




## RISK ASSESSMENT – COVID -19

Risk assessment - Prevention of exposure to COVID -19 virus	
Location(s):	Produmax
Department/staff:	All departments and staff on the premises
Tasks/activities:	All production, construction, sales and administrative tasks on the premises
Other information:	Risk assessment to be updated in accordance with the latest government guidance

Risk assessment sign off					
Prepared by:	C. Hall CMIOOSH OSHCR Lighthouse LLP	Signature:		Date:	26.05.20
Reviewed by:		Signature:		Date:	
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				









Risk matrix									
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).	
		4	4	8	12	16	20		
		3	3	6	9	12	15		
		2	2	4	6	8	10		
		1	1	2	3	4	5		
				1	2	3	4		5
		Severity (S)							
Acceptability of risk guidance	<b>High risk: 15-25</b>		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.						
	<b>Medium risk: 8-12</b>		Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.						
	<b>Low risk: 1-6</b>		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.						

Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> <li>1. Identify the persons at risk and the significant hazards.</li> <li>2. Calculate an initial RR for the activity.</li> <li>3. Identify risk control measures that reduce the risks to an acceptable level.</li> <li>4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings.</li> </ol>
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**Note.** Ideally, you should look to reduce the risks so that the task can be classified as “low risk”.

### Personal protective equipment (PPE) assessment

In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:

Type of PPE:								
	<b>Head</b> <small>(BS EN 397)</small>	<b>Foot</b> <small>(BS EN 345-1)</small>	<b>Eye</b> <small>(BS EN 165:2005)</small>	<b>Hand</b> <small>(BS EN 420:2003)</small>	<b>Hearing</b> <small>(EN 352-1)</small>	<b>High-visibility vest</b> <small>(BS EN 471)</small>	<b>RPE</b>	<b>Fall arrest</b> <small>(BS EN 361)</small>

Additional requirements (list here):	<p>N/A When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, <b>not through the use of PPE.</b></p> <p>Wearing a face covering is optional and is not required by law, including in the workplace – this does not constitute PPE</p>
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Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
<b>Controlling the spread of COVID-19</b>	Employees, client, public	Persons being exposed to the bioaerosol and contracting and spreading COVID-19	5	3	15	<ul style="list-style-type: none"> <li>• Daily temperature checks undertaken of all employees and visitors</li> <li>• Anyone who meets one of the following criteria must follow the Governments guidance on Self Isolation and not arrive for work under any circumstances:               <ul style="list-style-type: none"> <li>○ Has a high temperature and/or a new persistent cough and/or a loss of, or change in, your normal sense of taste or smell (anosmia)?</li> <li>○ Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)?</li> <li>○ Is living with someone in self-isolation or a vulnerable person.</li> </ul> </li> </ul>	1	3	3
<b>Working on the premises where persons are showing symptoms of the virus</b>	Employees, client, public	Carrying out routine operations on the premises as a result of work activities	5	3	15	<p>The affected person should:</p> <ul style="list-style-type: none"> <li>• Return home immediately</li> <li>• Avoid touching anything</li> <li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• If the symptoms are too severe that the person is unable to get themselves home safely dial 999</li> <li>• They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> <li>• There is no need to close the site, but consideration may need to be given to arranging for a deep clean of the premises if the affected person has been present on site for a significant time.</li> </ul>	1	3	3

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Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
Travelling to site in order to carry out work operations	Employees, client, public	Catching and Spreading COVID 19	5	3	15	<ul style="list-style-type: none"> <li>Where possible all workers should travel to site alone using their own transport.</li> <li>Adequate parking is provided at the site for staff vehicles</li> <li>Workers have been instructed to avoid public transport</li> <li>Hand cleaning facilities are provided at all entrances and exits for site.</li> </ul>	1	3	3
Site Access	Employees, client, public	Catching / Spreading of the virus while access (or leaving) site in the confines of other persons	5	3	15	<ul style="list-style-type: none"> <li>All non-essential visitors have been stopped, where contractors are required to attend site for essential activities, they will be asked to provide their own RAMS detailing their COVID19 measures</li> <li>Plenty of space to be available to ensure operatives are keeping 2m as a minimum. The site is operating at a reduced capacity with staff working from home or being on furlough</li> <li>All workers to wash and clean hands before entering or leaving site.</li> <li>Regular cleaning undertaken of common contact surfaces in reception, office, access control and delivery areas e.g. turnstiles, screens, desks, particularly during peak flow times</li> </ul>	1	3	3
Welfare Facilities	Employees, client, public	Catching / Spreading the virus while using site welfare facilities	5	3	15	<ul style="list-style-type: none"> <li>hand sanitiser stations provided at various points to promote good hand hygiene of staff</li> <li>Soap and fresh water is readily available and kept topped up at all times</li> <li>Regular checks undertaken of hand washing facilities and to check soap and sanitiser levels</li> </ul> <p><b>Toilet Facilities</b></p> <ul style="list-style-type: none"> <li>Restrict the number of people using the toilet facilities at one time.</li> <li>Washing of hands before and after using the facilities.</li> </ul>	1	3	3

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						<ul style="list-style-type: none"> <li>Increase cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</li> </ul>			
<b>Welfare Facilities</b>	Employees, client, public	Catching / Spreading Continued	5	3	15	<b>Canteens and Eating Arrangements</b> <ul style="list-style-type: none"> <li>Break times should be staggered to reduce congestion and contact at all times</li> <li>Operatives should be asked to bring pre-prepared food and refillable drinking bottles</li> <li>Workers should sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>Tables should be cleaned between each use</li> </ul>	1	3	3
<b>Welfare Facilities</b>	Employees, client, public	Catching / Spreading the virus while using site welfare facilities	5	3	15	<b>Changing Facilities</b> <ul style="list-style-type: none"> <li>Changing facilities have been closed for the time being</li> </ul>	1	3	3
<b>Site Working</b>	Employees, client, public	Catching / Spreading the virus while using site welfare facilities	5	3	15	<ul style="list-style-type: none"> <li>Non-essential physical work that requires close contact between workers should not be carried out</li> <li>Work requiring skin to skin contact should not be carried out</li> <li>One way system in place throughout the factory</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between workers</li> <li>Increase ventilation in enclosed spaces</li> </ul>	1	3	3

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			L	S	RR		L	S	RR
Site Meetings	Employees, client, public	Catching / Spreading the virus while using site welfare facilities	5	3	15	<ul style="list-style-type: none"> <li>Only absolutely necessary meeting participants should attend</li> <li>Attendees should be two metres apart from each other</li> <li>Rooms should be well ventilated / windows opened to allow fresh air circulation</li> <li>Consider holding meetings in open areas where possible.</li> </ul>	1	3	3
Cleaning	Employees, client, public	Catching / Spreading the virus while using site welfare facilities	5	3	15	<ul style="list-style-type: none"> <li>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"> <li>Taps and washing facilities</li> <li>Toilet flush and seats</li> <li>Door handles and push plates</li> <li>Handrails on staircases and corridors</li> <li>Lift and hoist controls</li> <li>Machinery and equipment controls</li> <li>Food preparation and eating surfaces</li> <li>Telephone equipment</li> <li>Keyboards, photocopiers and other office equipment</li> </ul> </li> <li>Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.</li> </ul>	1	3	3
Lack of awareness	Employees, client, public	Persons being unaware of the controls required to control the virus, putting themselves and others at risk	5	3	15	<ul style="list-style-type: none"> <li>The latest government campaign posters will be displayed in the welfare areas and in suitable places around site.</li> <li>Regular bulletins will be issued and where possible and safe to do so at an acceptable distance, 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 government guidance. This will include informing personnel of the known symptoms</li> </ul>	1	3	3

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						<p>and making them aware of new Government advice as and when updated.</p> <p>We will continually adopt and review new government / WHO guidance as and when it is available</p>			
<b>"At-risk" employees</b>	Employees, client, public	Vulnerable persons such as those with pre-existing medical conditions and autoimmune deficiencies being exposed to the virus	5	4	20	<ul style="list-style-type: none"> <li>Employees must be identified where they are known to be Clinically extremely vulnerable or extremely vulnerable. They must follow government guidance and as a minimum take "particular care to minimise their social contact". These personnel may have received letters to state that they must self-isolate for 12 weeks. The category includes: <ul style="list-style-type: none"> <li>Pregnant women</li> <li>People over 70</li> <li>People who have had an organ transplant and are taking immunosuppressant medicine</li> <li>People who are having chemotherapy or radiotherapy</li> <li>People who have blood or bone marrow cancer</li> <li>People who have a severe chest condition, such as cystic fibrosis or severe asthma</li> <li>People who have other serious health conditions</li> </ul> </li> <li>If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others.</li> </ul>	1	3	3
<b>Emergencies i.e. fire, accident or illness</b>	Employees, client, public	Serious injury, burns, delayed first aid treatment	5	4	20	<ul style="list-style-type: none"> <li>In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.</li> </ul>	3	4	12

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			L	S	RR		L	S	RR
						<ul style="list-style-type: none"> <li>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</li> </ul>			