



RISK ASSESSMENT

REF : RA-SITE-001-5

Location(s):	SITE
Department/staff:	ALL
Tasks/Process:	Covid-19
Other information:	Created under the guidance of HM Government and Site Wide Communications Dated: 17 th March, to-date (On Going – Communications from C. Lock [Business Director])

Risk assessment sign off			
Prepared by:	T. Page	Signature:	Date: 13/01/2021
Reviewed by:		Signature:	Date:
Date for review:	Ongoing review based on guidance from HM Government		

Personal protective equipment (PPE) assessment										
You should identify which PPE items are required for the task here: <input checked="" type="checkbox"/>										
Type of PPE:										
	Head	Foot	Eye	Hand	Hearing	High-visibility vest	RPE	Mask	Fall arrest	
				✓					✓	
Additional requirements										

Mechanical Hazards		Non-Mech Hazards			
ENTANGLEMENT		HEAT/COLD		MANUAL HANDLING	
TRAPS		EJECTION		STRIKING	
CRUSHING		ELECTRICITY		FUMES/INHALATIONS	
SHEARING		CHEMICALS		BIOLOGICAL	✓
CUTTING		DUST/SWARP			
ABRASION/FRICTION		FALLS OF MATERIAL			
DRAWING IN		STABILITY			
PUNCTURE		TRIPS/SLIPS			
STABBING		FALLS			
VIBRATION		COMPRESSED AIR			

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
ALL	Employees Visitors Contractors	BIOLOGICAL	4	5	20	<p>Personnel Hygiene & Cleaning</p> <ul style="list-style-type: none"> Wash hands as often as possible. Avoid touching your face. Clean work area, shared tools, machines office equipment at the start and end of the shift. Additional sanitiser stations around the site. Increased frequency of cleaning. <p>Social Distancing/Production Zones</p> <ul style="list-style-type: none"> Maintain 2M distance face to face contact where possible around the site, if not and you are not part of a fixed production team face covering must be worn. MANDATORY 2M Signs/Markers around the site. Avoid physical contact. Stay within your designated production zone as much as possible. If for business needs, employees are required to work outside their designated production zone/shift they will be separated from employees inside the new zone/shift and NO interaction is permitted. Avoid movement in and around the site unless completely necessary but the wearing of a face covering is mandatory if you do so. Staggered arrival and departure times between shifts. Face covering MUST be worn before entering and after leaving the buildings for each shift. Face coverings are available if required. <p>Site Access (Employees, Visitors & Contractors)</p> <ul style="list-style-type: none"> Temperature screening will be carried out for all Employees, Visitors and Contractors entering the Site. Using Zoom, Skype and telephone conversations must always be in the first instance for visitors and contractors. Visitors & Contractors can only come onto site if permission has been given by the Managing Director who will ensure where possible only one can visit each day. To enforce this Reception will be locked and a waterproof container will be located outside the door for parcels etc. 	2	5	10

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
ALL	Employees Visitors Contractors	BIOLOGICAL	4	5	20	<p>Employees visiting Customers and Suppliers The employee can only visit if given permission from the Managing Director and that the Confirmation of Covid-19 Control form has been signed by a representative of the customer or supplier.</p> <p>Track & Trace</p> <ul style="list-style-type: none"> • Every Employee is encouraged to download the NHS App. • Visitors and Contractor will sign the Covid-19 Notice Declaration form which will record all necessary information required by track and trace. • QR installed in reception for visitors and contractors using the NHS Track & Trace APP. • All information will be held for 21 days. <p>Travel Advice</p> <ul style="list-style-type: none"> • Any Employee planning to travel abroad to inform HR before booking the holiday. Advice given is to avoid Air Travel. <p>Self-Isolation</p> <ul style="list-style-type: none"> • Any Employee experiencing the symptoms must self-isolate and take the test. If Negative the employee can return to work, Positive the employee must self-isolate for 10 days. • Any employee who has been deemed to have been in contact with someone that is showing symptoms must self-isolate until the results are known. (See Self Isolating Advice). • Any employee who has been told that they have been in contact with someone who has Covid-19 must self-isolate for 14 Days, regardless if any test taken comes back Negative. 	2	5	10