

RISK ASSESSMENT EVALUATION SHEET

DEPARTMENT: Whole site

Date: 25/01/2021 Assessment Team: Keith Forman, Emma Elliot

Gary Warner, Andrew Crisp

Previous RA Date: 26/09/2021

Ian Newby, 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.					
Infected persons on site: - infected persons on site - risk of transmitting infection - serious health issues - potentially death						All staff given copies of: - BSF-25-43 Factory Coronavirus Controls latest revision for awareness of requirements No staff to attempt to come to work if they are experiencing any symptoms of COVID. All staff and contractors to be screened for high temperature on arrival. Those with high temperatures are to be sent home to self-isolate immediately. Any staff experiencing new symptoms during the working day are to be sent home to self-isolate immediately. Latest self-isolation guidance to be followed - Managers to police on a case by case basis. Non-compliance with latest self-isolation guidance to be dealt with as gross misconduct.					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
5	1	15	2	150	Very High	2	1	15	1	30	Significant
Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 2.						Control measure adopted.					
Office working: - Infection between staff - Poor layout of offices - Persons entering offices						Staff to work from home or on rota where operationally possible. Conference and training rooms to be used as offices to facilitate spreading people out. Single occupancy offices to be used by higher risk persons. Multi-occupancy office layout changed to avoid face-to-face desks. Isolate persons by plastic screens erected between adjacent desks. Authorised persons only to enter offices (office workers, managers, Snr. Ops., cleaners) IT equipment not to be shared. Medical face masks to be worn as soon as a person leaves their desk.					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
2	1	15	1	30	Significant	1	0.2	15	1	3	Very Low
Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 3.						Control measure adopted.					
Meetings: - close proximity of persons in meeting rooms - infection between staff and visitors						All meetings, internal and external to be held virtually (e.g. Teams). Factory floor meetings to be socially distanced.					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
8	1	15	4	480	Very High	0.1	0.2	15	1	0.3	Negligible
Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 4.						Control measure adopted.					
COVID awareness - Infection due to lack of awareness of COVID risks and controls - non-compliance of controls						All staff given copies of: - BSF-25-43 Factory Coronavirus Controls latest revision - PH symptoms poster - WHO hand washing guide Snr. Ops., and Managers acting as COVID marshalls providing constant stream of information Refusal/repeat non-compliance to be dealt with as a formal matter. Signage placed across the site to highlight mandatory requirements of wearing masks, social distancing and washing hands. Information delivered in tool box talks.					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
5	1	15	2	150	Very High	2	1	15	1	30	Significant
Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 5.						Control measure adopted.					

Poor hygiene: - increased risk of transmitting infection						Increased frequency of hand washing is necessary. All staff given copies of: - BSF-25-43 Factory Coronavirus Controls latest revision - PH symptoms poster - WHO hand washing guide Number of cleaners increased to 2. Toilets kept stocked with soap and tissues Hot water supply is maintained 62 hand sanitiser stations available on site, kept stocked with alcohol sanitiser >60%. Cleaning programme followed - frequently clean and disinfect common objects and surfaces, such as door handles, light switches, reception area, intercom, etc.					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
5	1	15	2	150	Very High	1	0.2	15	1	3	Very Low

Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 6.						Control measure adopted.					
Cross contamination between employees - persons with symptoms on site - not able to stay less than 2m away - contaminated surfaces - staff, visitors, drivers, contractors, vulnerable groups (evidence shows contamination spreads quickly before symptoms show)						Limit the number of people on site to the absolute minimum for operational demands (no visitors other than contractors essential for operations). Night shift to be re-introduced to spread out factory operators. All staff given copies of: - BSF-25-43 Factory Coronavirus Controls latest revision for awareness of requirements Communal phones and touch screen devices to be regularly sterilised by operators. 2m social distancing rule is in place across the entire site. Visual indicators on walkways on the floor at 2m intervals. Where shared tasks are required, stand side on or back to back - not face to face. Keep shared tasks to a minimum and less than 15 minutes. Medical face masks to be worn at all times when on site (unless seated at an office desk, stores desk, or canteen table). Continue to wear PPE appropriate for the individual tasks.					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
5	1	15	2	150	Very High	1	1	15	1	15	Significant

Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 7.						Control measure adopted.					
Mental health: - negative effects of continued lockdowns and stresses of pandemic						All staff given copies of: - NHS every mind matters poster - staff supported where required - time off to be agreed for any mental health services/appointments.					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
2	1	4	1	8	Low	2	0.2	2	2	1.6	Negligible

Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 8.						Control measure adopted.					
Deliveries: - introducing infected persons on site						Transport companies to be made aware that BML is a COVID safe site, and that self-isolation guidance is to be followed. Driver to use stores intercom and not enter the building until seen by a Storeman. Drivers to not enter building unless using the welfare facilities. Drivers to wear face masks on site.					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
2	1	15	1	30	Significant	0.5	0.2	15	1	1.5	Negligible

Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 9.						Control measure adopted.					
Use of welfare facilities: -risk of transmitting infection - serious health issues - potentially death						Groups not to congregate during break times. Operators to stagger breaks to reduce contact with others. No re-fillable containers to be used at water fountains - disposable cups provided. Number of table in canteen reduced to ensure 2m distancing rule. 1 chair at each table, all facing the same direction to avoid face-face contact. Max. 2 persons in each male toilet and 1 person in female toilets at any time. Social distancing to be kept to in smoking shelter. Face masks can be removed when sat at a table in the canteen, or when in the act of smoking.					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
5	1	15	2	150	Very High	2	0.2	15	1	6	Low

Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 10.						Control measure adopted.					

Providing first aid - First aiders at increased risk of contamination						Visitors to complete COVID-19 self-assessment on arrival - any persons experiencing symptoms will be turned away. Visitors are to bring their own PPE if entering the factory. Visitor ID cards to be disinfected after every use. Visitors to follow all other controls set out above. The host is to ensure their visitors know the contents of this risk assessment.					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
5	0.2	15	1	15	Significant	2	0.2	15	1	6	Low

Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 11.						Control measure adopted.					
Providing first aid - First aiders at increased risk of contamination						Injured persons to self-help where the person is conscious and able to do so. First aiders to wear gloves at all times when treating a person. Medical face masks to be worn at all times when treating a person, unless performing CPR. Disposable Ambu Bags (manual resuscitators) have been purchased and stored in the first aid room.					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
2	1	15	1	30	Significant	1	1	15	1	15	Significant

Hazard Risk before control measures.						Hazard Risk after control measures.					
Hazard description 11.						Control measure adopted.					
Contractors on site: - infected persons on site - risk of transmitting infection - serious health issues - potentially death						All contractors to be on site only by invitation. Only contractors essential for ongoing operations to be allowed on site. All contractors must sign in and complete a COVID questionnaire on arrival. All contractors must be met by their contact prior to any work commencing. The site contact is responsible for ensuring the contractors are aware of all site COVID controls. All contractors are to provide their own PPE.					
LO	FE	DPH	NP	R	VERDICT	LO	FE	DPH	NP	R	VERDICT
2	1	15	1	30	Significant	1	0.2	15	1	3	Very 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.
0.5	Highly unlikely (though conceivable).	1	Monthly.
1	Unlikely (but could occur).	1.5	Weekly.
2	Possible (but unusual).	2	Daily.
5	Even chance (could happen).	4	Hourly
8	Probable (not surprised)	5	Constantly.
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
		0 - 1	Negligible
		2 - 5	Very Low
		6 - 10	Low
4	Loss of 1 limb / eye or major occupational illness (permanent) Fourth degree Burn	11 - 50	Significant
		51 - 100	High
8	Loss of 2 limb / eyes or serious occupational illness (permanent)	101 - 500	Very High
		501 +	Unacceptable
15	Fatality		

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