







# RISK ASSESSMENT: Attending Work During COVID-19 Outbreak

<b>RA Number:</b>	RA100	<b>Date:</b> <i>Valid for 12 months</i>	21.10.2020					<b>Severity of Injury</b> 1 - No Injury 2 - First Aid Required 3 - Lost Time Injury 4 - Major (RIDDOR Reportable) 5 - Fatality  <b>Likelihood of Injury</b> 1 - Almost Impossible 2 - Unlikely 3 - Possible 4 - Likely 5 - Almost Certain		
<b>Completed by (name):</b>	Health & Safety Officer									
<b>Reviewed By:</b>	<b>Signed:</b>	<b>Who can be Harmed?</b>								
Julian Ireland	<i>Julian Ireland</i>	Staff - All	✓	5	5	10	15		20	25
Paul Ireland	<i>Paul Ireland</i>	Contractors	✓	4	4	8	12		16	20
Paul Hatfield	<i>Paul Hatfield</i>	Visitors	✓	3	3	6	9		12	15
Richard Knight	<i>Richard Knight</i>			2	2	4	6		8	10
Jane Harris	<i>Jane Harris</i>			1	1	2	3		4	5
Shelley Ireland	<i>Shelley Ireland</i>			Multiply to calculate Risk Rating <b>Likelihood of Injury</b> 1 2 3 4 5 <b>Red</b> - Do not proceed <b>Amber</b> - Review before task <b>Green</b> - Proceed						

Hazardous event	How persons can be harmed	Uncontrolled Risk Rating L x S = RR	Control Measures	Controlled Risk Rating L x S = RR
<b>All Staff (Including Shielded Employees): Potential to Become Infected by Airborne Particles</b>	Chronic respiratory illness resulting from inhalation of Virus	4 x 5 20	<ul style="list-style-type: none"> <li>• Symptomatic isolation: An individual showing early symptoms (a continuous cough or a temperature of 37.8 degrees or higher, or a loss of or change in normal sense of taste or smell, should self-isolate for <b>ten (10)</b> days. <b>This means that you must stay at home and NOT go into work or anywhere else.</b></li> <li>• Household isolation: All residents of households are to enter self-isolation for <b>fourteen (14)</b> days if anyone in the household develops any of the early symptoms listed above. <b>This means that the household must stay at home and NOT go into work or anywhere else.</b></li> <li>• Take Guidance from your GP or 111</li> <li>• Follow the latest advice issued by HM Government and adhere to local rules: HM Government advice is changing regularly and there are now local rules being applied.</li> <li>• Follow the advice of NHS Test and Trace: If contacted to say that you have been in contact with somebody with COVID-19 YOU MUST FOLLOW THE INSTRUCTIONS GIVEN BY NHS TEST AND TRACE</li> <li>• If you travel back from a country not on the corridor travel list (i.e. not exempt), you must self-isolate for <b>fourteen (14)</b> days. This means that you must stay at home and NOT go into work or anywhere else.</li> </ul>	1 x 5 5

Hazardous event	How persons can be harmed	Uncontrolled Risk Rating L x S = RR	Control Measures	Controlled Risk Rating L x S = RR
<b>Staff Becoming Infected by Airborne Particles from Movement of People: Admin Offices, Production Office, Admin Kitchen</b>	Chronic respiratory illness resulting from inhalation of Virus	4 X 5 20	<ul style="list-style-type: none"> <li>All staff to observe the Government social distancing guidelines of 2m from another person wherever possible, else use PPE (FFP3 Moldex mask 2555 or a surgical mask)</li> <li>Ensure those around you keep their distance – be Assertive and tell people to move if necessary!</li> <li>“Please Do Not Enter” notice attached to Admin Office door to limit foot flow into office</li> <li>Increase handwashing, surface cleaning at desks and cleaning of kitchen</li> <li>Provision of anti-bacterial gel at each desk</li> <li>All staff asked to read and sign “Coronavirus – Return to Work Instructions” 22.04.2020</li> <li>All staff asked to read and sign “Coronavirus – COVID-19 (reminder)” 07.05.2020</li> <li>All staff asked to read and sign “COVID-19 UPDATE” 23.09.2020</li> <li>Social markings in offices not required due to adequate space</li> <li>Corridor between Production Office and Admin Office: only one person to access at a time</li> <li>Use of individual mugs: keep to your own and avoid touching other people’s equipment</li> <li>Admin Office, Production Office and Reception Door handles to be wipes daily</li> </ul>	1 X 5 5
<b>Staff Becoming Infected by Airborne Particles from Movement of People: Factory Units, Stores, Factory Rest Areas</b>	Chronic respiratory illness resulting from inhalation of Virus	4 X 5 20	<ul style="list-style-type: none"> <li>Wearing task mandatory Moldex FFP3 2555 mask or Moldex 7005/6 mask with 9030 filters and gloves will guard against COVID-19</li> <li>Control access to the working area by ensuring those around you keep 2m distance if masks are not being worn (because task doesn’t require it)</li> <li>Increase the frequency of hand washing and surface cleaning</li> <li>Foremen to continually review factory processes to allow people to work further apart from each other</li> <li>Everyone to be aware that social distancing applies to all parts of the work environment, not just places where people spend most of their time, but also entrances and exits</li> <li>During briefings allow 2m distance between each other</li> <li>Hold meetings outdoors or in factory units where distancing can be achieved (not the training room or an individual’s office for more than 2 people)</li> <li>Disposable cups provided in vending area - stops transfer of coronavirus</li> <li>All staff asked to read and sign “Coronavirus – Return to Work Instructions” 22.04.2020</li> <li>All staff asked to read and sign “Coronavirus – COVID-19 (reminder)” 07.05.2020</li> <li>All staff asked to read and sign “COVID-19 UPDATE” 23.09.2020</li> <li>Daily temperature checks of staff, daily checking of 2m distancing/wearing of masks</li> </ul>	1 X 5 5

Hazardous event	How persons can be harmed	Uncontrolled Risk Rating L x S = RR	Control Measures	Controlled Risk Rating L x S = RR
Staff Becoming Infected by Airborne Particles from Site Visitors & Contractors	Chronic respiratory illness resulting from inhalation of Virus	4 X 5 20	<ul style="list-style-type: none"> <li>Visitors to be briefed on social distancing and hygiene at site</li> <li>The number of visitors to site at any one time is kept to a minimum of one company</li> <li>Visitors to complete COVID-19 Visitor's Questionnaire</li> </ul>	1 X 5 5
Staff Becoming Infected by Airborne Particles: Lorry Drivers Visiting Multiple Sites	Chronic respiratory illness resulting from inhalation of Virus	4 X 5 20	<ul style="list-style-type: none"> <li>All Lorry Drivers to keep cabs clean with antibacterial wipes</li> <li>All Lorry Drivers to keep a bottle of antibacterial gel in their cab and replenish when empty</li> <li>All Lorry Drivers to comply with COVID local arrangements of destination company</li> </ul>	1 X 5 5
Staff Becoming Infected: Toilet Areas	Chronic respiratory illness resulting from inhalation of Virus	4 X 5 20	<ul style="list-style-type: none"> <li>Toilets cleaned daily</li> <li>Soap in toilets checked daily and refilled</li> </ul>	1 X 5 5
Travel To/From Work	Coming into contact with others, potential for chronic respiratory illness resulting from inhalation of Virus	4 X 5 20	<ul style="list-style-type: none"> <li>Ensure you have enough fuel for journeys and fill up with petrol/diesel as infrequently as possible</li> <li>Plan your route as normal stops may not be open</li> <li>Keep your mobile phone charged and have the means to charge it with you</li> <li>If using public transport, distance yourself from other travellers, use surgical mask/gloves</li> <li>Where possible, do not share vehicles into work</li> </ul>	1 X 5 5

Hazardous event	How persons can be harmed	Uncontrolled Risk Rating L x S = RR	Control Measures	Controlled Risk Rating L x S = RR
<b>Staff Becoming Infected: Personal Hygiene</b>	Chronic respiratory illness resulting from inhalation of Virus	<b>4 X 5 20</b>	<ul style="list-style-type: none"> <li>• DON'T shake hands with others</li> <li>• Catch sneezes &amp; coughs in a tissue (dispose of the tissue)</li> <li>• Wash your hands regularly for at least 20 seconds, BUT AT LEAST BEFORE EATING, DRINKING AND SMOKING</li> <li>• Use alcohol hand sanitizers regularly</li> </ul> <div data-bbox="1205 272 2000 1412" style="border: 1px solid black; padding: 10px;"> <div style="text-align: right;">  </div> <h3 style="text-align: center;">Hand-washing technique with soap and water</h3>  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: center;"> <p>Hand washing should take 15-30 seconds</p> </div> <div style="text-align: center;">  </div> </div> </div>	<b>1 X 5 5</b>

Hazardous event	How persons can be harmed	Uncontrolled Risk Rating L x S = RR		Control Measures	Controlled Risk Rating L x S = RR
<b>Spreading the Virus Outside of Work</b> <b>("Think Hands, Think Face, Think Space")</b>	Chronic respiratory illness resulting from inhalation of Virus, picking it up from surfaces	<b>4 X 5 20</b>	<ul style="list-style-type: none"> <li>• Where possible change out of your work wear before you enter your home</li> <li>• Do not shake dirty laundry – shaking dirty clothes could spread the virus around home</li> <li>• Wash items in accordance with the manufacturer's instructions using the hottest setting possible and dry items completely</li> <li>• Wash clothes in a load not more than half the machine capacity</li> </ul> <p style="text-align: center; font-size: 2em; font-family: cursive;"> <b>THINK HANDS, THINK FACE, THINK SPACE</b> </p>	<div style="text-align: center;"> <h2 style="margin: 0;">WHAT DO I DO WHEN I COME HOME</h2> <p style="margin: 0;">BEHAVIOUR PROTOCOL REGARDING COVID-19</p> </div>	<b>1 X 5 5</b>

## Additional Information

Variations to Work Task	Mandatory PPE, Equipment or Tools for this Work task
<ul style="list-style-type: none"> <li>Maintain 2m distance from others unless wearing Moldex FFP3 2555 mask (or equivalent) or Moldex 7005/6 mask with 9030 filters.</li> </ul>	<ul style="list-style-type: none"> <li>Wear Moldex FFP3 2555 mask or Moldex 7005/6 with 9030 filters if 2m social distancing can't be achieved.</li> </ul>
Additional Training and Information	Notes
<ul style="list-style-type: none"> <li>Refer to: 'Coronavirus – Return To Work Instruction' form and 'Coronavirus – COVID-19 (reminder)' form.</li> </ul>	<ul style="list-style-type: none"> <li>This RA has been acknowledged and signed for by staff via the 'Coronavirus – Return To Work Instruction' form and 'Coronavirus – COVID-19 (reminder)' 22.04.2020 form. Also signed are: "Coronavirus – COVID-19 (reminder)" 07.05.2020 and "COVID-19 UPDATE" 23.09.2020</li> </ul>

## Revisions

Date	Amendment