

# HS 013 Risk Assessment Record

Company		Image Technique Ltd					Assessment Number			2020-COVID-19 Workplace		
Task / Activity		Operation of factory under COVID-19 restrictions										
Date Conducted		Date Reviewed										
Assessment Team		Assessors										
1	2	3	4	5	6	7	8	9	10	11	12	13
Hazard	Hazard Effect	At Risk	Severity	Probability	Risk Rating	Existing Control Measures	Severity	Probability	Risk Rating	Acceptable?	Further Control Measures to Reduce Risk Further	Completed
Potential exposure to an infectious colleague	Infection with coronavirus leading to COVID-19	A	5	4	20	<ul style="list-style-type: none"> <li>Workers identified as clinically extremely vulnerable, who must be Socially Shielded are not permitted in the workplace</li> <li>Workers identified as clinically vulnerable are not permitted in the workplace</li> <li>Government guidance on self-isolation / household isolation formally communicated to all workers</li> <li>Workers are formally instructed to adhere to self-isolation / household isolation guidelines</li> <li>Wherever possible, workers work from home</li> <li>Only workers who cannot work from home attend the workplace</li> <li>No physical contact between workers (handshakes avoided)</li> <li>Work processes modified to minimise the number of people required in the workplace at any one time</li> <li>Shifts implemented, with fixed teams to avoid contact between teams</li> <li>Worker temperatures checked on arrival and workers sent away if above 37.8°C</li> </ul>	5	2	10	M	<ul style="list-style-type: none"> <li>All workers to go straight home if symptoms develop                             <ul style="list-style-type: none"> <li>new continuous cough</li> <li>high temperature (above 37.8°C)</li> </ul> </li> <li>Workers isolating with symptoms to request a COVID-19 test as soon as possible</li> <li>Supervisors to be trained to spot signs of symptoms in workers and investigate as required</li> <li>Once instructed, ensure that workers evidence that their phones have the NHS COVID-19 app installed</li> <li>Check guidance for updates daily and review controls;</li> </ul> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p><a href="https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response">https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response</a></p> <p><a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public</a></p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-3-1">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-3-1</a></p>	

At Risk	Severity	Probability	Risk Rating
E - Employees	1 No Injury	1 Very Unlikely	1 - 5 <b>LOW</b> <b>A</b> - Acceptable
C - Contractors	2 Minor Injury	2 Unlikely	6 - 14 <b>MEDIUM</b> <b>M</b> - More Analysis Required
V - Visitors	3 +3 Day Absence	3 Likely	15 - 25 <b>HIGH</b> <b>U</b> - Unacceptable Risk
P - Public	4 Major Injury	4 Very Likely	
A - All	5 Death	5 Virtually Certain	

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<b>Potential exposure to an infectious visitor</b>	Infection with coronavirus leading to COVID-19	A	5	4	20	<ul style="list-style-type: none"> <li>All visitors are temperature checked before entry.</li> <li>Customer orders currently accepted only via telephone or email – messages sent to customers</li> <li>Meetings conducted by phone, video call or email, wherever possible</li> <li>Visitors are restricted to essential visitors, by appointment only</li> <li>The number of arranged visitors at site is minimised and managed around scheduled worker movements (i.e. breaks) to avoid congestion</li> <li>No unannounced visitors allowed into workplace</li> <li>Visitors are requested to confirm they are observing Government advice on self-isolation / household isolation, in advance of their visit</li> <li>Pen removed from Visitors Book to avoid sharing, visitor to use own pen</li> <li>Hosts trained in new visitor arrangements, in relation to COVID-19 and workforce informed of new procedures</li> <li>Deliveries offloaded by delivery driver are dropped outside and retrieved by our workers only when delivery driver is at least 2m away. No hand to hand deliveries.</li> <li>Deliveries offloaded by us only when delivery driver is at least 2m away from our workers – usually in cab, having removed the keys from the ignition</li> <li>Signage clearly displayed for visiting drivers.</li> <li>Proof of delivery is not recorded via touchscreen devices</li> <li>We do not share pens with delivery drivers</li> <li>Workers wash their hands after receipt of deliveries</li> <li>Floor markings in place to demark 2m distances</li> <li>Some contractor work is undertaken at night to avoid interaction with workers</li> </ul>	5	2	1 0	M	<ul style="list-style-type: none"> <li>Implement formal COVID-19 Questionnaire for visitors entering the workplace</li> <li>Formally communicate entry/exit routes and your current COVID-19 provisions to all visitors in advance of their visit</li> <li>Formally advise suppliers of any changes to delivery processes and agree controls, including changes to the method of Proof Of Delivery</li> <li>Physically mark out any specific delivery areas you intend to use, with paint or tape</li> <li>Check guidance for updates daily and review controls;</li> </ul> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-3-1">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-3-1</a></p>
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# HS 013 Risk Assessment Record

Potential transfer of virus through droplets in the air	Infection with coronavirus leading to COVID-19	A	5	3	15	<ul style="list-style-type: none"> <li>Reasonable natural ventilation levels within workplace; doors and windows open when occupied</li> <li>All workers instructed to cover mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing</li> <li>All workers instructed to put used tissues in the bin straight away and wash hands afterwards.</li> <li>Disposable tissues and lidded bins provided for workers. Tissue waste double bagged and stored for minimum of 72 hours before going into general waste.</li> <li>Catch It – Bin It – Kill It posters displayed in the workplace</li> <li>Meetings conducted by phone, video call or email, wherever possible</li> <li>Physical meetings observe 2m distancing, only absolutely necessary participants (virtual attendees to reduce physical presence) no shared pens or resources.</li> <li>Physical meetings held outside or in well ventilated, larger rooms, where possible</li> <li>Floor markings in place in regularly used meeting rooms/areas to assist with 2m distancing</li> <li>Worker arrival/departure times are staggered to reduce use of facilities</li> <li>Workers instructed to maintain Social Distancing minimum of 2m wherever possible</li> <li>Breaks are staggered to reduce use of facilities, workers can take breaks in cars or outside</li> <li>Workers encouraged to stay on site during breaks</li> <li>Rest areas modified to reduce capacity to ensure 2m distancing is achieved and face to face interactions are removed (seats removed/signage displayed)</li> <li>Workstations separated to maintain minimum of 2m distancing between workers</li> <li>Toilet facilities limited to one person at a time – workers announce arrival to ensure facility is empty</li> <li>Floor markings in place to demark 2m intervals</li> <li>Workers who are less than 2m apart work in established teams or consistent partners</li> <li>Work to be for short periods only and hands washed before and after.</li> <li>Workers to wear face coverings for work less than 2m.</li> <li>Passengers travelling in corporate vehicles are limited to maintain 2m distancing, where possible</li> </ul>	5	2	1 0	M	<ul style="list-style-type: none"> <li>Operate shift system, keeping personnel on each shift the same, to minimise mixing of workers</li> <li>Check guidance for updates daily and review controls;  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-3-1">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-3-1</a></li> <li>Supervise workers and enforce Social Distancing, if required</li> </ul> <div data-bbox="1697 416 1877 600" style="text-align: center;"> </div> <ul style="list-style-type: none"> <li>Provide drop off points for the transfer of materials between workers</li> </ul>
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						<ul style="list-style-type: none"> <li>Workers instructed to use telephones to communicate with colleagues, where possible, to reduce movement around the premise</li> <li>Job rotation/location changes eliminated/reduced</li> <li>High traffic areas regulated by barriers and signage</li> <li>Occupancy managed to enable social distancing, where possible</li> <li>Drop off points in place for transfer of materials between workers</li> <li>One in, one out in toilets and kitchens</li> </ul>						
<b>Potential transfer of virus through droplets on hard surfaces</b>	Infection with coronavirus leading to COVID-19	A	5	3	15	<ul style="list-style-type: none"> <li>Hard surfaces (toilet flush levers, door handles, fridge door handles, kettles, worktops) and floors cleaned regularly with disinfectant product</li> <li>Workers are formally encouraged to wash their hands for 20 seconds with hot water and soap often and on entry to work, before eating food, after using the toilet, before smoking or vaping, when leaving work and when returning to their homes</li> <li>Provision of sufficient handwashing facilities – hot running water, soap and disposable towels is maintained</li> <li>Regular formal inspection of handwashing facilities and corrective actions, when necessary</li> <li>NHS / Government Handwashing technique posters displayed in all welfare facilities.</li> <li>Hand sanitisers provided throughout the workplace</li> <li>Workers do not share pens, pads, tools, etc.</li> <li>Disinfectant available to each worker</li> <li>Workers wipe hard surfaces at workstation (keyboards, phones, desks) with disinfectant wipes at end of shift</li> <li>Hard surfaces wiped with disinfectant at end of any meeting</li> <li>Tissue waste double bagged and stored for minimum of 72 hours before going into general waste.</li> <li>Workers encouraged to bring own drinks bottles, lunch containers &amp; food to workplace</li> <li>Hand sanitisers provided at entry / exit points</li> <li>Door entry systems changed to reduce physical contact (nominated door operator, open doors)</li> <li>Workers provided with additional storage for personal belongings &amp; encouraged to use them</li> <li>Hot Desking suspended to avoid workers sharing surfaces</li> <li>Hand sanitisers provided in meeting rooms</li> <li>Workers encouraged to bring their own packed meals and flasks to avoid kitchen use.</li> </ul>	5	2	10	M	<ul style="list-style-type: none"> <li>Formally review records of cleaning and improve provision, if required</li> <li>Implement cleaning of kitchen appliances after each use (buttons, etc.) with disinfectant wipes</li> </ul>    <ul style="list-style-type: none"> <li>Supervise workers and enforce personal hygiene, if required</li> </ul>	

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<b>Work-related travel</b>	Infection with coronavirus leading to COVID-19	A	5	4	20	<ul style="list-style-type: none"> <li>Non-essential travel formally discouraged</li> <li>Remote working options provided</li> <li>Passengers travelling in corporate vehicles are limited to maintain 2m distancing, where possible</li> <li>Stick to established travel partners</li> <li>Vehicles are cleaned at each handover</li> <li>Overnight accommodation selected that ensures 2m distancing and stays logged</li> <li>Deliveries made to customers that are offloaded by delivery driver are dropped outside and retrieved by customer only when delivery driver is at least 2m away. No hand to hand deliveries.</li> <li>Deliveries offloaded by customer only when delivery driver is at least 2m away from customer workers – usually in cab, having removed the keys from the ignition</li> <li>Delivery workers work in established teams or consistent partners</li> </ul>	5	2	10	M	<ul style="list-style-type: none"> <li>Monitor and maintain existing controls.</li> </ul>
<b>Effects of isolation from colleagues on well-being</b>	Mental health issues	E	3	3	9	<ul style="list-style-type: none"> <li>Regular contact with remote workers, through phone calls, email, video meetings</li> <li>Access provided to systems to enable working from home</li> <li>Work tasks and timeframes agreed and regularly monitored to reassure workers and provide assistance, where required</li> <li>Workplace colleagues provided with regular information and clear communication of changes to rules and practices</li> <li>Open discussion and consultation with the workforce about any changes made</li> </ul>	3	2	6	M	<ul style="list-style-type: none"> <li>Communicate health and well-being support services; <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></li> </ul>
<b>Authorised by The Responsible Manager</b>		<b>Signed:</b>					<b>Dated:</b>				



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