

RISK ASSESSMENT EVALUATION SHEET

DEPARTMENT: All production areas

Date: 12/05/2020 Assessment Team: Keith Forman

Gary Warner

Previous RA Date: 07/04/2020

Nick Archer

Main Activity being assessed:

Carrying out production activities during the coronavirus outbreak

Hazard Risk before control measures.	Hazard Risk after control measures.																								
Hazard description 1.	Control measure adopted.																								
<p>Cross contamination between employees</p> <ul style="list-style-type: none"> - persons with symptoms on site - not able to stay less than 2m away - contaminated surfaces - staff, visitors, drivers, contractors, vulnerable groups <p>(evidence shows contamination spreads quickly before symptoms show)</p>	<p>Limit the number of people on site to the absolute minimum for operational demands.</p> <p>Promote working from home where possible.</p> <p>Symptom checks at factory door on the first day returning - persons showing symptoms or are defined as vulnerable are to be turned away (including delivery drivers)</p> <p>Hand washing facilities with soap, hot water and paper towels are in place.</p> <p>Increased hand washing - when entering the building and before and after each break.</p> <p>Distribute hand sanitiser and tissue around the factory floor.</p> <p>Avoid sharing tools and equipment as much as possible.</p> <p>Continue to wear PPE appropriate for the individual tasks.</p> <p>Catch coughs and sneezes in tissues - bin tissue and wash hands every time.</p> <p>Cleaner to frequently clean and disinfect common in line with documented cleaning rota.</p> <p>Communal phones and touch screen devices to be regularly sterilised.</p> <p>Implement and police 2m rule for all persons.</p> <p>Add visual indicators to floor at 2m intervals.</p> <p>Separate the tables in the canteen and have only 1 chair per table to ensure 2m distancing</p> <p>Limit smoking shelter to 2 persons.</p> <p>Breaks to be taken in working areas, outside or in cars.</p> <p>Maximum of 1 person in any bathroom at any time.</p> <p>When normal work results in breaking the 2m rule, stand side on or back to back - not face to face.</p> <p>Hand washing guidance issues to each individual employee.</p> <p>IT hardware and software to be employed to facilitate meetings and conference calls over Teams, Zoom, Skype, etc.</p> <p>Persons experiencing any symptoms are to leave site immediately to self isolate - can only return with a negative COVID-19 test or are displaying no symptoms at the end of self-isolation.</p> <p>Acrylic screens to be put in place where office workers sit closer than 2m.</p>																								
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Hazard description 2.	Control measure adopted.																								
<p>Providing first aid</p> <ul style="list-style-type: none"> - First aiders at increased risk of contamination 	<p>Injured persons to self-help where the person is conscious and able to do so.</p> <p>First aiders to wear gloves at all times when treating a person.</p> <p>Disposable Ambu Bags (manual resuscitators) to be purchased and stored in the first aid room.</p>																								

LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
2	1	15	1	30	Significant	0.5	1	15	1	7.5	Low

Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 3.						Control measure adopted.					
People moving around site - increasing contact - increased risk of transmission						Movement of people to be limited. Persons to keep to their own working areas as much as possible. Only Senior Operators to move between factory areas unless using welfare facilities or arriving/leaving site. Managers to police and enforce					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
8	2	15	1	240	Very High	0.5	1	15	1	7.5	Low

Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 4.						Control measure adopted.					
Wellbeing of workers - increased risk of anxiety and depression						Issue information from the NHS on mental health to all employees, including any who may still be furloughed Furloughed staff are regularly sent letters to update them on the situation. Managers to keep in regular contact with home-workers Wellbeing of home-workers to be checked by managers during calls					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
2	1	2	2	8	Low	2	0.2	2	2	1.6	Negligible

Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 5.						Control measure adopted.					
Direct contact when passing information - increased contact - increased risk of transmission						Increase use of pigeon hole system already in place All information to be passed through Senior Operators, Progress Chasers and Managers to limit contact Only Senior Operators to enter office areas					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
2	1	15	1	30	Significant	0.5	1	15	1	7.5	Low

Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 6.						Control measure adopted.					
Visitors - increased contact - increased risk of transmission						All visitors to be restricted to those who operations depend on - e.g. delivery drivers and contractors. All visitors to be advised on controls prior to arrival. All visitors checked for symptoms on arrival - those displaying symptoms are turned away. Stores and maintenance staff trained on hosting visitors.					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
2	1	15	1	30	Significant	0.5	1	15	1	7.5	Low

Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 7.						Control measure adopted.					
PPE - misuse can increase risk of transmission and risk supply						PPE to be worn as required for individual tasks Mandatory PPE rules remain in place The wearing of own face coverings and gloves are not to be encouraged as can increase risk of transmission Those who want to wear own face coverings and masks must follow government guidelines for their use - to be issued if required					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
2	1	15	1	30	Significant	0.5	1	15	1	7.5	Low

Risk rating system.

LO = Likelihood of Occurrence.		FE = Frequency of Exposure.	
VALUE	VERDICT	VALUE	VERDICT
0	Impossible.	0.1	Infrequently.
0.1	Almost Impossible (possible in extreme circumstances).	0.2	Annually.
		1	Monthly.
0.5	Highly unlikely (though conceivable).	1.5	Weekly.
1	Unlikely (but could occur).	2	Daily.

2	Possible (but unusual).	4	Hourly
5	Even chance (could happen).	5	Constantly.
8	Probable (not surprised)		
10	Likely (to be expected).		
15	Certain (no doubt).		

DPH = Degree of Possible Harm.		NP = Number of Persons at Risk.	
VALUE	VERDICT	VALUE	VERDICT
0.1	Scratch / Bruise / Blister	1	1 - 2 Persons.
0.5	Laceration / Mild ill health effect / First Degree burn	2	3 - 7 Persons.
		4	8 - 15 Persons.
1	Break minor bone or minor occupational illness (temporary) second degree burn	8	16 - 50 Persons.
		12	50+ persons.
2	Break major bone or major occupational illness (temporary). Third degree burn	R = LO x FE x DPH x NP = RISK	
		VALUE	VERDICT
4	Loss of 1 limb / eye or major occupational illness (permanent) Fourth degree Burn	0 - 1	Negligible
		2 - 5	Very Low
		6 - 10	Low
8	Loss of 2 limb / eyes or serious occupational illness (permanent)	11 - 50	Significant
		51 - 100	High
15	Fatality	101 - 500	Very High
		501 +	Unacceptable

GENERAL PRINCIPLES OF PREVENTION

- Avoid the risk e.g. eliminate the hazard or task
- Evaluate risks which cannot be avoided
- Combat risks at source
- Adapt the work to the individual
- Adapt to technical progress
- Replace the dangerous by the less dangerous
- Develop a coherent prevention policy
- Give collective measures priority over individual measure