Risk Assessment

Number: GEN09	OHSAS 18001 – 4.3.1	Document prepared by: Dawn Tunnicliffe	Approved by: Graham Myatt
Area / Department / Activity to be assessed: Covid-19			**Assessor:** Dawn Tunnicliffe and Julie Sayce
			Date: 28/7/2020
			Next Review Date: 28/9/2020

Hazard Identification and Initial and Risk Assessment

Review how the task is, or is going to be, undertaken. Consider each step in the task. If possible, observe how the task is undertaken. When conducting this review, ensure you consult personnel who are involved and consider any existing documentation that may have a bearing on your assessment (e.g. documented procedures and policies, equipment used for task, chemicals, substances employed, services used (electricity, gas, compressed air etc.) or maintenance procedures.

Additional Risk Control Measures

For each hazard identified as requiring an additional risk control measure, review the hazard and decide what additional controls can be introduced to sufficiently reduce the risk to an acceptable level.
Re-calculate the revised risk rating taking into account the proposed additional controls.

Hazard	Persons at Risk	Potential Harm	Existing Risk Control Measures	Level of Risk			Additional Control Measures
				Likelihood	Severity	Risk Source	
Covid-19 Coronavirus	Employees Agency workers Visitors Customers	Viral spread Flu like symptoms Death	Cleaning/Handwashing: • Sanitiser stations are available throughout the site, comprising of hand sanitiser, aerosol sanitiser and wipes • All communal equipment is cleaned with sanitiser wipes after every use • Offices, toilets, canteen areas are cleaned every evening by an outside contractor • Signage and videos are clearly displayed around site to encourage social distancing, site Covid-19 procedures and hand washing • Communal areas are cleaned regularly • Workspaces/desks should be cleared at the end of the day	2	5	10	

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People movement/contact:

- One-way systems are in operation where applicable
- A safe movement procedure has been implemented for when the 2-metre rule is not possible– **see Covid-19 Safe movement of people around site**
- Contactless processes are operational for all vehicle deliveries and collections
- Perspex barriers have been erected where applicable
- Occupancy levels in offices are managed to enable social distancing
- In office areas, staff shout their intensions before moving from their desk
- To prevent grouping, tape denoting the 2-metre rule has been placed where applicable
- Fly masks have been provided to all sanders and disposable surgical masks are available if staff require them
- Contractors are informed of our visitor site rules and they provide their COVID RA, prior to visit
- Parts/postal deliveries and collections are made whilst observing the 2-metre rule, photographs are taken instead of signing for the item
- All staff are asked not to car share unless they live in the same household
- Staggered start, finish and break times are implemented to reduce gathering of staff in communal areas

	• Only a limited amount of staff are allowed in the canteen, additional external seating areas are provided • The drying room is operating the cone system to show occupancy and locker room is closed to prevent gatherings • Toilets are operated by a one in one out policy, a cone in front of the door shows occupancy, if urgency is required the staff member must alert the occupant to his presence • If a signature is required on a document, pens are issued and not returned • Maximise ventilation by keeping doors and windows open – weather permitting • Air conditioning - turn off recirculation and use a fresh air supply • Stylus pens have been supplied for all employees to use on the tablet and touch screen printers • All cars are sanitised upon arrival – **see Covid-19 Vehicle Sanitising Process** • Remove all alcohol-based hand sanitiser products from vehicles when they are not occupied, do not leave hand sanitiser in un-attended vehicles • All personal equipment should not be loaned to another member of staff • Non-essential travel is promoted, and remote meetings are undertaken wherever possible if this is not possible then 2m distancing should be observed. If possible, hold meeting outside or in a well-ventilated area • Re-usable sealed water bottles issued to all staff • Supervisors, Team Leaders and Managers do regular walk abouts monitoring social distancing		

							Reviewed Level of Risk	Person Responsible	Target Completion date

- Posters displayed reminding staff about social distancing and advising to speak to relevant persons if they have issues
- Drivers and visitors have access to welfare facilities
- Refreshments are not being provided to visitors; they must bring their own

Returning to work/homeworking:
- A return to work meeting will be carried out to any staff member who has confirmation of shielding and appropriate adjustments are made if necessary
- Toolbox talks on the coronavirus policy and control measures are given to all staff and signature obtained upon returning to work
- Wherever possible staff work from home and have regular contact with their Managers/HR

First Aid/Mental health:
- Safe working procedure to deal with staff who display symptoms on site - Temperatures are undertaken on any individual who shows symptoms **SWP54 Non-Contact Thermometer**
- Any staff showing symptoms (a dry cough or a temperature) are asked to inform their Manager
- Managers, HR and H&S are available to discuss any questions at anytime
- Mental health and wellbeing support are offered through YourSmart and HR
- First aid guidance has been issued to the first aiders regarding their protection – TBT on Cascade updated

Communication:
- **Staying COVID-19 Secure in 2020 is displayed at all sites**
- Covid-19 site rules are clearly displayed for visitors
- Staff informed of updated government advice using YourSmart and email

		• All flammable items are stored in accordance with HSE guidelines • Cold Meece only - Ellas snack van is operating running alongside our RA as well as their own RA (please see suppliers RA) • If there's an emergency ie fire, there is no need to adhere to 2m distancing whilst evacuating the building	

Review Date:	30/06/2020	Reviewed By:	Name	Julie Sayce	Department Manager	Name	Mark Holliday
			Signature	J E Sayce		Signature	Mark Holliday

Likelihood		
Very likely	5	Almost certain to happen
Likely	4	Likely to happen frequently
Possible	3	Evens chance of happening
Unlikely	2	May happen from time to time
Improbable	1	Very unlikely to happen

Severity		
Fatal	5	Loss of life
Major Harm	4	Major injury or ill-health as detailed under RIDDOR
7-day Harm	3	Over seven-days incapacity (RIDDOR)
1-day Harm	2	Incapacity between one and seven days
Minor Harm	1	First aid injury – no incapacity

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		Severity				
		Minor Harm	**1-day Harm**	**7-day Harm**	**Major Harm**	**Fatal**
Likelihood	**Very likely**	5	10	15	20	25
	Likely	4	8	12	16	20
	Possible	3	6	9	12	15
	Unlikely	2	4	6	8	10
	Improbable	1	2	3	4	5

Level of risk	Action and timescale
High	You should not start work until the risk has been reduced (See control hierarchy below). You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action and stop the job until the risk has been reduced.
Medium	You should use measures to reduce the risk within a defined time period (See control hierarchy below). If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.
Low	You should manage the risk – so far as reasonably practicable (See control hierarchy below). You must try to reduce the risk, but should carefully measure the cost of prevention. Monitoring is necessary to make sure that the controls remain effective.

Control hierarchy	**You should use the control hierarchy to determine the best method protecting your employees and others from harm. In applying the hierarchy consideration should be given to the relative costs, risk reduction benefits, and reliability of the available options.**
Elimination	Modify a design to eliminate the hazard, e.g. introduce mechanical lifting devices to eliminate the manual handling hazard, etc.
Substitution	Substitute a less hazardous material or reduce the system energy (e.g. lower the force, amperage, pressure, temperature, etc.)
Engineering controls	Install ventilation systems, machine guarding, interlocks, sound enclosures, etc.