVID tests available when required, using approved lateral flow tests.</li> <li>100% testing carried out at random, if a positive result is found then a further 100% testing is carried out 48 hrs later.</li> </ul>					
<b>Training/Competence</b>	Employees, Contractors. Contamination	3	3	9	<ul style="list-style-type: none"> <li>Trained employees</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Further training as and when the government guidelines change</li> </ul>	-Employees -H & S

Risk assessment issue control		
Date amended	Person amending	Reason for amendment
12/10/20	Paul Carter	2 employees contracting virus 8/9 October 20
05/01/2021	Amanda Shepherd	Government moved to Tier 5 lockdown 05/01/2021
12/02/2021	Amanda Shepherd	Added on the spot testing available when required with approved lateral flow tests