

Risk Assessment No: <b>COVID19-DARLASTON MSHOP</b>					Task Statement No: COVID-19 – RA005				
Activity: <b>AREA SPECIFIC – PARK ROAD DARLASTON</b>									
<b>Frequency</b>		1 Improbable 2 Unlikely 3 As Likely as Not 4 Probable 5 Highly Probable							
<b>Health and Safety Consequence</b>		S1 Insignificant (No Effect) S2 Marginal (Minor Injuries) S3 Serious (Major Injuries) S4 Critical (Fatalities) S5 Catastrophic							
<b>Environmental Consequence</b>		E1 Insignificant (No Effect) E2 Marginal (Minor Effect) E3 Serious (Major Effect) E4 Critical (Irreversible) E5 Catastrophic							
<b>Groups effected by the risk</b>		Employee <input checked="" type="checkbox"/> (Working on task and in vicinity) Contractor <input checked="" type="checkbox"/> 3 <sup>rd</sup> Party (i.e. public) <input type="checkbox"/> Other (Please State)							
<b>RISK RATING = CONSEQUENCE X FREQUENCY</b>			<b>(1-5 Insignificant), (6-12 Acceptable), PROCEED</b>			<b>(13-25 Unacceptable). WORK SHALL NOT START</b>			
HAZARD	UNDESIRE EVENT	CONSEQUENCES	BEFORE CONTROL			CONTROL MEASURE	AFTER CONTROL		
			(C)	(F)	(RR)		(C)	(F)	(RR)
Social Distancing	Area or surface becomes contaminated where multiple employees work	Spread of disease as the virus is highly contagious.  Spread of disease – causing lack of sales and production.	4	5	20	Temperature Checks Temperature check is carried out before employees start work to confirm no sign of high temperature or fever.  Review of work areas No employees to be working within 2 meters of each other. Where this is unavoidable e.g. inspection rooms, Machine areas. Time should be kept to a minimum and no greater than 15 mins working together.  Wearing of provided PPE. Facemasks and gloves must be worn where social distancing is difficult.  Areas highlighted as 1 person at a time. <ul style="list-style-type: none"> <li>Toilets</li> <li>Kitchen</li> </ul> Areas highlighted at 2 persons max. <ul style="list-style-type: none"> <li>Reception</li> <li>Boardroom</li> <li>Offices</li> <li>Inspection area – Max 15 mins</li> </ul>	3	2	6

<p>Common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.</p>	<p>Area or surface becomes contaminated where multiple employees work</p>	<p>Spread of disease as the Virus is very contagious.</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Wearing of provided PPE. Facemasks and gloves must be worn where social distancing is difficult.</p> <p>More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> <li>• Taps and washing facilities,</li> <li>• Toilet flush and seats,</li> <li>• Door handles and push plates,</li> <li>• Handrails on staircases and corridors,</li> <li>• Lift and hoist controls,</li> <li>• Machinery and equipment controls,</li> <li>• All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices,</li> <li>• Telephone equipment,</li> <li>• Keyboards, photocopiers and other office equipment,</li> <li>• Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day,</li> <li>• Consult with your waste service provider to clarify the status of different types of waste.</li> </ul> <p>A deep clean may be appropriate before people return to site.</p>	<p>3</p>	<p>2</p>	<p>6</p>
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Groups of workers together I.E Shifts	Area or surface becomes contaminated where multiple employees work	Spread of disease between shifts as virus is highly contagious.	4	5	20	<p>Wearing of provided PPE. Facemasks and gloves must be worn where social distancing is difficult.</p> <p>Clean-down of any equipment that would have been used by other employees prior to beginning commencement of work.</p>	3	2	6
Training / Inductions in new working methods	Employee unaware of responsibilities	Spread of disease	4	5	20	<p>Training given via Induction Toolbox talks Presentations etc.</p> <p>Wearing of provided PPE. Facemasks and gloves must be worn where social distancing is difficult.</p> <p>Clean-down of any equipment that would have been used by other employees prior to beginning commencement of work.</p>	3	2	6
Inspection	Employee unaware of responsibilities.	Spread of disease between shifts as virus is highly contagious.	4	5	20	<p>No Employees to be working within 2 meters of each other. If this is unavoidable time should be kept to a maximum of 15 mins.</p> <p>4 staff members at a time working with 2 metres apart.</p> <p>All connected work desks to be used by 1 employee at a time.</p> <p>Provided PPE face masks and gloves must be worn where social distancing is difficult.</p> <p>Clean-down of any equipment that would have been used by other employees prior to beginning commencement of work.</p>	3	2	6

Air Conditioning	Area or surface becomes contaminated.	Spread of disease.	4	5	20	Air conditioning system fitted with anti-viral filter.	1	1	1
Boardroom	Area or surface becomes contaminated.	Spread of disease-causing lack of sales and production.	4	5	20	Board room restriction of 2 employees at a time. Employees to not be working within 2 meters of each other. If this is unavoidable time should be kept to the maximum of 15 min.  Wearing of Provided PPE face mask and gloves must be worn where social distancing is difficult.  Clean down any equipment that would have been used by other employees prior to beginning commencement of work.	3	2	6
Grinding Area	Area or surface becomes contaminated	Spread of disease-causing lack of sales and production.	4	5	20	Wearing of provided PPE face masks and gloves must be worn where social distancing is difficult.  No employees to be working within 2 meters of each other. If this is unavoidable time should be kept to the maximum of 15 min.  Clean-down of any equipment that would have been used by any other employees prior to the commencement of work.	3	2	6
Kitting area	Area or surface becomes contaminated where multiple employees work	Spread of disease-causing lack of sales and production.	4	5	20	Wearing of provided PPE face masks and gloves must be worn where social distancing is difficult.  All Work desks to be used by 1 employee at a time.  No employees to be working within 2 meters of each other. If this is unavoidable time should be kept to the maximum of 15 min.  Clean-down of any equipment that would have been used by any other employees prior to the commencement of work.	3	2	6

Milling Area	Area or surface becomes contaminated where multiple employees work	Spread of disease – causing lack of sales and production.	4	5	20	<p>No employees to be working within 2 metres of each other. If this is unavoidable time should be kept to the maximum of 15 min.</p> <p>Clean-down of any equipment that would have been used by any other employees prior to the commencement of work.</p> <p>Provided PPE face masks and gloves must be worn where social distancing is difficult.</p>	3	2	6
Reception	Employee unaware of responsibilities	Spread of disease as virus is highly contagious.	4	5	20	<p>Wearing of provided PPE face masks and gloves must be worn where social distancing is difficult.</p> <p>No employees to be working within 2 metres of each other. If this is unavoidable time should be kept to the maximum of 15 min.</p> <p>Clean-down any equipment that would have been used by another employee prior to the commencement of work.</p>	3	2	6
General offices	Employee unaware of responsibilities	Spread of disease as virus is highly contagious.	4	5	20	<p>No employees to be working within 2 metres of each other. Where this is unavoidable time should be kept to a maximum of 15 min.</p> <p>Clean down of any equipment that would have been used by other employees prior to beginning work.</p>	3	2	6
Kitchen sitting area	Area or surface becomes contaminated.	Spread of disease as virus is highly contagious.	4	5	20	<p>No employees to be within 2 metres of each other. Where this is unavoidable time should be kept to a maximum of 15 mins.</p> <p>Provided PPE face mask and gloves must be worn where social distancing is difficult.</p> <p>Staggered breaks introduced.</p> <p>Hand sanitizer made available within rest areas.</p> <p>Anti-bacterial products available to wipe down areas regularly.</p>	3	2	6

Sharing company vehicles (Company vans)	Area or surface becomes contaminated	Spread of disease as virus is highly contagious.	4	5	20	<ul style="list-style-type: none"> <li>• Frequent cleaning of objects and surfaces before and after uses.</li> <li>• All employees MUST wash hands before boarding vehicles.</li> <li>• All waste and personal items MUST be removed at the end of shift before disinfecting all vehicle.</li> <li>• Maintaining good ventilation in the work environment by keeping windows open where possible.</li> <li>• Keyholders to ensure that keys are sanitised after each use.</li> <li>• Facemasks MUST be worn.</li> <li>• Passengers should not enter vehicles where possible, if carrying a passenger is essential Face masks MUST be worn and windows MUST be open by both people in the vehicle.</li> <li>• Vehicle must not operate with more than one passenger, passenger must sit in seat furthest away from the driver i.e., Rear passenger side where possible.</li> </ul>	3	2	6
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Signed: *L.Tandy* (Assessor) Print Name: L.Tandy Date: 21.07.2021

To be reviewed 12 months or after an accident or significant change to process or personal

Signed: 

(Reviewer)

Print Name: Richard O'Loughlin

Review Date: Jul-2022

I have read and fully understand this Risk Assessment

Name	Role	Date	Signature


**Risk Assessments Control Measures Action Plan**

<b>Control Measure</b>	<b>Date Highlighted</b>	<b>Close out Date</b>	<b>Remarks</b>