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Section 1: General Description

Assessment Title:		Assessment Reference No:		RA-P1-01	
Coronavirus (COVID-19) Workplace Risk Assessment		Issue Number:		08	
Assessment Date:	Assessment Review Date:	OVERALL RISK		MEDIUM	
02 November 2021	30 March 2022	RESIDUAL RISK RATING		3	
Location (Site/department/area):			People who may be affected:		
Folds Road – throughout site			Staff, Agency Workers, Visitors, Contractors, Drivers.		
Description of Operation Assessed:					
<p>This assessment has been completed to assess the risk to staff, agency workers and others who may be affected during the coronavirus COVID-19 pandemic.</p> <ul style="list-style-type: none"> • All areas • Production Areas – Paper Stores, Pulper Room, Wet end Production, Packing End Production, Robot Room. • Engineering workshop • Warehouse / Distribution Areas • Macerator Production including R&D areas • Offices • Communal Areas • Out Buildings • Other relevant activities • Home Workers <p>There is a separate risk assessment for engineers who attend hospitals to carry out installation and maintenance of macerators. Refer to VTS 002</p>					

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Specific Needs (Identify any consideration that should be taken for people with specific needs e.g. young people, lone workers, new or expectant mothers, individuals with disabilities)

Clinically extremely vulnerable persons – The shielding programme has now ended in England. This means that people who were previously considered clinically extremely vulnerable (CEV) will not be advised to shield in the future or follow specific national guidance. If this applies to you, you will receive a letter informing you of these changes in more detail and providing further information on available support.

The situation is now very different to when shielding was first introduced at the start of the pandemic. We know a lot more about the virus and what makes someone more or less vulnerable to COVID-19, the vaccine continues to be successfully rolled out, and other treatments and interventions are becoming available.

The government will continue to assess the situation and the risks posed by COVID-19 and, based on clinical advice, will respond accordingly to keep the most vulnerable safe.

As a minimum, you should continue to follow the same guidance on staying safe and preventing the spread of COVID-19. You should consider advice from your health professional on whether additional precautions are right for you. However, as someone with a health condition, you may want to consider, alongside any advice from your clinician, if additional precautions are right for you.

Occupational health support is available for all employees which can be accessed via HR

Safe System of Work or Procedure reference(s):

HM Government Guidance – Working safely during COVID-19 in factories, plants and warehouses, offices and contact centres and vehicles. Dated 17th May 2021

Incident history – previous accidents, incidents or near misses?

There have been no confirmed occurrence of covid-19 being contracted whilst working at the Bolton site.

Persons consulted:

Steve Birch, Steve Morris (Production), Richard Easterbrook (Distribution), Gary Partington (Macerators), Peter Lord (Engineering), Saj Vaka (Distribution), Michael Spencer (Macerators), Carl Edwards (Engineering), John Bond (Production)

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Section 2: Risk Matrix

Risk is assessed using a 4x4 risk matrix. The likelihood and the severity must be determined and an overall risk rating calculated.

		Severity (S)				RISK RATING
		NEGLIGIBLE (1)	MINOR HARM (2)	SERIOUS HARM (3)	FATALITY/ MAJOR INJURY (4)	
Likelihood (L)	UNLIKELY (1)	1	2	3	4	VERY HIGH
	POSSIBLE (2)	2	4	6	8	HIGH
	PROBABLE (3)	3	6	9	12	MEDIUM
	LIKELY/ FREQUENT (4)	4	8	12	16	LOW

If the Risk Rating is between:

		Priority
1-2	Continue with existing control, however monitor for changes	4
3-5	Reduce risk where practicable and regular ongoing monitoring	3
6-11	Additional control measures required to bring the risk down to an acceptable level	2
12-16	Immediate action necessary. Stop/do not start activity. Risk is not acceptable	1

SFAIRP – So Far as is Reasonably Practicable

This form is governed by HSP-15-006

Section 3: Assessment of Risks

Hazard	Operation leading to risk of exposure	RISK			Current risk control measures in place	RESIDUAL RISK			Risk Reduced SFAIRP	Action Ref
		L 1-4	S 1-4	R 1-16		L 1-4	S 1-4	R 1-16		
Employee in contact with confirmed case	Employee in contact with confirmed case and contact from Test and Trace service	2	3	6	<p>The company will assist the test and trace service by keeping records of staff attendance and shift patterns through the T&A system Ceequel.</p> <p>These records are held for a minimum of 21 days</p> <p>The Company will assist NHS test and trace where requests for data are needed to enable containment of clusters or outbreaks of Covid-19</p>	1	3	3	Yes	None
Confirmed case of Covid-19	Outbreak within the business requiring co-operation with Public Health England (PHE)	2	3	6	<p>A single point of contact (SPOC) has been nominated on site. The SPOC will lead on contacting PHE</p> <p>In the event of confirmation of more than one case on site the SPOC will contact PHE health protection team to report a suspected outbreak.</p> <p>If the local PHE health protection team declares an outbreak, the Company will record details of symptomatic staff and assist with identifying contacts. The Company will ensure all employment records are up to date. Information about the outbreak management process will be provided by PHE, which will help to implement control measures, assist with communications to staff, and reinforce prevention messages.</p>	1	3	3	Yes	None
Employee with Covid-19 symptoms or asymptomatic but has tested positive	Employee with symptoms or who has tested positive for C-19 attending work and in contact with others resulting in further spread or the virus within the Company	2	3	6	<p>All staff with a high temperature or a new, continuous cough or a loss or change to their sense of smell or taste, or who have tested positive for Covid-19 have been instructed to self-isolate for 10 days and to arrange a PCR test as soon as possible.</p> <p>If anyone in their household has the above symptoms, they should arrange for a PCR test. Unless they have been fully vaccinated or are under 18 years 6 months old, they should self-isolate for 10 days from the date the member of their household started having symptoms.</p>	1	3	3	Yes	None

Title: Risk Assessment Form

Document No: Form-15-008

Revision No: 02

Effective Date: 08-Jul-2020

Page 5 of 11

This form is governed by HSP-15-006

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		L 1-4	S 1-4	R 1-16		L 1-4	S 1-4	R 1-16		
Employee who has been in close contact with another employee who has tested positive	Employees working in close contact with someone who has Covid-19	2	3	6	<p>People who are fully vaccinated or under 18 years 6 months old do not need to self-isolate if they've had close contact with someone who has COVID-19. If they get any COVID-19 symptoms, they should self-isolate immediately and get a PCR test.</p> <p>All other staff should isolate for 10 days and must not attend site.</p>	1	3	3	Yes	None
Asymptomatic staff attending	Close and prolonged contact with others working in or entering the site and contamination of surfaces	2	3	6	<p>Lateral flow tests are available for all staff on site, completion of tests is recommended twice per week.</p> <p>Anyone testing positive will be instructed to immediately self-isolate and arrange for a PCR test through the NHS. If the PCR test is positive, they must self-isolate for 10 days. If the test is negative, they may return to work.</p>	1	3	3	Yes	None
All areas	Close and prolonged contact with others working in or entering the site. Contact with contaminated surfaces.	2	3	6	<p>Site rules have been communicated to all staff summarising the findings of the risk assessment and the control measures that must be followed. Communication to all staff instructing people to stay at home if they have Covid-19 related symptoms and call their manager or supervisor as soon as practicable.</p> <p>Control measures are in place on site following government guidance:</p> <ul style="list-style-type: none"> The frequency of handwashing is encouraged, and signage is in place throughout site. Hand sanitiser is located throughout site and at all entrances/exits. All staff have been briefed. Increased surface cleaning throughout site of commonly touched surfaces such as door handles Minimise contact with others as much as possible <p>Other risk mitigation that has been followed includes:</p> <ul style="list-style-type: none"> Using screens or barriers to separate people from each other Using back-to-back or side-to-side working (rather than face to face) 	1	3	3	Yes	None

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					<ul style="list-style-type: none"> Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person only works with a few others) <p>Ventilation systems provide a good supply of fresh air, doors and windows are kept open where possible. Regular maintenance is completed on air handling systems.</p>					
Production Areas	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	2	3	6	<p>Frequency of cleaning has been increased for commonly touched surfaces.</p> <p>Hand sanitiser is available in the area and surface cleaner and wipes</p> <p>Staff avoid close contact where possible</p> <p>Face coverings (surgical masks) are available for use in this area and their use is optional. Staff have received training in the correct use of masks.</p> <p>Air flow is good throughout the operation areas which reduces the risk of the virus spreading.</p>	1	3	3	Yes	None
Engineering	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	2	3	6	<p>Frequency of cleaning has been increased for commonly touched surfaces.</p> <p>Hand sanitiser is available in the area and surface cleaner and wipes</p> <p>Staff avoid close contact where possible</p> <p>Face coverings (surgical masks) are available for use in this area and their use is optional. Staff have received training in the correct use of masks.</p> <p>Forklift trucks, tools and other equipment are cleaned using cleansing wipes after use.</p>	1	3	3	Yes	None
Warehouse / Distribution	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	2	3	6	<p>Frequency of cleaning has been increased for commonly touched surfaces.</p> <p>Hand sanitiser is available in the area and surface cleaner and wipes</p> <p>Staff avoid close contact where possible</p> <p>Face coverings (surgical masks) are available for use in this area and their use is optional. Staff have received training in the correct use of masks.</p>	1	3	3	Yes	None

Title: Risk Assessment Form

Document No: Form-15-008

Revision No: 02

Effective Date: 08-Jul-2020

Page 7 of 11

This form is governed by HSP-15-006

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					<p>There is a system set up so there is no signing of driver's paperwork or electronic handheld device.</p> <p>Drivers have portable toilets available which are located in the distribution yard and extra cleaning has been undertaken.</p> <p>Doors other than fire doors are wedged open to avoid hands touching the handles.</p>					
Macerator Production including R&D areas	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	2	3	6	<p>Frequency of cleaning has been increased for commonly touched surfaces.</p> <p>Hand sanitiser is available in the area and surface cleaner and wipes</p> <p>Staff avoid close contact where possible</p> <p>Face coverings (surgical masks) are available for use in this area and their use is optional. Staff have received training in the correct use of masks.</p> <p>Air flow is good throughout the operation areas which reduces the risk of the virus spreading.</p>	1	3	3	Yes	None
Offices	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	2	3	6	<p>Frequency of cleaning has been increased for commonly touched surfaces.</p> <p>Hand sanitiser, surface cleaner and wipes are available in the area</p> <p>Screens are in place between desks in the warehouse office.</p> <p>Staff avoid close contact where possible</p> <p>Windows are opened where practicable</p>	1	3	3	Yes	None
Communal Areas	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	2	3	6	<p>Frequency of cleaning has been increased for commonly touched surfaces.</p> <p>Hand sanitiser, surface cleaner and wipes are available in the area</p> <p>Staff avoid close contact where possible</p> <p>Windows are opened where practicable. A filtration unit is located in the general meeting room first floor offices</p> <p>Signs are in place within the toilet areas encouraging suitable hand</p>	1	3	3	Yes	None

Title: Risk Assessment Form

Document No: Form-15-008

Revision No: 02

Effective Date: 08-Jul-2020

Page 8 of 11

This form is governed by HSP-15-006

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					washing. Toilets are regularly cleaned. Hand towels are available					
Out Buildings.	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	2	3	6	The outbuildings include compressor house, oil store and the old boiler house. These buildings are rarely entered and staff avoid close contact where possible. The gas store house is controlled by North West Gas.	1	3	3	Yes	None
Vehicle Use	Close and prolonged contact with others Contact with contaminated surfaces	2	3	6	Only one person in the vehicle (shunt vehicle) cleaning before and after use with cleansing wipes.	1	3	3	Yes	None
Other relevant activities	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	2	3	6	<p><u>Emergency evacuation of site</u> – Staff avoid close contact where possible</p> <p>Good ventilation in area</p> <p><u>Deliveries/ Service signature</u> – To minimize person to person contact Vernacare employees uses their own pen and avoid close contact where possible.</p> <p><u>Security Guard</u> – The security guard is located in a portacabin next to the offices.</p> <p><u>Smoking Area</u> – Close contact is avoided where possible.</p> <p><u>First Aid</u> – First aid advice has been communicated to first aiders.</p> <p><u>External Stores Delivery Point</u> – A table with a surrounded barrier is set a suitable distance away from the delivery point. This enhances social distancing for external deliveries. A canopy is in place.</p>	1	3	3	Yes	None
Home Workers	Using Display Screen Equipment and Wellbeing whilst working from	2	3	6	<p>DSE USE</p> <p>All staff working from home have been issued with online training and a toolbox talk detailing the hazards, health effects, how to ensure they are</p>	1	2	2	Yes	None

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Document No: Form-15-008

Revision No: 02

Effective Date: 08-Jul-2020

Page 9 of 11

This form is governed by HSP-15-006

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	home				<p>correctly set up and the need to take regular breaks from the equipment.</p> <p>DSE assessments completed to ensure they are set up correctly</p> <p>Where necessary equipment has been delivered to staff (for example screens, keyboards etc.) to improve their workstation set up</p> <p>Staff instructed to highlight to their manager if they have any issues.</p> <p>LONE WORKING & STRESS AND MENTAL HEALTH</p> <p>Managers keep in regular contact with their staff to ensure they are safe, well and they have no issues with workloads.</p> <p>Support is also available via occupational health if required</p>					

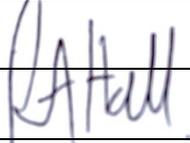
This form is governed by HSP-15-006

Section 4: Further Action Plan

Action Reference Number	Further Action Required	Priority (Residual Risk Rating)	Actionee	Actionee Signature	Timescale	Status
	None					

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Section 5: Risk Assessment Sign Off

Risk Assessor:	
Print:	M. Leatherbarrow
Signature:	
Date:	02 November 2021
Signature below denotes agreement with both the risk assessment and the further action plan	
Risk Owner:	
Print:	Richard Hall 
Signature:	
Date:	9 th November 2021
Health, Safety and Environmental Manager:	
Print:	M. Leatherbarrow
Signature:	
Date:	02 November 2021