

RISK ASSESSMENT RECORD – Part A

This Risk Assessment Must be read in conjunction with the Coronavirus Policy. Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

One of the most important aspects of our risk assessment is accurately identifying the potential hazards in our workplace. A good starting point is to walk around our workplace and think about any possible areas where hazards could occur. In other words, what is it about the activities, processes that could put anyone at Risk or harm their health.

Location	General Site - Blackwood	Distribution: Who gets a copy of the assessment	Production Area Department Managers / Stores Management
Activity;	All site activities that include employees, visitors, contractors		
Assessor Name & Title:	Mark Nolan - H,S&E Manager, Mark Langford - Head of Manufacturing	Date completed	29th April 2020
Signature:		Review date	3rd August 2020 (completed every 4 weeks)
Risk Assessment and Controls managed by (if not Assessor) : Name	All Management		

Hazard list – select your hazards from the list below and use these to complete Part B

Situational hazards		Tick	Physical / chemical hazards		Tick	Health hazards		Tick
1	Assault by person - Violence / Agression	✓	26	Contact with cold liquid/vapour		51	Biological - Disease causative agent (virus, parasite, fungus, or bacterium)	✓
2	Slips, trips and falls		27	Contact with cold surface		52	Infection	✓
3	Manual handling/lifting		28	Contact with hot liquid/steam		53	Allergic reaction	
4	Confined spaces	✓	29	Contact with hot surface - Burns		54	Lack of oxygen	
5	Entanglement in moving machinery		30	Dust / Fumes		55	Physical fatigue	✓
6	Collapse - Crush by load		31	Electric shock		56	Repetitive action	
7	Drowning		32	Chemicals and substances	✓	57	Static body posture	
8	Hot environment		33	Bursting / Explosive blast		58	Psychosocial - Stress / anxiety (Social factors: workload, work hours, victimization, harassment & bullying)	✓
9	Equipment / machinery unguarded		34	Explosive release of stored pressure		59	People - existing health conditions, capabilities of workers involved	✓
10	Pressure systems / compressed air		35	Fire / Emergency situation	✓	60	Situations occurring in the vicinity of the work area outside your control	✓
11	Object falling, moving or flying		36	Hazardous substance		61		
12	Obstruction / exposed feature - Protruding objects		37	Ionizing radiation		62		
13	Sharp object / material		38	Laser light		63		
14	Toxic gases from process / Equipment		39	Lightning strike		64		
15	No Welfare facilities	✓	40	Noise	✓	Managerial / organisational hazards		
16	Unfamiliar with the site / area or job	✓	41	Non-ionizing radiation		65	Management factors (lack of communication, co-operation, co-ordination and competence)	✓
17	Vehicle movements / impact / collision		42	Stroboscopic light		66	Leadership & culture	✓
18	Falls from height / Working at height		43	Vibration		67	Variations caused by holidays, illness or staff changes	✓
19	Lone working		44	Inadequate Lighting		68	Operating procedures not accurate	
20	Overtuning		45	Mechanical Equipment / Tools		69	Changes in knowledge	✓
21	Ergonomic - Design of the Work Areas - Improperly adjusted workstations & chairs. Frequent lifting. Poor posture. Awkward movements, Having to use too much force frequently	✓	46	Display Screen Equipment (DSE)		70	Human Factors - to influence Safety & behaviour	✓
22	Past relevant incidents		47	Heating / Ventilation / Poor air quality		71	Untrained workforce	✓
23	Situations occurring in the vicinity of the work area that can cause injury	✓	48	Asbestos		72	Lack of maintenance	
24			49	Temperature - Hot or Cold		73	Potential due to human error	✓
25			50			74		

Activity –		All site activities that include employees, visitors, contractors						Location	Blackwood Site			
When conducting the Risk Assessment consideration MUST be given to reducing the risks according to the hierarchy of Controls (See Tab)												
Hazards List what could cause harm from the activity e.g falls from height, trip hazard, fire etc	Who could be effected List who might be harmed from this activity e.g Employees, contractors, visitors young persons, public, others etc	Level of Risk without Controls			Control measures For each hazard, list the measures you will be taking to minimise the risk identified e.g appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.	What improvements are needed?	Action by who?	Action by when?	% complete	Level of Risk with Controls & Improvements		
		Lik'd	Sev'	Risk						Lik'd	Sev'	Risk
		For each hazard, decide level of risk			For each hazard, decide level of risk							
Situational hazards												
1	Assault by a person Violence / Aggression	Employees, Visitors, Members of the public, Contractors	3	4	12	Site kept secure with All barriers and gates used to reduce the Risk of anyone entering the site.	ML	-	100%	1	4	4
						Visitors / Drivers / Contractors to sign into the gatehouse prior to entry to the site, ensuring that "Social Distancing" is adhered to. Only one person is allowed into the "Gatehouse" at any one time with signs displayed on the entrance.	ML / Dept Mngt	-				
						Access to the Mouldshop restricted to only Frontier employees or controlled by the applicable Manager as QP30/12 01	Dept Mngt	-				
						Visiting drivers are made aware of any restrictions on site when entering the Gatehouse / Reception. When lorry drivers arrive on site, it should be clear what their responsibilities are and who is in charge of their activity on the site.	Gatehouse Staff	-				
						All visitors should be carefully managed while on our premises. They should be given clear instructions on site rules prior to entry	Dept Mngt	-				
						Company Manual clearly describes the policy on Violence, aggression, harassment & bullying. Frontier aims to create an environment where all employees feel confident to bring complaints forward without fear of ridicule or reprisal.	Employees	-				
4	Confined Spaces	Engineering / Toolroom	3	4	12	Maintenance personnel to be reminded of social distancing controls should wear the appropriate PPE if confined space working by more than a single person is required.	Mngt	-	100%	1	4	4
						On breakdowns two Engineers (fixed teams) to be initiated maintaining side by side working. If only one engineer can maintain a machine / tool in a safe manner that this is when must be conducted.	Toolroom Mgr / Maintenance team	-				
						If two engineers have to work face to face for a short period, then face covering is available and worn by both engineers. The amount of time working face to face will be kept to an absolute minimum.	Toolroom Mgr / Maintenance team	-				
15	No Welfare facilities	Employees / Visitors	2	2	4	Toilet facilities are available on site. All Employees should wash or sanitise their hands on arriving at work and before starting any duties. Signage within the Workplace.	Employees	-	100%	1	2	2
						2 metre social distancing to be observed as much as possible within the Toilet facilities.	All	-				
						Toilet facilities cleaned by Site Ganitor & "Cleaners"	ML	-				
						Canteen facilities are available on site. Canteen managed by DINE Catering with communication via Mark Langford. Risk Assessment Covid 19 C689 Frontier 2020 have been undertaken.	ML	-				
						2 metre Social distancing tape on the floor within the canteen. DINE Catering to enforce. One-way system in place.	All	-				
						To stagger breaks across the day to minimise queues.	ML	-				
						Ensure social distancing rules are followed when using outside picnic tables.	ML	-				
Kitchen facilities (Top Offices) & DC Warehouse are available on site with 2 metre social distancing to be observed as much as possible. Signs displayed.	MN / JLD	-										
16	Unfamiliar with the site / area or job	Visitors, Employees	3	4	12	Visitors entering the site managed and guided by the Manager responsible for them as QP30/12 01. They are made aware of Emergency arrangements and C19 Risk assessment controls.	Dept Mngt	-	100%	2	4	8
						Induction for "new starters". Job specific training given to all employees. Site tour given to Employees.	Dept Mngt	-				
						2 metre social distancing to be observed as much as possible with full engagement and communication with employees.	All	-				
						Adequate signage posted within the Workplace indicating First Aiders, Fire assembly point, Fire wardens.	Dept Mngt	-				
21	Ergonomic - Design of the Work Areas - Improper "Social distancing controls", sanitization / cleaning and hand cleaning regime	Employees / Agency workers	4	5	20	Monitor this activity to ensure risks are reduced and "social distancing" is maintained	Dept Mngt	-	100%	2	5	10
						Social Distancing - Reducing the number of persons in any work area to comply with the 2 metre (6.5 foot) gap recommended by the Public Health Agency	Dept Mngt	-				
						Face shields are available within all production and engineering departments for occasions where a two person operation may be necessary and the 2 metre gap cannot be achieved for example, One to One Training, two person lift, etc.	Dept Mngt	-				
						Maximum number of employees stipulated on the entrance to each room by signage - Appendix to the C19 Policy	Dept Mngt	-				
						Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as workstations, cells using appropriate cleaning products and methods. Use Antibacterial wipes, spray bottles with Chlorine tablets or Evans Est. eem Sanitiser / Cleaner. Signs displayed within Work Areas.	Dept Mngt	-				
						Hand Cleaning All Employees should wash or sanitise their hands on arriving at work and before starting any duties. Signage within the Workplace.	Employees	-				
Workforce engaged to ensure the "social distancing" of 2 metres can be achieved as much as possible.	Employees	-										
Situations occurring in	Employees,					Management have control of situations / tasks on site with Employees trained on how to raise any hazards and stop any activity if they believe there is a risk to themselves or others under Covid 19 guidance	Dept Mngt / Visitors	-				

29	The vicinity of the work area that can cause injury	Visitors, Contractors	2	3	6	Management to liaise with other Department Manager and Plan if maintenance work is conducted on the Mouldshop. Area to be segregated and risk to be minimized by Maintenance Management & their Team to ensure "social distancing" can be maintained	Dept Mngt	-	100%	1	3	3
		Upper Stores / DC Warehouse Employees / Delivery drivers	3	3	9	Floor markings to ensure social distancing.	Stores managers	-	100%	1	3	3
						Hand sanitizer readily available at Reception / entry to the Top Stores	Stores managers	-	100%	1	3	3
						Drivers not permitted to wait on site in the DC Warehouse. Drivers only allowed on when ready to be loaded	Stores managers	-	100%	1	3	3
						Doors other than fire doors left open to prevent touching and possible contamination	Stores managers	-	100%	1	3	3
						See Forklift Truck & Pallet cleaning below	Stores managers	-	100%	1	3	3
						Fixed Team in place when loading trailers.	Stores managers	-	100%	1	3	3
						In taking receipt of incoming goods, we will instruct drivers to remain in their cabin while we unload the goods ourselves.	Stores managers	-	100%	1	3	3
						Export drivers complete CMR's. Handling of these are kept to a minimum and driver's use a separate desk to sign and use a separate or their own pen. Desk is cleaned regularly daily.	Stores managers	-	100%	1	3	3
		No signing of drivers paperwork, delivery driver asks for name of recipient	Stores managers	-	100%	1	3	3				

Physical / chemical hazards

32	Chemicals and substances	Employees	3	3	9	Use the COSHH list and control measures (PPE "When you are already using PPE in your work activity to protect against non COVID 19 risks, we should continue to do so" within the COSHH Risk assessment. Adhere to QP30/4.01. Risk assessment adherence forms to be used as a mechanism to communicate control measures.	Dept Mngt	-	100%	1	3	3
35	Fire / Emergency situation	Employees, Visitors, Contractors, Public	3	5	15	Combustibles that could ignite from electrical fault. Combustible materials stored away from any ignition source. Exits/fire exits marked and kept clear. Fire extinguishers well located and inspected weekly by fire warden Clear access kept at all times to all exits and fire extinguishers. Fire detection and alarm system tested weekly by the Fire warden / marshal Each fire alarm point displays evacuation procedures. Maintenance contracts for extinguishers and detection/alarm system, managed by the Engineering manager. 6 monthly fire drill and 3 yearly training in correct use of extinguisher. Cleaner ensures no debris left around the site Fire Risk Assessment completed annually 6's Audit conducted by Shift Management & their Teams Emergency Fire Point Area - Social distancing, 2 metre rule where safe to carry out by the Gatehouse. Staff trained in good housekeeping.	Dept Mngt Dept Mngt MN / ML Fire warden Dept Mngt Fire warden MN / ML Brian Steele Fire Marshalls ML MN ML MN / ML Dept Mngt	-	100%	1	5	5
40	Noise		3	4	12	Ensure Hearing dispenser's are cleaned and sanitized twice daily to reduce the risk of contamination	Site Janitor	-	100%	1	4	4

Health Hazards

	Biological - Disease causative agent - virus, parasite, fungus, or bacterium.					<p>Hygiene - Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands Drying of hands with disposable paper towels or hand dryers Gel sanitizers in any area where washing facilities not readily available Hand Washing Posters displaying within the Workplace to build awareness 	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 or hand dryers. Avoid touching face, eyes, nose or mouth with unclean hands.	Dept Mngt	-	100%	1	5	5
						Health Surveillance programme to check for signs of dermatitis. This Must be conducted at a 2 metre distance. Carry out skin checks as part of the skin surveillance programme 3 monthly monitoring to continue but by asking questions and not touching employees.	H&S Dept	-	100%	1	3	3	
						<p>Cleaning - To prevent transmission by touching contaminated surfaces</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, desks, workstations, cells, pallet trucks and forklift trucks using appropriate cleaning products and methods. Use Antibacterial wipes, spray bottles with Chlorine tablets or Evans Est eem Sanitiser / Cleaner.</p> <p>Signs displayed within Work Areas.</p>	Hand sanitizers to be positioned at the manufacturing cells for cell leaders and setters to use after touching the IMM's screens. Wiping of screens with a Chlorine based solution is not permitted. Tub of surface wipes to be located in the internal pallet storage area of Sharp safe to wipe pallet truck handles.	Dept Mngt	-	100%	3	5	15
						Fork Lift Trucks -	Controls to be cleaned and start and end of shift and if other operators take control. Add extra signage to equipment to highlight these requirements	Dept Mngt	-	100%	3	5	15
						Pallet Trucks -	Handles to be cleaned at start of shift and if/when used by another person.	Dept Mngt	-	100%	3	5	15
						Work Cells -	Area to be cleaned at start of shift and reclaimed when a personnel change occurs during the shift (breaks for example). Locate instruction sheet on cell to cover requirements	Dept Mngt	-	100%	3	5	15
						Hot Plate Welders -	Area to be cleaned at start of shift and reclaimed when a personnel change occurs during the shift (breaks for example)	Dept Mngt	-	100%	3	5	15
						QC Department -	Work surfaces to be clean at start of shift and when personnel change occurs	QC inspectors	-	100%	3	5	15
						Various Jigs & Fixtures (47 & 1 litre assembly jigs, 24/30 litre box turner)	Area to be cleaned at start of shift and reclaimed when a personnel change occurs during the shift (breaks for example). Locate instruction sheet on cell to cover requirements.	Dept Mngt	-	100%	3	5	15
							Staff to be reminded of the importance of cleaning in the work place and management checks via walkarounds to be conducted to ensure controls are being adhered to.	Dept Mngt	-	100%	3	5	15
						Social Distancing We must maintain social distancing in the workplace wherever possible	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	Dept Mngt	-	100%	3	5	15

Spread of Covid 19 Coronavirus by: virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

All Employees, Visitors to our premises, Cleaners, Contractors, Drivers, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with us in relation to our business

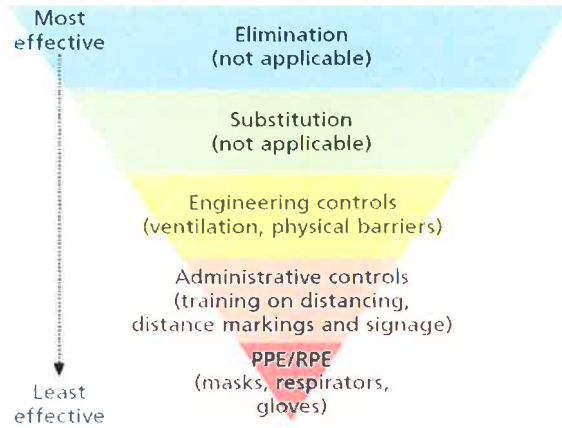
4 5 20

<p>Social Distancing Reducing the number of persons in any work area to comply with the 2 metre (6.5 foot) gap recommended by the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people. Where the social distancing guidelines cannot be followed in full in relation to a particular activity, each Department Manager must consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their Team. Mitigating actions include:</p> <p>Further increasing the frequency of hand washing and surface cleaning</p> <p>Keeping the activity time involved as short as possible</p> <p>Using screens or barriers to separate people from each other</p> <p>Using back to back or side to side working (rather than face to face) whenever possible</p> <p>Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)</p> <p>Social distancing must apply to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms and canteens and similar settings. Maximum number of employees stipulated on the door to each room</p> <p>Also relocating workers to other tasks</p> <p>Conference calls to be used instead of face to face meetings</p> <p>Ensuring sufficient rest breaks for staff</p> <p>Social distancing also to be adhered to in the Gatehouse, reception areas, canteen area and smoking areas.</p>	<p>Staff to be reminded of the importance of social distancing both in the workplace and outside of it. Management checks and walkaround of the site to ensure this is adhered to.</p>	<p>Dept Mngt</p>	<p>-</p>	<p>100%</p>	<p>3</p>	<p>5</p>	<p>15</p>
<p>On arrival and departure from Work Staggering arrival and departure times at work to reduce crowding into and out of the workplace.</p>	<p>Shifts altered in Therapeutics for a 2 month period. Currently looking at extending this for a further month.</p>	<p>ML</p>	<p>-</p>	<p>100%</p>	<p>1</p>	<p>5</p>	<p>5</p>
<p>Provided handwashing facilities in the Toilets and hand sanitiser where not possible, at entry and exit points.</p>	<p>-</p>	<p>-</p>	<p>-</p>	<p>100%</p>	<p>1</p>	<p>5</p>	<p>5</p>
<p>Moving around buildings and workites – Maintain social distancing wherever possible, while people travel through the workplace.</p>	<p>-</p>	<p>-</p>	<p>-</p>	<p>100%</p>	<p>1</p>	<p>5</p>	<p>5</p>
<p>Using markings and introducing one-way flow at entry and exit points to reduce congestion.</p>	<p>Corridor SharpSAFE main entrance to be partitioned to create in and out designated routes.</p>	<p>ML</p>	<p>-</p>	<p>100%</p>	<p>1</p>	<p>5</p>	<p>5</p>
<p>Areas / Workplaces / workstations</p> <p>Marked out to help workers keep 2 metres apart.</p> <p>Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face to face.</p> <p>Only where it is not possible to move workstations further apart, installing screens to separate people from one another.</p> <p>Using a consistent pairing system if people have to work in close proximity, for example, during two person working, lifting or maintenance activities that cannot be redesigned.</p>	<p>One way system to be adopted in the Therapeutics first floor production area utilising the access stair ways at either end of 1th building. Gate house side to be up and despatch side to be down.</p> <p>Manufacture new table top for the 4/7 litre packing cell in SharpSAFE production to ensure employees are physically distance separated. Face shields are available within all production and engineering departments for occasions where a two person operation may be necessary and the 2 metre gap cannot be achieved for example, One to One Training, two person lift, etc. Barrier screen also to be installed.</p>	<p>ML/AD/BS</p>	<p>03/07/2020</p>	<p>100%</p>	<p>1</p>	<p>5</p>	<p>5</p>
<p>RPE (Respiratory Protection Equipment)</p> <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID 19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>When managing the risk of COVID 19, additional RPE beyond what you usually wear (dust, chemical controls) 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, not through the use of PPE.</p> <p>Workplaces should not encourage the precautionary use of extra PPE to protect against COVID 19 outside clinical settings or when responding to a suspected or confirmed case of COVID 19.</p>	<p>-</p>	<p>Dept Mngt</p>	<p>-</p>	<p>100%</p>	<p>2</p>	<p>5</p>	<p>10</p>
<p>"Face coverings" There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.</p> <p>It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including:</p> <ul style="list-style-type: none"> minimising time spent in contact, using fixed teams and partnering for close up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments. See Hierarchy of Control below: <p>We will support our employees in using face coverings safely if they choose to wear one. This means telling workers:</p> <p>Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</p> <p>When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</p> <p>Change your face covering if it becomes damp or if you've touched it.</p> <p>Continue to wash your hands regularly.</p> <p>Change and wash your face covering daily.</p> <p>If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</p>	<p>-</p>	<p>Dept Mngt</p>	<p>-</p>	<p>100%</p>	<p>2</p>	<p>5</p>	<p>10</p>
<p>Practise social distancing wherever possible.</p>	<p>-</p>	<p>Employees / Dept Mngt</p>	<p>-</p>	<p>100%</p>	<p>3</p>	<p>5</p>	<p>15</p>
<p>Delivery Drivers</p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work on our site. Reference: https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID 19 guidance on freight transport.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>	<p>-</p>	<p>Dept Mngt</p>	<p>-</p>	<p>100%</p>	<p>1</p>	<p>5</p>	<p>5</p>

						<p>Car Sharing: You should try not to share a vehicle with those outside your household or support bubble. If you need to do this, try to share the transport with the same people each time. Keep to small groups of people at any one time. Open windows for ventilation. Travel side by side or behind other people, rather than facing them, where seating arrangements allow. Face away from each other. Consider seating arrangements to maximise distance between people in the vehicle. Clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch. Ask the driver and passengers to wear a face covering.</p>	Dept Mngt	-	100%	1	5	5			
						<p>Working from home Policy - If you can work from home we will make arrangements for this to happen.</p>	Dept Mngt	-	100%	1	5	5			
						<p>DSE Self assessment as QP30/8-06 with a need to take regular breaks when working from home.</p>	Dept Mngt	-	100%	1	5	5			
						<p>Communication - Having individual discussions with workers, including those who are clinically extremely vulnerable, to consider any uncertainties they may have about precautions in place to make the workplace COVID secure.</p>	Open communication with employees	Dept Mngt / HR / H&S	+	100%	1	5	5		
						<p>Clinically extremely vulnerable individuals - who were previously advised to shield at home, can go to the workplace as long as it is COVID secure, but should carry on working from home wherever possible.</p>	Return to work interview	Dept Mngt / HR / H&S	+	100%	1	5	5		
						<p>They should be offered the option of the safest available on site roles, enabling them to maintain social distancing guidelines. It may be appropriate for these people to take up an alternative role or adjusted working patterns temporarily.</p>		Dept Mngt / HR	+	100%	1	5	5		
						<p>Planning phased return to work if necessary</p>		HR	+	100%	1	5	5		
						<p>Ensure Incidents are RIDDOR reportable</p>									
57	Infection		2	5	10	<p>RIDDOR reporting of COVID-19 We must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when: An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. A worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease. A worker dies as a result of occupational exposure to coronavirus.</p>		HR / H&S	-	100%	1	5	5		
55	Physical fatigue - due to repetitive Manual Handling activities	Employees	4	4	16	<p>Manual Handling training undertaken by all employees via Powerspoint or E learning - Cleaning of workstation required before & after use.</p>		Dept Mngt / Employees	-						
						<p>We must maintain social distancing in the workplace wherever possible.</p>		Dept Mngt	-	100%	1	4	4		
						<p>Ensure Computer workstations are cleaned after use and "social distancing" is adhered to.</p>		Employees	-						
58	Psychosocial - Stress / anxiety (Social factors workload, work hours, victimization, harassment & bullying)	Employees	3	3	9	<p>Adherence to QP30/15 01 by Management. Department Stress Risk Assessment in place MHFA (Mental Health First Aid) Team being developed. Company manual and procedures in place for harassment & bullying.</p>		Dept Mngt	-		2	3	6		
						<p>Job rotation System in place between Product cells.</p>		Dept Mngt	-	100%	1	3	3		
						<p>The Company has a "Company handbook" that is available Ref: victimization, harassment & bullying.</p>		Dept Mngt	-		1	3	3		
						<p>Mental Health & Communication Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing. Keeping in regular contact with people working from home, making sure you discuss their wellbeing and helping them to feel they are still part of the workforce. Communicated via Teams on a daily basis.</p>		HR / H&S Manager / Management	-	100%	2	3	6		
						<p>Regular communication of mental health information and open door policy for those who need additional support.</p>		HR / H&S	+	100%	2	3	6		
						<p>Open communication with Management</p>		Dept Mngt / Employees	-	100%	2	3	6		
59	People - existing health conditions, capabilities of workers involved	Employees	3	4	12	<p>Do not put the Employee with existing health conditions in a situation that could aggravate the condition. Communicate and work with the Employee.</p>		Dept Mngt / HR / H&S	-						
						<p>To protect clinically vulnerable and clinically extremely vulnerable individuals (Protecting people who are at higher risk) - See Coronavirus Policy</p>		Dept Mngt	-	100%	2	4	8		
						<p>Clinically extremely vulnerable individuals, who were previously advised to shield at home, can go to the workplace as long as it is COVID secure, but should carry on working from home wherever possible.</p>									
						<p>List of Employees distributed to management</p>		HR / H&S							
60	Situations occurring in the vicinity of the work area outside your control	Employees	1	3	3	<p>Full communication and planning between Site management on activities ensuring "Social distancing" has been taken into account during short term planning.</p>		Dept Mngt	-	100%	1	3	3		
Managerial / organisational hazards															
65	Management factors (lack of communication, co-operation, coordination and competence)	Employees	4	4	16	<p>Open communication culture by Employees to management to address any Opportunities for improvement, identify hazards with full co-ordination</p>		Dept Mngt	-						
						<p>Having individual discussions with workers, including those who are clinically extremely vulnerable, to consider any uncertainties they may have about precautions in place to make the workplace COVID secure.</p>		Open communication with employees - Return to Work interview	HR / H&S						
						<p>Sharing the results of the C19 Risk Assessment with the workforce</p>		Dept Mngt	-						
						<p>Ensure all workers understand COVID-19 related safety procedures - Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</p>		Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	Dept Mngt		3 weekly review	100%	2	4	8
						<p>To make sure all workers are kept up to date with how safety measures are being implemented or updated - Ongoing engagement with workers.</p>		Site walk around conducted 19th & 20th May by MI/MN to review current procedures and discuss actions to date and future with employees. MI/MN to conduct 3 weekly site reviews to ensure practices are maintained in line with changing guidelines. Next review 18th June 2020	Dept Mngt						
						<p>Raise any concern with Management, Health & Safety Team, Safety Team representative</p>		Employees	-						

Hierarchy of Controls

Covid-19 hierarchy of control



- 1) **Elimination**
 Remove the job or substitute a substance so that the hazard is removed or eliminated. For example, duty fallers must avoid working at height where they can.
- 2) **Substitution**
 Replace the material or process with a less hazardous one. For example, use a scissor MEWP to access work at height instead of step ladders. Care should be taken to ensure the alternative is safer than the original.
- 3) **Engineering controls**
 Use work equipment or other measures to prevent falls when you cannot avoid working at height. Install or use additional machinery such as local exhaust ventilation to control risks from dust or fumes. Separate the hazard from operators by methods such as enclosing or guarding dangerous areas of machinery/equipment. Give priority to measures which protect collectively over individual measures.
- 4) **Administrative controls**
 These are all about identifying and implementing the procedures you need to work safely. For example, reducing the time workers are exposed to hazards (eg by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage; and performing risk assessments.
- 5) **Personal protective clothes and equipment**
 Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to increase the distance and consequences of a fall (if/when one occurs). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

Risk Matrix

Likelihood (L)

Level	Descriptor	Description
5	Almost certain	Likely to occur on many occasions, a persistent issue
4	Likely	Will probably occur but it is not a persistent issue
3	Possible	May occur occasionally
2	Unlikely	Do not expect it to happen but it is possible
1	Rare / Highly Unlikely	Can't believe that this will ever happen

SEVERITY (S)

Level	Descriptor	Actual or Potential Impact on Individuals	Actual or Potential Impact on Company
5	Catastrophic / Fatal	DEATH	Adverse publicity, HSE investigation, Litigation expected
4	Major Injury	Permanent Injury: e.g RIDDOR reportable injury/ill health/retirement /redeployment	RIDDOR Reportable. Long term sickness. Litigation expected
3	Injury, illness, serious damage	Semi-permanent injury/damage e.g. injury that takes up to 1 year to resolve or requires Occupational Health involvement / rehabilitation	RIDDOR Reportable. Long term sickness. Litigation expected. Litigation possible but not certain. High potential for complaint
2	Minor injury/damage	Short term injury e.g. injury that has been resolved within 1 month	Minimal risk to company. Short term sickness. Litigation unlikely. Complaint possible.
1	Insignificant	No injury or adverse outcome	No risk at all to company. Unlikely to cause complaint. Litigation risk remote.

Likelihood	Severity					Key
	1	2	3	4	5	
1	1	2	3	4	5	1-4 Negligible Risk, Acceptable. No immediate action required but ensure controls are maintained
2	2	4	6	8	10	5-9 Low Risk. Manage Risk and Monitor
3	3	6	9	12	15	10-16 Tolerable & Acceptable Risk. Manage Risk and Monitor and look to improve in a specified timescale
4	4	8	12	16	20	17-25 Unacceptable Significant Risk. Eliminate Activity. Urgent, Stop activity and make immediate improvements
5	5	10	15	20	25	