

CORONAVIRUS (COVID-19) RISK ASSESSMENT FORM BASED ON THE HSE “FIVE STEPS TO RISK ASSESSMENT”

When completing the Risk Assessment, ensure that your company Risk Matrix is used an inserted when calculating the risk level if not the same as HSE guidance below.

Reference/ Risk Assessment Title:

Location: Production Pattern (Bristol) Limited

Date:13/08/2020

L= Likelihood

S= Severity

RV= Risk value

RL= Risk Level, see Risk Assessment – Risk Matrix Below

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

PERSON AT RISK	HAZARDS	EXISTING RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
All Staff Visitors Cleaners Contractors	Spread of Coronavirus (Covid-19) within the workplace	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Enforce social distancing at all times.</p> <p>Remind staff to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>A regular supply of tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme.</p>	4	4	16	<p>To help reduce the spread of coronavirus (COVID-19) inform regularly all staff of the Government current public health advice.</p> <p>Posters, leaflets and other materials are to be available for display.</p> <p>Provide additional hand washing facilities with soap and water and suitable disposable hand towels for drying.</p> <p>Provide additional bins to collect waste hand towels and ensure they bins are frequently emptied.</p> <p>Provide additional hand sanitisers in any areas where washing facilities cannot be provided.</p> <p>Ensure additional cleaning and disinfecting is carried out by cleaning staff and staff at workstations and communal areas.</p> <p>Review workplace operations and seek to reduce numbers required at work by continuing homeworking, introducing shifts, stagger start/finishing work times, redesigning work areas, introduce on way system.</p> <p>Provide addition PPE/RPE equipment and supply stations. Ensure required to wear RPE has undergone face fitting.</p>	3	4	12

<p>Staff Visitors Contractors</p>	<p>Exposure from others due to: An employee confirmed living with someone with a confirmed case of COVID-19.</p> <p>Aware that the employee has come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>An employee being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>Company to create clear policy and procedure to deal with preventing exposure to Covid-19 to include current government guidance.</p> <p>Ensure all staff, supervisors & managers are trained on content of policy and procedures and that they are followed.</p> <p>Company to review any existing individual risk assessment (disability, young person, new or expectant mother) to ensure they are not at greater risk.</p> <p>Company to create safe working distancing (maintaining 2 mtrs between staff).</p> <p>HR to review staff medical declarations to ensure potentially vulnerable staff are identified and a personal risk assessment is put in place.</p> <p>Company to ensure NHS guidelines for good hygiene are adopted throughout the company.</p> <p>Suitable PPE is to be issued to all staff to provide respiratory and hand protection.</p>	4	4	16	<p>Line managers and supervisors to ensure internal communication channels and cascading of information is to be carried regularly to reassure and support staff.</p> <p>Line managers and supervisors are to ensure that staff members are supported and that their wellbeing and mental health is supported at all times.</p> <p>All staff are to be trained, informed and instructed on the contents of this risk assessment and any associated procedures, checks that arise from it.</p> <p>Addition things to consider could be:</p> <ul style="list-style-type: none"> • • Create one-way system throughout workplace/department • Erect barriers between workstations • Create shift patterns to reduce workforce • • Provide additional hand washing facilities. • Allow regular breaks for hand washing. • Ensure staff regularly wash hands. • Provide separate bins for worn PPE. • Increase cleaning regime to ensure common surfaces are cleaned more frequently. • Provide additional suitable surface cleanser so staff can clean as they go. 	3	4	12
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PERSON AT RISK	HAZARDS	EXISTING RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
All staff	Suspect Covid-19 case at work	<p>If an employee develops or reports a high temperature or persistent cough while at work, colleagues, supervisors/managers are to isolate the employee immediately.</p> <p>Arrange the return to home to isolate.</p> <p>Ensure area is cleaned down with a bleach solution (1-part bleach to 9 parts water).</p>	4	4	16	<p>Ensure employee is advised to follow Government guidelines on home isolation.</p> <p>HR to keep in regular contact with employee and ensure they do not return to work until their isolation has been completed.</p> <p>Have employee undertake a Covid-19 test before returning if possible.</p>	3	4	12
All staff	Exposure to Covid-19 on public transport	<p>Ensure social distance is maintained.</p> <p>Wear suitable disposable gloves.</p> <p>Consider wearing a suitable disposable face mask.</p>	4	4	16	<p>Ensure staff are kept informed of Government advice as it is updated.</p>	3	4	12

PERSON AT RISK	HAZARDS	EXISTING RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
All staff	General business travel at work or between site locations.	<p>Where possible employees should travel alone.</p> <p>If not possible to travel alone the following should be considered: Share with the person and only have the minimum number in the vehicle.</p> <p>Where possible maintain social distancing.</p> <p>Wash hands for 20 secs regularly.</p> <p>Wear appropriate PPE.</p> <p>Clean vehicle regularly paying attention to handles and touched surfaces.</p>	4	4	16	<p>Create business travel guidance</p> <p>Ensure parking bays comply to social distance requirements.</p> <p>Ensure staff are kept informed of Government advice as it is updated.</p>	3	4	12

PERSON AT RISK	HAZARDS	EXISTING RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
All staff Visitors Contractors	General use of toilets, canteens/rest areas, changing facilities, showers, drying rooms	<p>Restrict the number of people using toilet facilities at any one time.</p> <p>Ensure all staff wash or sanitise their hands before and after the use of toilets.</p> <p>In canteens and rest areas numbers should be restricted to ensure social distancing is maintained.</p> <p>Consider staggering break times to be to reduce numbers in areas.</p>	4	4	16	<p>Increase cleaning regimes for toilets, canteens/rest areas, <u>Canteen closed for eating, employees to eat at workstations.</u> paying attention to door handles, locks, flushes.</p> <p>Provide additional rubbish bins for hand towels and regularly empty them.</p> <p>Increase the cleaning regime for canteens and eating areas, particularly before and after each use.</p> <p>Dedicated eating areas should be identified to ensure social distancing can be maintained. <u>Eat at own workstation</u></p> <p>Additional tea making facilities have been introduced at different areas around site</p> <p>Where possible employees should be asked to bring pre-prepared meals and refillable drinking bottles from home.</p>	3	4	12

PERSON AT RISK	HAZARDS	EXISTING RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
All staff Visitors Contractors	Site access and egress points	<p>Stop all non-essential visitors and contractors.</p> <p>Consider staggering start and finish times to reduce congestion and contact time.</p> <p>Ensure social distancing is maintained at all times.</p> <p>Use signage such as floor markings and remind employees about hand washing.</p>	4	4	16	<p>Increase common area surfaces cleaning</p> <p>Where loading and unloading arrangements allow, drivers should remain in their vehicle.</p>	3	4	12

PERSON AT RISK	HAZARDS	EXISTING RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
All staff	First Aid and Fire	<p>First aid and fire procedures are to be reviewed to ensure that sufficient cover can be maintained.</p> <p>Managers are to ensure that sufficient fire aiders and fire wardens (if used) are available at all times during operations.</p>	3	4	12	<p>Additional first aid equipment may be required therefore first aider must ensure sufficient kits are available.</p> <p>All first aiders are to ensure they are up to date with the current NHS, HSE & Resuscitation Council guidance on providing emergency care under the current pandemic.</p>	2	4	8
All staff Cleaners	Cleaning of facilities	Enhanced cleaning procedures are to be adopted to ensure that communal areas and touch points remain safe.	4	4	16	<p>Company to engage with cleaners/cleaning contractors to increase cleaning regime and ensure that additional cleaning of the following areas is carried out more frequently:</p> <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 and hoist controls • Machinery and equipment controls • All areas used for eating • Telephone equipment • Keyboards, photocopiers and other office equipment • Rubbish collection and storage points to be increased 	2	4	8