

## RISK ASSESSMENT

Plant/Location:	Dept/Area	Assessors:	Assessment of:	Date:
Wetherby	Workshop and Offices	G Lees	COVID-19 in the workplace	12/05/2020



Hazard	Persons Affected	Risk	Current Risk Rating (L x S = Total)			Control Measures	Revised Risk Rating (L x S = Total)			Further controls required	By When	By Whom	Completed
			L	S	T		L	S	T				
Spread of COVID-19	E	A person catches the virus due to either working closely or coming into contact with an infected person or surface	4	5	20	1. If any member of staff has been in contact with a person who has the virus or is displaying symptoms (fever and persistent cough), then they should inform HR immediately and remain at home following the Government guidelines. 2. Posters - Staying COVID19 Secure; Hand washing guidance; Catch it, bin it, kill posters in kitchens, canteen and toilets 3. Any member of staff who uses public transport to travel to work must ensure that they wash their hands immediately on arrival at work. 4. Hand washing facilities with soap and water in place 5. Hand sanitisers in place where washing facilities not readily accessible - in reception area, at the roller shutter doors, office door, paint shop, welding and duct shop areas. 6. Regular cleaning and disinfecting of objects and surfaces that are touched regularly - toilet facilities, door handles, canteen work surfaces, tables, microwave and fridges.	2	5	10	1. Ensure sufficient stocks of hand sanitisers and cleaning materials/products			
COVID-19 exposure due to proximity with work colleagues in the offices	E	A person catches the virus due to either working closely or coming into contact with an infected person	4	5	20	Reducing the number of persons in any work area to comply with the 2m gap recommended by Public Health England (PHE). 1. Majority of office staff are able to work from home and have been provided with work equipment (laptops and phones). Two people attend site daily and use the office. Office staff use the office and dedicated kitchen for breaks. 2. The canteen use is staggered and managed by Manufacturing Manager with one person at each table during breaks. The lunch break is between 12 and 2pm and again staggered by team. 3. Office staff (other than the two already identified) are not permitted to attend the site unless permission has been granted by Jo Morris.	2	5	10				

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COVID-19 exposure due to proximity with work colleagues in the workshop	E	A person catches the virus due to either working closely or coming into contact with an infected person	4	5	20	Reducing the number of persons in any work area to comply with the 2m gap recommended by Public Health England (PHE). 1. All machines on the shop floor are situated at least 2m apart and where this is not possible, then staggered operation of equipment should be implemented. 2. The canteen use is staggered and managed by Manufacturing Manager with one person at each table during breaks - 3 maximum. The lunch break is between 12 and 2pm and again staggered by team. Cone in the canteen entrance to indicate occupied 3. One way system in place in the workshop and ductshop in a clockwise direction to control the movement of people whilst maintaining a 2m gap at all times. There should be no stopping to talk to colleagues in this area as this will result in people waiting and causing a queue. 4. Clocking in and out staggered to reduce the number of workers arriving and leaving at any one time. 5. Toilet facilities - only one person can use the facilities at any one time. 6. Work equipment and tools should not be shared. If this is not possible then these should be cleaned thoroughly between uses. 7. If maintaining a 2m distance is not possible, then staff should work side by side or away from each other, rather than face to face if possible. 8. Where face to face contact is unavoidable, this should be kept to 15	2	5	10	1. Plastic shields to be erected between free standing machines 1. Staff to reminded on a daily basis of the importance of social distancing by managers or team leaders 2. Establish minimum PPE stock levels and ensure these are maintained 3. Daily cleaning checklist to be visible to all staff 4. Managers/team leaders daily check of control measures to be recorded			

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Spread of COVID-19	E, V	Deliveries to site	4	5	20	1. Deliveries of boxes are dropped of by delivery driver in marked area. Deliveries to be unloaded by FLT whilst driver maintains a 2m distance. Paper work is placed on the goods by the driver. 2. Delivery drivers who wish to use the welfare facilities, must use the hand sanitiser at the roller shutter door prior to entering the workshop. They must comply with maintaining a 2m gap at all times, comply with the use of toilet rule and to exit.	2	5	10				
Exposure and spread of COVID-19 by returning furloughed and new members of staff.		A person catches the virus due to either working closely or coming into contact with an infected person or surface	3	5	15	1. All returning furloughed staff to receive a H&S induction which includes the controls for managing the risk of COVID-19	2	5	10	1. Update the current H&S Induction to include new working practices for COVID-19			
Exposure and spread of COVID-19 by maintenance/service engineers or contractors.	E, V	A person catches the virus due to either working closely or coming into contact with an infected person or surface	4	5	20	1. All maintenance and service calls should be pre-booked with the Manufacturing Manager. 2. On arrival at site, all visitors to use the hand sanitiser at reception. They must be given a copy of the workplace risk assessment and monitored whilst on site. 3. All equipment that has been touched (if it is easily accessible) must be cleaned after the visit.	2	5	10				

**Persons affected:** E - Employee; V - Visitors; C - Contractors; Cu - Customers; T - Temps; P - Public

Date Revised.	Reason for Revision.	Name

		Severity				
Likelihood		1	2	3	4	5
	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk Assessment	Likelihood	
	Extremely unlikely	1
	Unlikely	2
	Likely	3
	Extremely likely	4
Severity	Almost certain	5
	Severity	
	Minor injury	1
	Moderate injury	2
	Lost time injury, illness, damage	3
Key	Major injury, disabling illness, major	4
	Catastrophic injury (fatality)	5





