

Risk Assessment	COVID-19 <i>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</i>		
Task	CHF General Assessment		
Date of Assessment	12.05.2020	Date of Next Review:	17.12.2020
Assessed By	Richard Davies		

Date of Review	Reviewed By:	Date of Review	Reviewed By:	Date of Review	Reviewed By:
12.06.20	Richard Davies	16.09.20	Richard Davies		
16.07.20	Richard Davies	19.10.20	Richard Davies		
25.08.20	Richard Davies	17.11.20	Richard Davies		

Description	Who might be harmed	Likelihood	Severity	Risk Rating	List Controls in Place	Likelihood	Severity	Risk Rating
<i>Describe the hazard related to the activity</i>	<i>e.g. Employees / visitors / contractors / public</i>	<i>From matrix identify likelihood with no controls in place for each aspect.</i>	<i>From matrix identify severity with no controls in place for each aspect.</i>	<i>Do not write anything in this column</i>	<i>Describe fully all controls applicable. If a control can only be verified by documentation then it must be available. All controls must reduce severity, likelihood or both</i>	<i>From matrix identify likelihood with controls in place for each aspect.</i>	<i>From matrix identify severity with controls in place for each aspect.</i>	<i>Do not write anything in this column</i>
Exposure from others due to: <ul style="list-style-type: none"> living with someone with a confirmed case of COVID-19. coming into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19 being advised by a public health agency that contact with a diagnosed case has occurred. 	<i>Employees / visitors / contractors / public</i>	3	4	12	Follow government action of self-isolation from initial symptoms confirmed. Employees are to maintain communication with their Line Managers and HR ensuring that they follow company guidelines/policies. The employee is required to notify the employer if they have been advised to isolate as a result of the government's 'test and trace' program. Employer to review vulnerable employees and ensure that shielding is undertaken. Maintain good hygiene measures including hand washing, sanitising and avoiding contact with the face.	1	4	4
Suspected case whilst working on site	<i>Employees / contractors</i>	3	4	12	If an employee develops a high temperature, a persistent cough while at work or suffers a loss of smell and/or taste, they should notify the line manager and: <ul style="list-style-type: none"> return home immediately and follow the government guidance on self-isolation avoid touching anything cough or sneeze into a tissue/or into the crook of their elbow. The area that the employee has worked will be subject to a deep clean. If the employee has been advised to isolate as a result of the government's 'test and trace' program they are to notify their manager immediately.	1	4	4
Travelling to work	<i>Employees</i>	2	4	8	In accordance with government advice, travelling to work will only be undertaken where the employee cannot work from home. Public Transport will be avoided as far as is practicable. Employees are encouraged not to car share unless they are from the same household. Staff are encouraged to walk or cycle to work with shower facilities available.	1	4	4

Description	Who might be harmed	Likelihood	Severity	Risk Rating	List Controls in Place	Likelihood	Severity	Risk Rating
Employees working in reception	Employees	4	4	16	<p>To minimise the risk posed to employees working in reception, Perspex screens are fitted.</p> <p>Maintain good hygiene measures including hand washing, sanitising and avoiding contact with the face.</p> <p>Only essential visitors will be permitted to attend the site.</p>	1	4	4
Employees working in an office environment	Employees	3	4	12	<p>Employees should be encouraged to work from home where job roles allow. Where the role doesn't allow for home working, offices will be laid out in a manner that encourages social distancing. Staggering of shifts and break times will be considered to prevent excessive gathering of employees.</p> <p>Employees should adhere to regular hand washing (20 seconds) and hand sanitising. Avoid hot desking and restrict use of IT equipment to their own work station.</p> <p>Employees are reminded of their responsibility to notify line managers and/or HR of any illnesses or symptoms.</p> <p>Meetings are arranged using remote tools where practical. Where absolutely necessary participants that attend meetings are required to maintain 2m separation and meetings held in well ventilated rooms. Hand sanitizer will be provided in meeting rooms. No sharing of stationary. Meeting rooms should be cleaned following meetings.</p>	1	4	4
Employees working in a warehouse environment	Employee	3	4	12	<p>Non-essential movement reduced with employees encouraged to utilise radios and telephones where permitted, with cleaning being undertaken between use.</p> <p>A one-way flow introduced in the warehouse areas.</p> <p>Management will supervise areas to ensure compliance with social distancing rules as far as is practicable.</p> <p>Where it isn't possible to separate work stations, staff will be encouraged to work side by side rather than face to face. Installation of screens to separate people.</p> <p>Where work needs to be undertaken in pairs a system of consistent pairing is utilised to minimise the risk of virus spread.</p>	1	4	4
Employees working in a vehicle	Employee	3	4	12	<p>Drivers' shifts are staggered to prevent a congregation of staff at the beginning of the shift.</p> <p>Hand sterilizer will be supplied on vehicles.</p> <p>Where possible single workers will be utilised on each vehicle. Where work needs to be undertaken in pairs a system of consistent pairing is utilised to minimise the risk of virus spread.</p>	1	4	4

Description	Who might be harmed	Likelihood	Severity	Risk Rating	List Controls in Place	Likelihood	Severity	Risk Rating
					Employees are advised to ensure that vehicles are well ventilated as far as practicable. Vehicles will be cleaned at the end of each shift			
Customers attending the site	Customers	2	4	8	Customers are encouraged to make purchases by telephone or online. Where payment needs to be made on site, the customer will enter the reception area adhering to hygiene requirements and ensuring social distancing is maintained at all times. Customers will be asked to stay in their cars whilst goods are loaded into the boot.	1	4	4
Visitors/Contractors attending the site	Visitors	2	4	8	All non-essential visitors will not be permitted to attend the site. Where visitors/contractors are required to attend site, they will follow the hygiene requirements and maintain social distancing. A health questionnaire will be completed at the reception area and approved prior to the visitor/contractor being allowed access. Delivery drivers will attend the goods in office where there is a window in place. Toilet facilities will be made available at the Celtica site where hygiene procedures and social distancing will be maintained.	1	4	4
Contact in corridors/walkways	Employees / visitors / contractors	2	4	8	Staggered starts to shifts and staggered break times minimise the gathering of people in corridors. Regular washing of corridor areas. Hand Sanitiser available to staff on entry to the building and on each floor. Introduce a system of 'keeping left' in corridors to minimise contact time. Employees made aware of company policies and procedures.	1	4	4
Break times	Employees / visitors / contractors	3	4	12	Staff encouraged to stagger break times. One person per table in the canteen areas. Hand sanitiser available. Increased hand washing encouraged. Where practical, staff to be encouraged to take breaks in well ventilated areas (outside) ensuring social distancing is maintained.	1	4	4