Eminox Ltd	Health & Safety Risk Assessment

TASK:	COVID -19 Risk Assessment		Date:	**26.01.2021**	RA Ref No:	**RA /CV 001-1v13**

Name/Position of Assessor(s)	**Graeme Loxley** **HSEO**
Area/Cell Applicable	ALL
Allocated Site Number(s)	Eminox Ltd
Type of Assessment	Working safely during COVID-19
Hierarchy of Controls – Can the task be **E**liminated, **A**utomated and/or **M**echanical **A**ided	

Significant Risks:
COVID-19 Infection & Transmission
Associated Risk Assessments:
Assessment is relevant to both Slough and Reading
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

Individuals at risk:	Operators:	☒	Maintenance:	☒	Contractors:	☒	Others:	☒

PPE (Personal Protective Equipment) available

Safety Glasses	Safety Goggles	Ear Protection	Safety Boots	Face Mask	Respirator	Safety Gloves	Overall	Welding Helmet	Head Protection
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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	• From the 6 January a national lockdown applies in England. You can only leave home for work purposes where it is unreasonable for you to do your work from home. • Increased activity regarding handwashing and surface cleaning communicated • Home Workers should be supported with MHFA /EAP / wellbeing/ lone worker and DSE considerations, or within the workplace if COVID-19 Secure guidelines are followed closely and they cannot work from home.	4	2	8

						• Compliance with social distancing guidelines, set out by the government (2m, or 1m with risk mitigation where 2m is not viable is acceptable). **Note**: Face coverings are not considered to be mitigation. • Further mitigating actions taken where social distancing is not possible, and the tasks are deemed necessary through process specific risk assessments. • Considerations given as to whether people doing the work are especially vulnerable to COVID-19, with mitigating actions to safeguard where necessary. • **Mitigating actions include:** Further increasing the frequency of hand washing and surface cleaning. Keeping the activity time involved as short as possible. Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). • **Discouraging shouting:** Ensuring that steps are taken to avoid people needing to unduly raise their voices to each other. Includes, but not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. Reducing the risk of transmission, particularly from aerosol transmission.			
1.2 Sharing the results of the risk assessment	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	• 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	4	2	8

				Hazard	Risk / Consequence	Control Measures			
Share the results of the assessment with the workforce. Post copy onto website Display signed copy of compliance with guidance notice.				• Failure to update requirements in line with latest Government guidelines	• The risk of potential infection and transmission increased	government guidelines and regulation • 'Staying COVID-19 Secure' notice signed, communicated and displayed • Share the results of the assessment with the workforce. Post a copy to company website.			
2. Who should go to work Employers should ensure workplaces are safe whilst also enabling working from home	4	4	16	• Failure to manage the maximum number of staff that can be safely accommodated onsite, increasing the risk of infection • Wellbeing and mental health negatively affected of homeworkers returning to site • Lack of consideration for DSE requirements etc. for homeworkers	• Increase in the chance of infection and spreading of the infection • Risk of potential closure of the workplace. • Negative impact on the mental wellbeing of individuals returning to the workplace • Physical impact on individuals through lack of considerations and actions with regards to DSE requirements	• At the present time, office workers who can work from homes should do so. Anyone else who cannot work from home should go to their place of work. • The decision to return to the workplace must be made in meaningful consultation with workers (including through trade unions or employee representative groups where they exist). A meaningful consultation means engaging in an open conversation about returning to the workplace before any decision to return has been made • Considerations as to the maximum number of people who can be safely accommodated on site. • Planning for a phased return to work for people safely and effectively. • Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if their colleagues are returning to site on-site. • Providing equipment for people to work at home safely and effectively. • Support available from company EAP system communicated • Ensuring MHFA contacts are communicated	4	2	8
2.1 Protecting people who are at higher risk To support 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.	**Tiering and the clinically extremely vunerable** • **Tier 1 & Tier 2**- clinically extremely vulnerable individuals are advised to work from home where possible but can still attend work if they cannot work from home. • **Tier 3-** clinically extremely vulnerable individuals are strongly advised to work from home, but can still attend work if they cannot work from	4	2	8

home. As employers, we should consider whether clinically extremely vulnerable individuals can take on an alternative role or change their working patterns temporarily to avoid travelling during busy periods {Please see Appendix}

- **Tier 4 & Lockdown-** Stay at Home, clinically extremely vulnerable individuals are strongly advised to work from home. If you cannot work from home, then you should **not** attend work. Employers should consider whether clinically extremely vulnerable individuals can take an alternative role, or change their working patterns temporarily to enable them to work from home. Where that is not possible, employers should not require individuals to attend work, but have a conversation about alternative arrangements including consideration of the use of the Coronavirus Job Retention Scheme (furlough).

- Regular telephone support from Managers
- Support available from company EAP system communicated
- MHFA contacts communicated
- Vunerable Persons - As for any workplace risk we take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found.
- The Public Health England report 'Disparities in the risk and outcomes of COVID-19' shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected. The higher-risk groups include those who: ▪ over 60 ▪ have a high body mass index (BMI) ▪ have health conditions such as diabetes ▪ are from some Black, Asian or minority ethnicity (BAME) backgrounds You should consider this in your risk assessment.

						• Particular attention will also be paid to people who live with clinically extremely vulnerable individuals.				
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. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace program.	4	4	16	• People with COVID-19 infection in the workplace.	• Potential to infect multiple persons in the workplace	• By law, from 28th September Employers must not knowingly require or encourage someone to come into work who is being required to self-isolate • Information communicated on the requirements for self-isolating, in line with current government legislation {see point 1 above} 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 Ventilation To use ventilation to mitigate the transmission risk of COVID-19	4	4	16	• Increased risk of spreading the virus in enclosed spaces {offices / meeting rooms} due to poor ventilation.	• Large numbers infected with COVID-19	• Where possible, consider ways to maintain and increase the supply of fresh air, for example, by opening windows and doors (unless fire doors). • Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans or desk fans for example, provided good ventilation is maintained. • The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air.	4	2	8
2.4 Equality in the workplace To make sure that nobody is discriminated against.	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. • Making reasonable adjustments to avoid disabled workers being put at a	4	2	8

						disadvantage and assessing the health and safety risks for new or expectant mothers. • Making sure that the steps we take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments.			
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. • Sanitiser wipes available at all desks & printers etc. • 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 • Using markings and introducing one-way flow at entry and exit points. • Hand sanitiser station in place at entry and exit points. • Signage displayed reminding people of the requirements for social distancing and the washing of hands. • Advice issued to workers regarding considerations for shared vehicles. **Car Sharing** • If they must share a car, they should try to share with the same people each time. • Wear a face covering if they can. • sitting side-by-side, not face-to-face **Car Sharing- Ventilation** • To improve ventilation, windows can also be opened (partially if it's cold). Heating should also be left on to keep	4	2	8

				Hazard		Who/What at Risk		Control Measures			

								• the vehicle warm. • Switch ventilation systems on while people are in the vehicle and set to drawing fresh air in, and not recirculating air.			
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. • Reducing movement by discouraging non-essential trips within buildings, for example, restricting access to some areas, encouraging use of telephones and cleaning them between use. • Number of persons in office areas restricted to facilitate social distancing • Fixed teams to reduce unnecessary movement and communal use of equipment. • 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	• Workstations / desks positioned to facilitate social distancing • Managing occupancy levels to enable social distancing • Fixed teams in place to reduce movement in the workplace • Avoiding use of shared / hot desks and equipment	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 kitchens/rest rooms to allow for social distancing • Restriction on the number of persons who can use washroom facilities in place and communicated. • No sharing of cutlery or crockery • Wash and dry own cutlery and crockery using disposable towels • No sharing of food • Signage in place to communicate social distancing and hygiene requirements • Take breaks outside if	4	2	8

Hazard	S	L	R	Hazardous Condition	Severity	Control Measures	S	L	R
						• possible			
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	3	12

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	• Encouraging visits via remote connection or remote working for visitors where this is an option. • Only pre booked appointments permitted by essential service and contractors • Reception doors to be always 'controlled' in order to prevent unauthorized entry • Limiting the number of visitors at any one time. • Maintaining a record of all visitors. • Encouraging visitors to use hand sanitiser or handwashing facilities as they enter the premises. • Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.	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	• 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

				Hazard		Who is at risk		Controls			
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	•	Keep the building as well ventilated as possible with windows and doors open were possible.	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 – desk surfaces / door handles / hand rails 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 / clean of offices See Appendix for specific guidance on cleaning after a known /suspected case Providing extra non recycling bins for workers and visitors to dispose of single use face coverings and PPE. You should refer to guidance for information on how to dispose of personal or business waste, including face coverings and PPE	4	2	8
5.3 Hygiene- handwashing, sanitation facilities and toilets. To help everyone keep good hygiene through the working day	4	4	16	•	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 communication on the 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 to dispose of any rubbish correctly communicated	4	2	8
5.4 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 into bathrooms /toilets. All rubbish disposed of correctly	4	2	8

To minimise the risk of transmission in changing rooms and showers							• Facilities regularly cleaned. • Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.			
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	• To reduce transmission of virus through contact with objects that come into the workplace and vehicles.	• Individuals and groups contracting COVID-19	• Wash hands thoroughly after receiving letters / parcels. • Dispose of any packaging • All company vehicles to be sanitized before and after use. • Use disposable gloves for fuel purchases • Preference is for vehicles not to be shared. • Follow guidance in 7.2.2 below if vehicles are shared	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	3	12

6.1
Face coverings
	4	4	16	• There is growing evidence that wearing a face covering in an enclosed space helps protect individuals and those around them from COVID-19.
				• People are also encouraged to wear face coverings in enclosed public spaces where there are people they do not normally meet.
				• Face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. **These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments**
				• 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	3	12

7.Workforce management									
7.1 Shift patterns & outbreaks 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 We will assist the **Test and Trace** {point 4 Appendix} service by keeping a temporary record of staff shift patterns for 21 days and assist NHS **Test and Trace** with requests for that data if needed, in order to contain any potential clusters or outbreaks. Further guidance see point 5 of Appendix	4	2	8
7.1.1 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	• As far as possible, where workers are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. • Identifying areas where people have to directly pass things to each other, for example, job information, spare parts, samples, raw materials, and find ways to remove direct contact, such as through the use of drop-off points or transfer zones.	4	2	8
7.1.2 Outbreak in the workplace To provide guidance in the event of a COVID-19 outbreak in the workplace	4	4	16	• Uncontrolled outbreak	• Large numbers of unidentified infected individuals,	• An outbreak in the workplace will result in the activation of the company COVID -19 emergency response plan. • A single point of contact (**SPOC**) nominated within the business for communications to /from the Government, HSE & NHS etc. **Contacting the Local Health Protection Team**.{see appendix - 6} • We have had 5 or more confirmed cases in a 14 day period • We are following the requirements with regards to social distancing, but are still seeing more cases in the workplace. • We think we might need to close the business because of the number of the people	4	2	8

							• Incident such as somebody in the workplace being admitted to hospital; Subsequently we are getting significant interest from local media. • Records of visitors / staff / shift patterns to be made available (last 21 days} to the Health Protection Team.			

7.2 Work related travel

7.2.1 Cars , accommodation and visits To avoid 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 contra cting COVID-19	• Remote meetings Microsoft Teams 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 • Ensuring that social interaction outside the purpose of the visit is kept to a minimum. • Ensuring that the company / destination of the visit can provide evidence that they are operating within the COVID-19 secure guidelines	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	• Microsoft Teams 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. • Walking or cycling where possible. Where not possible, you can use public transport or drive. You must wear a face covering when using public transport. • **Car Sharing – Travelling to and from work** : • If you are car sharing for permitted travel then you must not share the car with someone from outside your household or your support bubble unless your journey is undertaken for a reasonably necessary reason , this includes as part of your work. • opening windows for ventilation	4	2	8

							• travelling side by side or behind other people, rather than facing them, where seating arrangements allow • facing away from each other • considering seating arrangements to maximise distance between people in the vehicle • asking the driver and passengers to wear a face covering • Cleaning shared vehicles between shifts or on handover, using standard cleaning products - make sure you clean door handles and other areas that people may touch • Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation COVID-19 secure, including meets social distancing guidelines.			

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 legislation 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 Tool Box communications encouraging feedback from all employees	4	2	8

	L	C	R	Hazard	Who is at risk	Control Measures	L	C	R
						• 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			
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 to be always 'controlled' in order to prevent unauthorized entry • Sign to instruct any delivery persons to ring bell and leave items at door • 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			
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

Key :	Colour Code
L = Likelihood	High Risk
C = Consequence	Medium Risk
R = Risk	Low Risk

HSE Risk Rating Calculations Matrix					
Likelihood → ↓ Consequence	Likely (5)	Probable (4)	Possible (3)	Unlikely (2)	Very Unlikely (1)
Fatality (4)	20	16	12	8	4
Major Injury (3)	15	12	9	6	3
Minor Injury (2)	10	8	6	4	2
No Injury (1)	5	4	3	2	1

HSE Management Authorisation	Name : Michael Pearson	Signature : M. Pearson	Date : 26/01/2021
HSE Management Review	Name	Signature	Date

Comments :	

Appendix

1.	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
2.	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
3.	People who may be at more risk of being infected and/or an adverse outcome if infected.	Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions and / or minority ethnicity (BAME) backgrounds COVID-19: review of disparities in risks and outcomes - GOV.UK (www.gov.uk)
4.	NHS test and trace: workplace guidance	https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance
5.	Maintaining records of staff, customers and visitors to support NHS Test and Trace	https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace
6.	Reporting an outbreak in the workplace	COVID-19 early outbreak management - GOV.UK (www.gov.uk) NHS Test and Trace in the workplace - GOV.UK (www.gov.uk)

Document Revisions

Date	Issue Number	Update	Section
22 May 2020	1	First Publication	
14 June 2020	2	Updated guidance on the need to self-isolate if advised by the government's Test and Trace service	2.2 People who need to self-isolate
14 June 2020	2	Guidance on Test and Trace for workers and the need to keep a record of staff shift patterns	7.1 Shift Patterns and Outbreaks
24 June 2020	3	Updated guidance on social distancing to reflect 2m, or 1m with risk mitigation where 2m is not viable is acceptable.	1.1 Managing Risk Throughout
3 July 2020	4	Updated to include link to DHSC guidance on Test and Trace	7.1 Shift Patterns and Outbreaks
3 July 2020	4	Updated to discourage shouting/loud music	1.1. Managing Risk
3 July 2020	4	Updated to include guidance in the event of a local lockdown	1. Thinking about risk
3 July 2020	4	Update to the COVID-19 secure poster to reflect 2m, or 1m with risk mitigation where 2m is not viable is acceptable	1.2 Sharing the results of your risk assessment Webpage
23 July 2020	5	Include guidance in the event of a COVID-19 outbreak in the workplace as section 7.1.2	7.1 Shift Patterns and Outbreaks
23 July 2020	5	Updated guidance on working from home	2. Who should go to work Staying COVID-19 Secure in 2020 Poster
23 July 2020	5	Updated guidance on ventilation and mitigating against the transmission of COVID-19	2.3 Ventilation
23 July 2020	5	Include guidance on disposing of personal or business waste, including face coverings and PPE	5.2 Keeping your workplace clean
11 August 2020	5	Updated guidance on face coverings and where to wear them.	6.1 Face Coverings
11 August 2020	6	Updated guidance on the use of public transport for work related travel	7.2 Work-related travel
11 August 2020	6	Updated guidance on workforce consultation in advance of returning to work	2. Who should go to work

11 August 2020	6	Guidance on those at higher risk of COVID-19	2.1 Protecting people who are at higher risk
10 September 2020	7	Updated guidance on face coverings and where to wear them	6.1 Face Coverings
10 September 2020	7	Updated guidance to mandate the collection of Test and Trace data	7.1 Shift patterns and outbreaks
01 October 2020	8	Updated guidance on working from home	2. Who should go to work
01 October 2020	8	Guidance for workers travelling to and from work	3.1 Coming to work and leaving work
01 October 2020	8	Updated guidance on business obligations to support staff self-isolating.	2.2 People who need to self-isolate
05 November 2020	9	Updated to reflect new national national guidance.	1.1 From November 4th 2020 People should stay at home where possible and should only travel to work if they cannot work from home
05 November 2020	9	Updated guidance on car sharing for travel to and fromwork	7.2.2 Car Sharing
05 November 2020	9	clinically extremely vulnerable individuals not attending work for this period of restrictions	2.1 Protecting people who are at higher risk
05 November 2020	9	Self Isolation	7.3.1 Legal requirement to self isolate
07 December 2020	10	Managing Risk -Working from home updated inline with Tier system	1.1 Date change to recognise introduction of Tier system
07 December 2020	10	Protecting the extremly vunerable within the Tier system.	2.1 Protecting people who are at higher risk
07 December 2020	10	Updated to capture effective ventilation during winter months and the use of ceiling /desk fans.	2.3 Ventilation
07 December 2020	10	Updated to capture Car sharing and effective ventilation in vehicles.	3.1 Coming to work and leaving work – Car Sharing
07 December 2020	10	Link updated to capture groups of people who are more at risk.	Appendix 3
04 January 2021	11	Update to capture introduction of Tier 4 – Extremly Vunerable people should not attend work.	2.1 Protecting people who are at higher risk
04 January 2021	11	Date change to confirm Tier 4 working from home requirement {as per T3}.	1.1 Managing Risk
11 January 2021	12	Update to capture lock down requirement – working from home.	1.1 Managing Risk
11 January 2021	12	Update to include T4 and lockdown requirement regarding extremely lulnerable persons	2.1 Protecting people who are at higher risk

			required to work from home or furlough	
26 January 2021	13		Update of information concerning contact witt the Local Health Protection Team.	7.1.2 Outbreak in the workplace