

RISK ASSESSMENT FORM



DEPARTMENT & OR ACTIVITY		Spread of COVID19		DATE ASSESSMENT UNDERTAKEN	05/05/2020	REVIEW DUE	05/05/21	RECORD OF REVIEW							
ADDRESS		Fullwood Packo Limited Ellesmere		ASSESSORS NAME	David Morris	SIGNED		10/09/20	DM						
Likelihood				Consequence				Risk rating		Scores Between					
<ol style="list-style-type: none"> Very low (unlikely) Low (may occur) Medium (could occur) High (likely to occur) Very high (near certain to occur) 				<ol style="list-style-type: none"> Nuisance (discomfort – no lost time) Minor (up to 7 days off) Moderate (off more than 7 days) Serious (lengthy incapacity to work) Very Serious (immediately notifiable) 				Score multiplied likelihood x consequence		1-4	Low risk				
										5-7	Low to medium risk				
										8-14	Medium risk				
										15-19	High risk				
										20-25	Extremely high risk				
(Section A) HAZARD	(Section B) WHO MIGHT BE HARMED AND HOW			(Section C) LEVEL OF RISK BEFORE CONTROLS			(Section D) IS THE RISK ADEQUATELY CONTROLLED (IF YES HOW)			(Section E) WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK			(Section F) LEVEL OF RISK AFTER FURTHER ACTION		
				L	C	R				L	C	R			
Spread of COVID19 Hygiene	Employees, visitors, members of the public. Contraction of the COVID19 virus resulting in ill health or death.			4	5	20	Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. Hand dryers provided. Gel sanitisers provided in any area where washing facilities not readily available Reminders in place for people to keep washing their hands with soap and water regularly, especially before eating, after using shared tools, before going home, etc (hand sanitiser is also available)			Ensure employees are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying. Also remind employees to catch coughs and sneezes in tissues – Follow catch it, bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Ensure tissues or other suitable facilities are made available throughout the workplace.			1	5	5

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					All employee must wear clean and appropriate work wear / PPE, and these should be laundered at the highest temperature that the fabric will tolerate frequently. Shared Crockery, eating utensils, cups etc. should not be used.	Advise employees, where possible, to change clothing when arriving and leaving work in order to reduce the potential for contaminated clothing from entering the home. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm			
Spread of COVID19 Cleaning	Employees, visitors, members of the public. Contraction of the COVID19 virus resulting in ill health or death.	4	5	20	Frequent cleaning in place and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Increased frequency of contract cleaning company coming to site, especially in high traffic areas such as vending machines, door handles and taps. From once a day to three times a day. Increased amount of hand sanitiser around the premises. Anti-bacterial wipes provided to areas that cannot avoid sharing tools. Employees must clean down all equipment after use.	Rigorous checks must be carried out by Managers to ensure that the necessary procedures are being followed.	1	5	5
Spread of COVID19 Social Distancing	Employees, visitors, members of the public. Contraction of the COVID19 virus resulting in ill health or death.	4	5	20	Social Distancing procedure in place -Reductions of the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. Reminders in place of the social distancing guidelines issued by the Government, guidelines reinforced by team leaders/supervisors / Managers if any breaches are observed. Where it is possible, all employees will remain 2 metres apart from your colleagues. Where it is not possible to remain 2 metres apart, staff	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Employees to report any concerns immediately to team leaders or managers.	1	5	5

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					<p>should work side by side, or facing away from each other, rather than face to face if possible. Office work stations will, where possible, be spaced in order to maintain social distancing. Office staff to continue working from home on Friday's where possible.</p> <p>Where social distancing of 2m cannot be maintained in offices employees work stations will be arranged to prevent face to face working or other suitable measures such as screens will be put in place.</p> <p>The company will stop all non-essential visitors and contractors attending site.</p> <p>The company will restrict the movement of delivery drivers to a smaller area, and ensure they respect social distancing guidelines with employees.</p> <p>Employees who are unable to work from home will be asked to work a 4-day week to increase the time these employees can be at home.</p> <p>As the social distancing rule cannot be adhered to in a vehicle, only the driver should occupy any vehicles.</p> <p>Where possible individual FLT's should only be used by one employee, where this is not possible regular cleaning must be carried out.</p>				
<p>Spread of COVID19</p> <p>Social Distancing</p>	<p>Employees, visitors, members of the public.</p> <p>Contraction of the COVID19 virus resulting in ill health or death.</p>	4	5	20	<p>Work schedules including start & finish times/shift patterns, working from home etc. will be constantly reviewed, as guidance dictates, to ensure the number of workers on site at any one time is in accordance with current government advice.</p> <p>Workers relocated to other tasks where possible to maintain social distancing.</p> <p>Where possible processes / work areas will be redesigned to maintain social distancing.</p> <p>Conference calls to be used instead of face to face meetings where possible.</p>		1	5	5

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					Training to be limited to smaller groups in order to maintain 2m social distancing rules. Ensuring sufficient rest breaks for staff, especially those required to wear additional PPE or RPE that may make tasks more strenuous. Social distancing also to be adhered to in canteen area and smoking area.				
Spread of COVID19 Employees with symptoms	Employees, visitors, members of the public. Contracting and spreading COVID19 virus resulting in ill health or death	3	5	15	Temperature testing complete daily on arrival for all employees attending site. Visitors and contractors required to complete health questionnaire and have temperature tested on arrival. Employees showing any of the main symptoms: <ul style="list-style-type: none"> • High temperature • A new continuous cough • Loss or change in sense of smell or taste Will be told to go home and follow the current government guidance on self-isolating. Where applicable employees must have a COVID19 test. Employees with family members who have symptoms must also self-isolate in accordance with current guidance. Any employees who may have come into close contact with another employee showing symptoms will be informed.	Management must keep in regular contact with employees who are self-isolating.			
Spread of COVID19 Wearing of additional PPE / RPE	Employees, visitors, members of the public. Contraction of the COVID19 virus resulting in ill health or death.	4	5	20	In accordance with current guidance the wearing of RPE for protection from COVID 19 is not required, however the company will make protective gloves and masks available to those who wish to wear them. RPE 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.	Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Ensure face fit testing is carried out for all users of RPE. To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test.	1	5	5

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				<p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed: A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>			
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<p>Spread of COVID19</p> <p>Symptoms of Covid-19</p>	<p>Employees, visitors, members of the public.</p> <p>Contraction of the COVID19 virus resulting in ill health or death.</p>	4	5	20	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Managers will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on the premises (including where a member of staff has visited other work place premises such as clients premises), management will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>Internal communication channels and cascading of messages through team leaders / managers will be carried out regularly to reassure and support employees in a fast-changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	1	5	5
<p>Spread of COVID19</p> <p>Clinically Vulnerable People, and those who have been advised to shield.</p>	<p>Employees, family members.</p> <p>Contraction of the COVID19 virus resulting in ill health or death.</p>	4	5	20	<p>The company and employees will follow current government / safety guidance as detailed above for the protection of employees, visitors, members of the public. However, where an employee has a family member who has been told to shield under the current guidance. Additional safety measures will be implemented, these will include where practicable:</p> <ul style="list-style-type: none"> • Provision of segregated / separate work areas • Additional PPE provided (Tyvek chemical suit) etc • Amended working hours, different to other employees in immediate work area. 	<p>Employees that cannot work from home or are required to complete a vital work role and have members of their immediate family that are shielding and will be given additional advice on protecting these family members, this will include:</p> <ul style="list-style-type: none"> • Minimise the time they spend with others in shared spaces • Keep shared spaces well ventilated • Sleep in separate beds if possible • Use separate towels and clean bathrooms wash areas after every use • Do not share eating utensils, unless thoroughly cleaned • Remove any work clothing immediately on entering the home and shower. 	1	5	5

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Spread of COVID19 Mental Health	Employees, visitors, members of the public. Contraction of the COVID19 virus resulting in ill health or death.	4	5	20	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/	Regular communication of mental health information and open-door policy for those who need additional support. Remind employees of the Employee Assistance Program & the confidential 24hr helpline (0800 032 7097)	1	5	5
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