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| **TASK:** | **COVID-19 Risk Assessment** |  | **Date:** | **22.05.2020** |  | **RA Ref No:** | **RA /CV 001-1** |

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| --- | --- | --- |
| Name/Position of Assessor(s) | **Michael Pearson**  **Graeme Loxley** |  |
|  |  |  |
| Area/Cell Applicable | ALL |  |
|  |  |  |
| Allocated Site Number(s) | Eminox Gainsborough |  |
|  |  |  |
| Type of Assessment | Working safely during COVID-19 |  |
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| Hierarchy of Controls – Can the task be **E**liminated, **A**utomated and/or **M**echanical **A**ided | |  |
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| **ASSESSMENT RATING** | | | |
| RESIDUAL RISK RATING | **LOW** | **MEDIUM** | **HIGH** |

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| **PPE (Personal Protective Equipment) available** | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |
| Safety Glasses | Safety Goggles | Ear Protection | Safety Boots | Face Mask | Respirator | Safety Gloves | Overall | Welding Helmet | Head Protection |
| **☐** |  |  |  |  |  |  |  |  |  |
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**Significant Risks:**

**COVID-19 Infection & Transmission**

**Associated Risk Assessments:**

**Task specific assessments will be assessed using COVID-19 hierarchy of control social distancing, hygiene, avoiding activity if possible, minimising time of activity, working back to back if possible, avoiding face to face activity, introducing screens etc.**

**Note :**

Risks Assessments compiled with considerations for the Working safely during COVID-19 in factories, plants and warehouses & offices and call centres.

Consideration has also been given to the SMTT Industry guidance, issued on the 13.05.2020 in the compilation of this assessment.

**This guidance should be updated in line with Government guidance:**

[**https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19**](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)



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| Hazard | Uncontrolled | | | Hazardous Condition | Severity | Control Measures | Controlled | | |
| S | L | R |  | S | L | R |
| 1.1  Managing Risk  To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority | 4 | 4 | 16 | * Failure to communicate controls to employees and other interested parties | * Reduction in the effectiveness of intended controls * Conflict amongst Management / employees and interested parties due to failure to clarify requirements * The risk of potential infection and transmission increased | * Increased activity regarding handwashing and surface cleaning communicated * Working from home, unless it is not possible to do so. Supported with MHFA /EAP / wellbeing/ lone worker and DSE considerations * Compliance with social distancing guidelines. * Further mitigating actions taken where social distancing is not possible, and the tasks are deemed necessary through process specific risk assessments. | 4 | 2 | 8 |
| 1.2  Sharing the results of the risk assessment  Share the results of the assessment with the workforce.  Post copy onto website  Display copy of compliance with guidance notice. | 4 | 4 | 16 | * Failure to communicate controls to employees and other interested parties * Failure to update requirements in line with latest Government guidelines | * Reduction in the effectiveness of intended controls * Conflict amongst Management / employees and interested parties due to failure to clarify requirements * The risk of potential infection and transmission increased | * All controls and risk assessments communicated to employees. Feedback taken, with any concerns addressed and communicated back. * All guidance is updated on a regular basis, in line with government guidelines and regulation * ‘Staying COVID-19 Secure in 2020’ notice signed, communicated and displayed | 4 | 2 | 8 |
| 2.  Who should go to work?  Everyone should work from home, unless they cannot work from home | 4 | 4 | 16 | * Non-essential staff onsite – increasing the risk of infection * Wellbeing and mental health negatively affected of homeworkers * Lack of consideration for DSE requirements etc. for homeworkers | * Increase in the chance of infection and spreading of the infection * Negative impact on the mental wellbeing of individuals working from home * Physical impact on individuals through lack of considerations and actions with regards to DSE requirements | * All staff to work from home is the primary consideration * Only office staff who are essential to the company operating effectively are permitted onsite * Staff working from home are supported with regular calls from managers. * Support available from company EAP system communicated * MHFA contacts communicated * **Access to** - Workers in roles critical for business and operational   continuity, safe  facility management, or  regulatory requirements  and which cannot be performed  remotely.   * **Access to** -Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling   equipment. | 4 | 2 | 8 |
| 2.1 Protecting people who are at higher risk  To protect clinically vulnerable and clinically extremely vulnerable individuals | 4 | 4 | 16 | * Individuals identified as clinically vulnerable, and clinically extremely vulnerable in the workplace or working from home * Poor mental health | * Increased possibility of contracting COVID-19 * Increased risk in the severity of the infection * Potential for long term negative effects on physical and mental wellbeing associated with poor mental health. | * Clinically extremely vulnerable people would have received a letter telling them they are in this group. Company will facilitate to allow for continued shielding {Please see Appendix} * If clinically vulnerable people cannot work from home, they will be offered the safest available option onsite {Please see Appendix} * Regular telephone support from Managers * Support available from company EAP system communicated * MHFA contacts communicated | 4 | 2 | 8 |
| 2.2  People who need to self –isolate  To make sure individuals who are advised to stay at home, under current government guidance, do not physically come to work. | 4 | 4 | 16 | * People with COVID-19 infection IN THE WORKPLACE | * Potential to infect multiple persons in the workplace | * Information communicated on the requirements for self-isolating, in line with current government advice for both individuals and those who live in a household displaying symptoms of COVID-19 * Provisions made for workers to work from home, if possible whilst self-isolating. * Employees are advised of the provision of statutory sick pay due to COVID-19 | 4 | 2 | 8 |
| 2.3  Equality in the workplace  To treat everyone in the workplace equally | 4 | 4 | 16 | * Discrimination in applying COVID-19 guidance in the workplace to individuals or groups. Negative impacts on disabled workers or new or expectant mothers | * Potential to adversely affect individuals and groups mental wellbeing * Legal actions under equalities /H&S regulations etc. | * Requirements ensuring everyone in the workplace are treated equally are captured and considered in all COVID-19 considerations under current H&S legislation – Example –risk assessments for new and expectant mothers and relevant equalities legislation. | 4 | 2 | 8 |
| 3.  Social distancing at work  To maintain 2m social distancing wherever possible. Including while arriving and departing from work, while in work, and when travelling between sites | 4 | 4 | 16 | * Failure to social distance and increasing the risk of COVID-19 infection across the workforce | * Individuals and groups contracting COVID-19 | * Social distancing {2metres} requirements introduced to all areas of the business * Increased frequency of hand washing and surface cleaning communicated to all. * Regular toolbox talks undertaken to communicate and enforce message * Hierarchy of control considerations if social distancing is not possible, including – Keeping activity as short as possible – Reducing the number of people involved {fixed teams} – Options of back to back, or side to side rather than face to face.- Screens or barriers between individuals. | 4 | 2 | 8 |
| 3.1  Coming to work and leaving work  Steps that will usually be needed | 4 | 4 | 16 | * Lack of social distancing on arrival, departure. Hands not washed / sanitized on arrival increasing the risk of COVID-19 infection | * Individuals and groups contracting COVID-19 | * Shift times staggered to avoid congestion at shift end/start times * Health declaration register, declaring they are not, or anyone in their household displaying COVID-19 symptoms * Hand sanitiser station in place at entry and exit points. * Signage displayed {walls and floors} reminding people of the requirements for social distancing and the washing of hands. * Advice issued to workers regarding considerations for shared vehicles. | 4 | 2 | 8 |
| 3.2  Moving around building and worksites  Maintain Social distancing wherever possible | 4 | 4 | 16 | * Not maintaining social distancing, wherever possible,   whilst traveling through/ operating in the workplace | * Individuals and groups contracting COVID-19 | * Office staff working from home, unless their work cannot be done from home. Workstations / desks positioned to facilitate social distancing * Number of persons in manufactures areas restrictedto facilitate social distancing * Regular Toolbox talks and Power Point presentations to communicate message * Posters /signs displayed reference social distancing and hygiene requirements | 4 | 2 | 8 |
| 3.3  Workplaces and Workstations  Maintain Social distancing wherever possible | 4 | 4 | 16 | * Individuals not maintaining social distancing at their workstations | * Individuals and groups contracting COVID-19 | * Work area layouts allow for individuals to social distance * Floor signage installed to help employees keep a 2mtr distance. * Fixed teams in place to reduce movement in the workplace * Avoiding use of hot desks | 4 | 2 | 8 |
| 3.4  Meetings  Reduce transmission due to face to face meetings | 4 | 4 | 16 | * Face to face contact of individuals increasing the risk of contracting and spreading the COVID-19 virus. | * Individuals and groups contracting COVID-19 | * All meetings to be undertaken via SKYPE where possible * Any meetings that are undertaken restricted in participants to allow for social distancing * Hand sanitiser available in meeting room * All meetings held in well ventilated rooms. * Consideration given to holding meetings outdoors if possible | 4 | 2 | 8 |
| 3.5  Common Areas  Maintain social distancing whilst using common areas | 4 | 4 | 16 | * People coming together ,sharing facilities and spaces in common areas | * Individuals and groups contracting COVID-19 | * Restriction on the number of persons who can occupy rest rooms to allow for social distancing * Restriction on the number of persons who can use washroom facilities in place and communicated. * Signage in place to communicate social distancing and hygiene requirements | 4 | 2 | 8 |
| 3.6  Accidents, security and other incidents  Prioritise safety during incidents | 4 | 4 | 16 | * Close personal contact of individuals and groups in an emergency situation | * Individuals and groups contracting COVID-19 | * First Aid guidance specific to Covid-19 considerations communicated to first aiders * Information on sanitation measures for first aiders and fire marshals communicated to the response teams * The safety consideration that in an emergency situation, the 2 meter rule is not applicable if it would be unsafe for individuals and groups to maintain this | 4 | 2 | 8 |
| 4.  Managing customers, visitors and contractors  To minimise the number of unnecessary visits to factories plants and warehouses. | | | | | | | | | |
| Hazard | S | L | R | Hazardous Condition | Severity | Control Measures | S | L | R |
| 4.1  Manage contacts  To minimise the number of unnecessary visits to site | 4 | 4 | 16 | * Visitors entering the company and introducing the virus | * Individuals and groups contracting COVID-19 | * No unplanned visits allowed entry * Only pre booked appointments permitted by essential service and contractors * Reception doors locked at all times. | 4 | 2 | 8 |
| 4.2  Providing and explaining available guidance  To make sure people understand what they need to do to maintain safety | 4 | 4 | 16 | * People entering site unaware of the requirements for social distancing and hygiene procedures | * Individuals and groups contracting COVID-19 | * Drivers instructed to remain in cabs until notified to unload * Restricted area for delivery drivers with designated ‘drop off point’ to restrict access into the business premises. * Hygiene facilities available for delivery drivers on request * Social distancing and hygiene posters in place * Employees trained to receive and instruct delivery drivers on the social distancing /Hygiene and site access restrictions. | 4 | 2 | 8 |
| 5. Cleaning the workplace | | | | | | | | | |
| 5.1 Before reopening  To make sure that any site that has been closed or partially operated is clean and ready to restart | 4 | 3 | 12 | * Ventilation or air conditioning systems recirculating air in the building | * Individuals and groups contracting COVID-19 | * Checking with service provider {HVAC Engineer} that air conditioning units have been serviced and are set correctly * Checking all units are fully working and not recirculating air into other rooms in the building | 4 | 2 | 8 |
| 5.2 Keeping the workplace clean  To keep the workplace clean and prevent transmission by touching contaminated surfaces | 4 | 4 | 16 | * Virus spread through contaminated surfaces / workspaces | * Individuals and groups contracting COVID-19 | * Cleaners instructed to concentrate on areas / items with most frequent use – door handles / handrails etc. * Operational and office tasks limited to specific persons or teams to reduce the risk of spreading /catching the virus. * Cleaning of printers and shared tools and the washing /sanitisation of hands before and after use * Cleaning company engaged to carry out regular sanitisation / fogging clean of offices and factory * See Appendix for specific guidance on cleaning after a known /suspected ca | 4 | 2 | 8 |
| 5.3  Hygiene-handwashing, sanitation facilities and toilets.  To help everyone keep good hygiene through the working day | 4 | 3 | 12 | * Transmission of virus through lack of sanitation | * Individuals and groups contracting COVID-19 | * Signs /posters informing individuals of the need to wash hands frequently and effectively. * Information provided regarding avoiding touching your face and the need to sneeze/cough into a tissue and dispose of safely * Regular Toolbox talks delivering latest guidance and encouraging feedback * Restrictions in place regarding the number of persons permitted into toilets and changing rooms to facilitate social distancing * Requirement to keep areas clean and not dispose of any rubbish correctly communicated | 4 | 2 | 8 |
| 5.4  Changing rooms and showers  To minimise the risk of transmission in changing rooms and showers | 4 | 3 | 12 | * Transmission of virus through contact in changing rooms | * Individuals and groups contracting COVID-19 | * Restrictions in place on the number of individuals permitted in changing rooms at any one time. * Shift pattern in place to facilitate social distancing * Individuals instructed to keep changing rooms clean and tidy, disposing of all rubbish. * Facilities regularly | 4 | 2 | 8 |
| 5.5  Handling goods, merchandise and other materials, and onsite vehicles  To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite | 4 | 3 | 12 | * Transmission of virus through the use of shared tools and vehicles | * Individuals and groups contracting COVID-19 | * Shared items - Cleaning of printers and shared tools /surfaces and the washing /sanitisation of hands before and after use. * Fork trucks designated to individuals, with key issued to avoid sharing of vehicles * Pump trucks / barrows and hand tools restricted to designated areas /persons * Toolbox talks and signage to reinforce the message are in place | 4 | 2 | 8 |
| 6.  PPE and face coverings | 4 | 4 | 16 | * Transmission of the virus | * Individuals and groups contracting COVID-19 | * The COVID-19 risk in the workplace is managed through social distancing, hygiene and fixed teams or partnering, not through PPE. * The role of PPE in providing additional protection is extremely limited in an office/ manufacturing environment. | 4 | 2 | 8 |
| 6.1  Face coverings | 4 | 4 | 16 | * Although we do not include face coverings in our hierarchy of controls, we recognize and support the fact that individuals may choose to wear one. * **The following advice on wearing face coverings should be made available to all employees** * Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. * When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. * Change your face covering if it becomes damp or if you’ve touched it. * Continue to wash your hands regularly. * Change and wash your face covering daily. * If the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste. * Practice social distancing wherever possible.   You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK. | | | 4 | 2 | 8 |
| 7.Workforce management | | | | | | | | | |
| 7.1  Shift patterns and working groups  Change the way work is organised to create distinct groups and reduce the number of contacts each worker has | 4 | 4 | 16 | * Virus spread more easily through multiple points of contact throughout the company | * Individuals and groups contracting COVID-19 | * Only employees who cannot work safely from home are onsite * Office areas are spaced to allow social distancing * Work areas and teams have been identified to allow for social distancing and reduced interaction in the workplace * Shifts are split to avoid a crossover of personnel * Drop off zones identified to reduce worker contact | 4 | 2 | 8 |
| 7.2 Work related travel | | | | | | | | | |
| 7.2.1  Cars , accommodation and visits  Reduce unnecessary work travel and keep people safe when they need to travel between work locations | 4 | 4 | 16 | * Transmission of virus through shared travel | * Individuals and groups contracting COVID-19 | * Remote meetings SKYPE etc. are the preferred option before travel is considered * Minimizing the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding face to face contact. * Cleaning shared vehicles before and after use * Where workers are required to stay away from their home, logging the stay and making sure any overnight accommodation meets social distancing requirements. | 4 | 2 | 8 |
| 7.2.2  Work related travel  To help workers delivering to other sites to maintain social distancing and hygiene practices | 4 | 4 | 16 | * Transmission of virus through visiting other sites / suppliers / customers | * Individuals and groups contracting COVID-19 | * SKYPE meetings etc. are the preferred option where possible before visiting sites * Site specific risk assessments produced for visits adhering to social distancing and hygiene guidelines wherever possible * Persons visiting customer / supplier sites consistent to same persons. * Person to person contact minimized during any site visit. | 4 | 2 | 8 |
| 7.3 Communications and training | | | | | | | | | |
| 7.3.1  Returning to work  To make sure all workers understand COVID -19 related safety procedures | 4 | 4 | 16 | * Workers unaware of safety procedures unwittingly not adhering to COVID-19 safe working requirements | * Individuals and groups contracting COVID-19 | * All employees returning to site are taken through a briefing on the site requirements and expectations with regards to social distancing, hygiene and cleaning procedures and protocols relevant to COVID-19 controls in the business * Regular communications are undertaken through Tool Box talks, encouraging feedback and suggestions from employees * Any employee who intends to return to work after a period of self-isolation, must first contact the HR department to confirm they are fit to return and have followed government guidelines with regards to self-isolation. | 4 | 2 | 8 |
| 7.3.2  Ongoing communications and signage  Making sure all workers are kept up to date with how safety measures are being implemented or updated | 4 | 4 | 16 | * Workers unaware of safety procedures unwittingly not adhering to COVID-19 safe working requirements | * Individuals and groups contracting COVID-19 | * Regular updates on changes to government guidance communicated * Regular contact maintained with all homeworkers through daily group call ins and one to one manager calls if identified as necessary * Ongoing reminders of requirements displayed through notices / power point presentations and Toolbox communications encouraging feedback from all employees * Mental wellbeing considerations taken into account with communications regarding the EAP and MHFA resource available to all employees. * Posters and signage periodical updated to refresh the social distancing and hygiene message * Communicating requirements to interested parties who attend site | 4 | 2 | 8 |
| 8  Inbound and outbound goods  To maintain social distancing and avoid surface transmission when goods enter or leave site | 4 | 4 | 16 | * Transmission of virus through delivery and collections of goods | * Individuals and groups contracting COVID-19 | * Reception doors locked at all times. * Drivers instructed to remain in cabs until notified to unload * Restricted area for delivery drivers with designated ‘drop off point’ to restrict access into the business premises. * Employees trained to receive and instruct delivery drivers on the social distancing /Hygiene and site access restrictions * Hygiene facilities available for delivery drivers on request | 4 | 2 | 8 |

ASSESSMENT RATING

**HSE Risk Rating Calculations Matrix**

**Likely**

**(**

**5**

**)**

**Probable**

**(**

**4**

**)**

**Possible**

**(**

**3**

**)**

**Unlikely**

**(**

**2**

**)**

**Very Unlikely**

**(**

**1**

**)**

**Fatality**

**(**

**4**

**)**

**Major Injury**

**(**

**3**

**)**

**Minor Injury**

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**2**

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**No Injury**

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**1**

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**20**

**15**

**10**

**5**

**16**

**12**

**8**

**4**

**12**

**3**

**6**

**9**

**8**

**6**

**4**

**2**

**4**

**3**

**2**

**1**

Colour Code

**High Risk**

**Medium Risk**

**Low Risk**

Key

:

L

=

Likelihood

C

=

Consequence

R

=

Risk

**Likelihood**

**Consequence**

|  |  |  |  |
| --- | --- | --- | --- |
| Risk Rating without additional control measures | (L) 1-6 | (M) 7-10 | (H) 11-20 |
| Risk Rating After Additional Control Measures Implemented | (L) 1-6 | (M) 7-10 | (H) 11-20 |

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| HSE Management Authorisation | Name :  Michael Pearson | Signature : | Date :  23/05/2020 |
| HSE Management Review | Name | Signature | Date |
| Comments : |  | | |

|  |  |
| --- | --- |
| Guidance on cleaning after a known or suspected case of COVID -19 | <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> |
| Clinically Extremely Vulnerable | Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP. Guidance on who is in  this group can be found here: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> |
| Clinically Vulnerable People | Clinically vulnerable people include those aged 70 or over and those with some  underlying health conditions, all members of this group are listed in the ‘clinically vulnerable’ section here: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people> |

Appendix