

Risk Assessment



Date:	30/03/2020
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Assessors Name:		Reference Number:	RA COVID-19 General 001	Review Date:	Ongoing – as per Local Government guidance updates
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Approved By:		Signature:		Position:		Date:	
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Description of assessment	Coronavirus (COVID-19)
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Location Details	General site and general off-site working locations
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Identified Hazards	Who may be affected	Risk Level before control measures S x P x E = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x P x E = R			
		S	P	E	R					S	P	E	R
COVID-19	Employees, Contractors, 3 rd parties, Public	15	6	6	540	<ul style="list-style-type: none"> Anyone who meets one of the following criteria must follow the Local Governments Guidance on Self Isolation: <ul style="list-style-type: none"> Has Covid-19 symptoms in accordance with local guidance. Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) Is living with someone in self-isolation or a vulnerable person. <p>Guidance on self-isolation can be found via the Local Government websites</p>				15	0.5	3	45

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Somebody showing Symptoms of Covid-19	Employees, Contractors, 3 rd parties, Public	15	6	6	540	<ul style="list-style-type: none"> Return home immediately They must then follow the local Government guidance on self-isolation and not return to work until their period of self-isolation has been completed. 				15	0.5	3	45
Travelling to site Catching and Spreading	Employees, Contractors, 3 rd parties, Public	15	6	6	540	<ul style="list-style-type: none"> Where possible all workers should travel to site alone using their own transport. Where possible workers should avoid public transport Parking on site should allow for segregation to ensure minimum safe distancing. Hand cleaning facilities should be provided at all entrances and exits for site. i.e. hand sanitisers. 				15	0.5	3	45
Site Access Catching / Spreading	Employees, Contractors, 3 rd parties, Public	15	3	6	270	<ul style="list-style-type: none"> All non-essential/ non-business critical visitors stopped from coming to site. Ensure plenty of space to be available to ensure operatives are keeping the minimum safe distances. All entry systems which require skin contact i.e. access key pads should be avoided where practical or must be sanitised regularly. Cleaning wipes should be present next to signing in tablets, tablets must be cleaned by the person inputting after use. All workers to wash and clean hands before entering or leaving site. 				15	0.5	3	45

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Site Access Catching / Spreading	Employees, Contractors, 3 rd parties, Public	15	3	6	270	<ul style="list-style-type: none"> Regularly clean common contact surfaces in such as in receptions, offices, access control and delivery areas e.g. entrance door handles, screens, desks, particularly during peak flow times Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. If no other form of communication with delivery drivers/3rd parties are available i.e. radio, mobile phone communication should be done from a minimum distance of 2 meters, preferably with driver remaining in his/her cab. 				15	0.5	3	45

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Welfare Facilities Catching / Spreading	Employees, Contractors, 3 rd parties, Public	15	3	6	270	<ul style="list-style-type: none"> Ensure soap and fresh water is readily available and kept topped up at all times. Provide hand sanitiser where hand washing facilities are unavailable. Regularly clean the hand washing facilities and check soap and sanitiser levels. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. <p>Toilet Facilities</p> <ul style="list-style-type: none"> Restrict the number of people using the toilet facilities at any one time. Ensure washing of hands before and after using the facilities. Increase cleaning regime for toilet facilities particularly door handles, locks and toilet flush. <p>Canteens and Eating Arrangements</p> <ul style="list-style-type: none"> Ensure that canteens together with cooking and eating equipment are kept clean and where necessary sanitised. Provide proper waste bins and ensure that waste is removed regularly. Organise/stagger breaks to ensure that enough space can be provided to ensure that minimum safe distances can be maintained. 					15	0.5	3	45

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Welfare Facilities Catching / Spreading Continued	Employees, Contractors, 3 rd parties, Public	15	3	6	270	Canteens and Eating Arrangements (continued) <ul style="list-style-type: none"> Leaving site to go to local shops should be discouraged. Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area. Where possible, operatives should be asked to bring pre-prepared food and refillable drinking bottles Workers should sit 2 metres apart from each other whilst eating and avoid all contact. Tables should be cleaned between each use All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, and vending machines. Changing Facilities, Showers and Drying Rooms <ul style="list-style-type: none"> Consider staggering start and finish times to reduce congestion and contact at all times. Restrict the amount of users at any one time. Enhanced cleaning of all facilities at the end of each day. 					15	0.5	3	45

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Site Working Catching / Spreading	Employees, Contractors, 3 rd parties, Public	15	6	6	540	<ul style="list-style-type: none"> Plan all work to minimise contact between workers and any contractors. Ensure that rooms can be set up to allow for minimum safe distances during working activities. Re-usable PPE should be thoroughly cleaned after use. PPE should not be shared. Wherever possible stairs should be used in preference to lifts. Regularly clean the inside of vehicle cabs including FLT, tele-handlers and goods vehicles. 				15	0.5	3	45
Site meetings Catching / Spreading	Employees, Contractors, 3 rd parties, Public	15	6	6	540	<ul style="list-style-type: none"> Consider holding on site meetings by phone rather than in person if practical. Where not practical: <ul style="list-style-type: none"> Only essential meeting participants should attend. Attendees should keep the minimum safe distance from each other at all times. Rooms should be well ventilated / windows opened to allow fresh air circulation Consider holding meetings in open areas where possible. Ensure meeting areas are cleaned regularly. 				15	0.5	3	45

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Cleaning Catching / Spreading	Employees, Contractors, 3 rd parties, Public	15	3	6	270	<ul style="list-style-type: none"> • Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities ○ Toilet flush and seats ○ Door handles and push plates ○ Handrails on staircases and corridors ○ Lift controls ○ Food preparation and eating surfaces ○ Telephone equipment ○ Keyboards, photocopiers and other office equipment ○ Machinery and equipment controls should also be included ○ Rubbish collection should be increased and emptied regularly throughout and at the end of each day. <p>Some of the above enhanced cleaning should be undertaken by employees during and at the end of each day.</p>					15	0.5	3	45

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Lack of awareness	Employees	15	3	6	270	<ul style="list-style-type: none"> The latest government campaign posters together with appropriate in-house posters will be displayed in the welfare areas and in other suitable places around site. Regular communication bulletins will be issued via connect and where possible and safe to do so, toolbox talks and safety briefings will be carried out, warning employees of the risks posed by the virus as well as the control measures outlined in this assessment and from local government guidance. This will include informing personnel of the known symptoms and making them aware of Government advice as and when it is updated. We will continually adopt and review new government / WHO guidance as and when it is available. Daily and weekly meetings will be held discussing the current status of Coronavirus and how it affects the day to day running of the business. Outcomes of these meetings will be circulated and communicated as and when necessary 					15	0.5	3	45

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"At Risk " employees	Employees	15	6	6	540	<ul style="list-style-type: none"> Employees known to be in the "at-risk" category to follow local government guidance and take "particular care to minimise their social contact" and maintain minimum safe distances at all times. Some countries have issued guidance stating for self-isolation for the following. The category includes: <ul style="list-style-type: none"> aged 70 or older (regardless of medical conditions) Pregnant women People who have had an organ transplant and are taking immunosuppressant medicine People who are having chemotherapy or radiotherapy People who have blood or bone marrow cancer People who have a severe chest condition, such as cystic fibrosis or severe asthma People who have other serious health conditions 	<p>PPE should be considered as mandatory for at risk employees if they need to continue work (P2/P3 respiratory masks, hand protection, safety glasses/goggles)</p> <p>Drivers must be equipped with cleaning equipment to ensure that they can wash and sanitise their hands after delivery.</p> <p>Known Covid-19 infected or self-isolating customer premises must be avoided by "At Risk employees"</p>			15	0.5	3	45

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Employee travel plans	Employees	15	6	6	540	<ul style="list-style-type: none"> All international travel has been suspended in accordance with local Government guidance and until further notice All non-business critical travel within country has been suspended in accordance with local Government guidance and until further notice All employees should avoid public transport unless absolutely necessary 				15	0.2	1	3
General work activities on site	Employees	15	6	6	540	<ul style="list-style-type: none"> Wherever possible and practical employees will work from home. Where employees are still expected to be at work, social distancing in accordance with local guidelines will be implemented wherever possible and practical. Wherever practical offices will be separated from mill operations with no interaction in person. 				15	0.5	3	22

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Off-site workers i.e. delivery to farm	Employees,	15	6	6	540	<ul style="list-style-type: none"> Driver guidance documents for safe delivery to customers premises Maintain safe minimum distance at all times when delivering to customer premises. Or when visiting fuel stations/rest areas. Hand sanitiser for hand washing if customer facilities are out of action or there are no facilities on location. Provision of PPE for delivery to customer premises i.e. appropriate hand protection, appropriate safety goggles/glasses, appropriate respirator mask FFP2/FFP3 	<p>Transport management teams to ensure that all drivers receive regular updates and communication on Coronavirus and safe delivery</p> <p>Transport management teams to monitor PPE requirements.</p>			15	0.5	3	45

Risk Assessment

Severity (S)

- 100 Catastrophe- numerous fatalities (>3)
- 40 Disaster- multiple fatalities (1 to 3)
- 15 Very Serious - Fatality
- 7 Serious - serious injury/disability
- 3 Important-injury with lost work days
- 1 Noticeable- injury without lost workdays

Probability (P)

- 10 Almost Certain
- 6 Quite Possible
- 3 Unusual but possible
- 1 Remotely possible
- 0.5 Conceivable (but very unlikely)
- 0.2 Practically Impossible
- 0.1 Almost inconceivable

Exposure (E)

- 10 Continuous
- 6 Regularly/ frequently (daily)
- 3 Occasionally (weekly)
- 2 Sometimes (Monthly)
- 1 Rare (annually)
- 0.5 Very rare (<1 times per year)







Risk (R) = S x P x E			
> 400	Very High Risk	RS	1
> 200	High Risk	RS	1
> 70	Substantial Risk	RS	1
> 20	Moderate Risk	RS	2
< 20	Low Risk	RS	3

<20 LOW	>20 <70 MEDIUM	>70 <200 substantial risk	>200 VERY HIGH
<p>Continue with existing control, however monitor for changes. Implement any additional control measures as required, within the timescales given in the risk assessment.</p>	<p>Requires managing and ongoing monitoring to ensure that risks are continually controlled. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an incident to the lowest possible level.</p>	<p>Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.</p>

Assessor 1 name:		Signature:		Date:	
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Assessor 2 name:		Signature:		Date:	
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Risk Assessment

PPE	Nature of the hazard	Details of PPE	Type of PPE required
<p>Eye protection</p> 	<p>Contact with droplet or aerosol. Aerosol-generating activities</p>	<p>Eye protection should only be required if there is a risk of coming in to contact with a person who is infected with Covid-19 and you cannot stay and remain at the minimum safe distance.</p> <p>Eye protection should be considered mandatory for workers over 70</p>	<p>Goggles or glasses that create a seal around the eyes - EN166 3 4 5 BT</p> 
<p>Hand Protection</p> 	<p>Contact with contaminated surfaces</p>	<p>Hand protection should only be required if there is a risk of coming into contact with infected surface areas</p> <p>Hand protection should be considered mandatory for workers over 70</p>	<p>Nitrile disposable gloves offer good hand protection. Medical grade EN 455</p> 
<p>Respiratory protection</p> 	<p>Contact with droplet or aerosol. Aerosol-generating activities</p>	<p>Respiratory protection should only be required if there is a risk of coming in to contact with a person who is infected with Covid-19 and you cannot stay and remain at the minimum safe distance.</p> <p>Respiratory protection should be considered mandatory for workers over 70</p>	<p>FFP2 or FFP3 respirator style masks, half masks and/or powered operated full face units - EN 149:2001 FFP2/FFP3</p> 
<p>Face Coverings are not suited to our normal business needs because they are loose fitting and will not stop airborne particles like dust by-passing the open areas around nose and mouth. They will not protect against airborne dust in the same way that the close fitting FFP2/FFP3 respirator does.</p> <p>Face Coverings are believed to be more effective to stop the spread of germs/bacteria's from an infected person. Please note generally Face Coverings are washable, check manufactures instructions / guidelines.</p>			