

SAFETY RISK ASSESSMENT – Coronavirus COVID -19

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Form No: RA07-01		Rev No: 3			Date: 2/7/2020			Authorised by: P. Tansey		
Area:		Throughout the whole business Factory and site			Frequency:			Hazards likely at anytime		
Duration:		Ongoing			Number of people:			All Personnel		
	Hazard	Persons at Risk	L	S	Rating	Control Measurement	L	S	Rating	
1	Inability to maintain providing advice & guidance	Staff	3	5	15	<p>Guidance and advice are available via the Government websites and are accessed daily. Regular Toolbox talks. Construction leadership council version 5.</p> <p>Existing business continuity plans have been reviewed and activated.</p> <p>Regular communications and status reports being shared with staff.</p> <p>All staff contact details are recorded and accessible. Team(s) have capability to work from multiple sites or from home.</p> <p>Team use shared calendars, skype and telephones to stay connected.</p> <p>Focus is diverted to supporting Covid-19 planning and all other work is a low priority.</p> <p>Prioritise staff without laptops to receive them:</p> <p>Set up WhatsApp group</p> <p>Ensure forward plans and diaries are checked to cancel non-essential activities</p> <p>Ensure communications remain updated with means of accessing Public Health HSE and Government advice and guidance</p>	1	5	5	

						Ensure business continuity plan remain updated.			
2	Virus Transmission for staff	Staff & All other persons Visitors	4	5	20	<p>An inspection checklist has been undertaken to identify the control measure to consider to reduce the risk of workplace infections. All staff members have been fully briefed with the current advice to stay protected through the company lines of communication. Posters are displayed that encourage staying at home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to the workplace and other areas where they will be seen.</p> <p>Provide staff with the waste bins lined with a plastic bag so they can be emptied without contacting the contents.</p> <p>Staff are instructed that the emptying of the bins should be followed by hand washing.</p> <p>All personnel to wash hands, (20 seconds every 2 hours). Suitable welfare with hot water, soap and antibacterial gel alcohol content of 65/95%. Ensure alcohol gel is completely evaporated before touching anything electrical or metal i.e. static. DO NOT touch eyes, nose, mouth. Contact with suspected sufferers to be avoided at all times. Cleaning schedules in place for work surfaces, door handles, taps with suitable cleaning substances and at regular intervals. If an employee lives alone and has a dry persistence cough plus a high temperature and loss of taste and smell senses they should self isolate for 7 days. Employees (or any person) should disclose if they, or someone they live with are showing some of the symptoms as above, if so they should self isolate for 14 days from the day the first person had the symptoms. Send personeel for a test.</p>	1	5	5

					20	<p>Test and Trace by NHS will contact if a test result is positive.</p> <p>Continue all routine environmental disinfecting cleaning by in-house staff.</p> <p>Avoid unnecessary interaction with external contractors</p> <p>Avoid contact with people displaying symptoms</p> <p>Maintain distancing within welfare facilities, split break times</p> <p>Try to use and maintain one main point of entry and exits to buildings</p> <p>Maintain a social distance of 2 metres where this can not be achieved a distance of 1 metre+ (plus) with risk mitigation where 2 metres is not viable is acceptable. Any tasks should be assessed individually if required.</p> <p>Use back to back or side to side working rather than face-to face whenever possible reduce the number of people each person has contact with by using fixed teams or families (so each person works with only a few others). Face masks, gloves and face shields were required.</p> <p>If in doubt contact NHS 111 to seek immediate medical advice</p>			
3	Travel		4	5	20	<p>Employees to work from home where possible.</p> <p>Replace face to face meetings with Electronic communications i.e. Video calls</p> <p>Practice social distancing when at work – minimum 2 meters or 1m + (plus) with risk mitigation unless no alternative and wearing of face mask is compulsory or in fixed teams (family).</p> <p>Stagger working hours and start times.</p> <p>Do not use public transport unless no other option.</p> <p>Travel alone where possible or with the same individuals and face away from each other.</p> <p>Advise of any daily government briefings.</p> <p>Clean & Antibac vehicles regularly.</p> <p>Good ventilation.</p>	1	5	5

4	Tools, Machinery & Clocking in Machine	Staff	4	5	20	Clean any tools and machinery that is shared prior and after use with antibacterial wipes. Until further notice all hand scanning clocking in machines will be taken out of use and revert back to individual clock cards issued to each person.	1	5	5
5	At Risk Personnel	Vulnerable	4	5	20	Any employees on the Government "At Risk" Group to declare and take necessary steps to minimise social contact. Pregnant Women. Organ Transplant or Immunosuppressant patients. People receiving Chemotherapy or Radiotherapy. Blood or Bone Cancers. Severe chest conditions such as severe asthma. In general, any other serious conditions. Young persons. Specific risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	1	5	5
6	Delivery Drivers Visitors	Staff & All Personnel	4	5	20	All delivery drivers to maintain social distancing as per guidance. Delivery drivers permitted to use welfare facilities on site for hand washing. Delivery notes to be unsigned or use own pen for initialling or take photographs for reference Factory and site not accepting non-essential visits or deliveries	2	5	10
7	Changes in Emergency provisions in the workplaces and sites. First Aid Fire Safety Security Lone Working		3	5	15	Site visits to be planned by Managers and will only be conducted if essential and emergency procedures will be checked on arrival. Staff will ensure a daily diary is updated and inform their line manager of any changes. Changes to Fire Safety and First Aid provisions to mitigate reduced staff in Factories/site is reviewed on a regular basis.	1	5	5

8	Increased home working resulting & use of Display Screen Equipment (DSE) – sustaining musculoskeletal injuries	Staff (habitual Users)	3	3	9	<p>All staff given sufficient information, instruction, and training in use of equipment.</p> <p>All equipment is adjustable, and footrests supplied if required.</p> <p>Review desk layout to maintain social distances.</p> <p>Free eye tests provided if required.</p> <p>Blinds provided to control ambient light.</p> <p>Comfortable, adjustable seating supplied. For habitual users more detailed assessment of workstations as required by the Health and Safety (Display Screen Equipment) Regulations is needed.</p> <p>Managers to ensure that staff know how to adjust equipment for own comfort.</p> <p>Ensure correct workstation setup and posture prior to starting work.</p> <p>Ensure regular work breaks to avoid injuries or strains.</p> <p>Hot desk to be avoided.</p>	1	3	3
9	Psychological / Staff Wellbeing	Staff	3	3	9	<p>Regular communications are established with staff by line managers.</p> <p>Shared distribution of workload regardless of roles to adapt to changing demands.</p> <p>Teams have established strong relationships and open communications and operate in a supportive culture.</p> <p>Workloads are monitored.</p>	1	3	3

					<p>Concerns on workload issues or support needs are escalated to line manager.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs.</p> <p>Regular means of communicating with the team to accommodate homeworking.</p>			
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Where **L – LOW**, **M – MEDIUM** & **H – HIGH**

Additional Comments

After control measures are put in place there is still a potential risk that it could be high due to the “Unknown” of the virus.

Risk Assessment methodology and Risk Factor categorization:

The known site hazards and anticipated hazards associated with the activity have been identified in risk assessment below. These hazards have been assessed by Integra Buildings Ltd using the matrix shown here. The record of this risk assessment, the control measures to be applied.

Risk calculation matrix:

PROBABILITY ▼▼▼▼▼						
ALMOST CERTAIN	5	5	10	15	20	25
VERY LIKELY	4	4	8	12	16	20
LIKELY	3	3	6	9	12	15
MAY HAPPEN	2	2	4	6	8	10
VERY UNLIKELY	1	1	2	3	4	5
		1	2	3	4	5
		INSIGNIFICANT - no injury	MINOR - 1 st aid administered	MODERATE – 7 days off work	SERIOUS – long term illness / injury	FATAL
▲▲▲▲▲ HAZARD SEVERITY						

Risk factor calculation:

PROBABILITY X SEVERITY = RISK FACTOR

Risk categorization and resulting action:

RISK FACTOR	CATEGORY	ACTION
1-5	ACCEPTABLE	Nominal risk. Control measures MUST be maintained and monitored.
6-10	MEDIUM	Some risk. Further controls are required. Any control measures MUST be maintained and monitored and ongoing actions completed.
12-25	UNACCEPTABLE	Significant risk. MUST NOT BE ALLOWED . Risk MUST be reduced. Any control measures MUST be maintained and monitored.

Consider that control measures should be applied to ensure the residual risk is as low as reasonably practicable. As such all risk control measures **MUST** bring the risk factor down to **LOW** risk. The performance of the risk control measures will be monitored and regularly reviewed. Any change will be recorded.

Assessed by: Paul Tansey

Assessment Date: 24/03/2020

Signed:



Next Review Date: 23/03/2021