

Severn Glocon Ltd - Risk Assessment

Risk Assessment No.	Operation process or activity:
98	Spread of Infectious Disease (i.e. Covid 19 Coronavirus) in the workplace.

Location	Severn Glocon Ltd, Quedgeley, Gloucester, GL2 4NF
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Assessment Date	Assessed by	Consulted with	Comments
27.04.2020	C.King	R. Green, I. Woodman, M. Slade	New

Review Date	Reviewed by	Consulted with	Comments
11.05.2020	C.King	N/A	Point 4 & 12 updated Point 34 Cross reference to Evacuation Drills added
18.05.2020	C.King	HM Government "Working safely during covid-19 in factories, plants, and warehouses, guidance for employers, employees and the self employed 11.05.20"	Points 8, 19 & 21 updated. Points 35 – 41 added
19.05.2020	C.King	N/A	Point 42. First Aid added
26.05.2020	C.King	HSE Coronavirus update – air conditioning	Point 43. Air Conditioning isolation added.
28.05.2020	C.King	N/A	No 2, 3, 19, 20, 21, 24 record keeping added. No 19, cross reference to SG/OP/517 Control of Contractors added. No 44 Concern reporting & 45 duty of care added
15.06.2020	C.King	Facilities	No. 35. Foot operated door openers fitted.
23.06.2020	C.King	Internal Audit 04.2020	No 46 DSE added

Frequency of occurrence – choose the current nearest (✓).							
Continuous	Daily at intervals	Twice weekly	Weekly	Fortnightly	Monthly	Quarterly	Annually
✓							

People at Risk - by Job Title:	Numbers of people:
Staff	
Visitors	
Cleaning Staff	
Contractors	
Delivery Drivers	
Pedestrians	
Anyone else who physically comes in contact with you in relation to the business	

Definitions:













Hazard	Anything with the potential to cause harm.
Risk:	The Severity that the harm will be realised and cause injury
Harm	Fatality, major injury, ill health, minor first aid injury. May or may not result in lost time

Risk Calculator

Likelihood		Severity		Risk Rating
1. Not Likely	X	1. None – no injury, no absence from work	=	1 – 5 Low
2. Possible		2. Slight – minor injury requiring first aid, no absence from work		6 – 9 Medium
3. Quite Possible		3. Moderate – Lost time injury. Minor ill health		10 – 19 High
4. Likely		4. High – Major lost time injury or ill health		20 – 25 Very High
5. Very Likely		5. Very High – fatality, major lost time injury, ill health		

Action Levels (all actions must be included on the HSE Action List)	
Low	Low priority - eliminate or reduce if possible and if low cost/effort when higher risks dealt with.
Medium	Should receive attention when higher risks dealt with
High	Must be actioned to reduce the risk, consider stopping the activity until the risk is reduced to an acceptable level.
Very high	Must be urgently actioned to reduce the risk. Stop the activity until the risk is reduced to an acceptable level.

Personal Protective Equipment

Type	Eye Protection	Safety Footwear	Dust Mask	Respirator	Gloves	Visor
Req'd						
Symbol						
Type	Overalls	Welding Mask	Hearing Protection	Harness	Head	Other
Req'd						
Symbol						

Risk Assessment Hazard and injury:		Risk Evaluation (refer to risk evaluation calculator)			State the Control Measures / Mitigation used and any additional needed. Include any exposure or other measurements taken.
		Likelihood	Severity	Risk	
		Key: (* <i>Control Measures in place</i> [*] <i>No control measures</i>			
1.	Spread of Covid 19 Corona Virus in the workplace.	(1) [5]	(5) [5]	(5) [25]	Working from Home Work from Home request form (now superseded by Government guidelines) Office staff working from home as per government guidelines. https://www.gov.uk/coronavirus? Skelton staff on site to support manufacturing facility and / or activities. Factory staff unable to work from home to attend work as per government guidelines. Work from home risk assessment in place and records maintained.
2.	Spread of Covid 19 Corona Virus in the workplace.				Return to Work Procedure. Return to work questionnaire in place and records maintained. Records maintained by QHSE Manager

3.	Spread of Covid 19 Corona Virus in the workplace.				<p>Furlough</p> <p>Noncritical / Nonessential workers furloughed for minimum 3 weeks in line with government guidelines.</p> <p>Records maintained by Senior Management PA.</p>
4.	Spread of Covid 19 Corona Virus in the workplace.				<p>Social Distancing</p> <p>Employees reminded of Government Social Distancing guideline of 2 meters (6 ft).</p> <p>Signage in place through the facility.</p> <p>Majority of Office Staff now working from home; therefore, social distancing is easier to maintain.</p> <p>Workstation (desk) barriers in place and seating 2 meters apart.</p> <p>Additional shift pattern added to machine shop to reduce operator numbers and increase social distancing</p> <p>To be read in conjunction with 23 "Shift Patterns"</p> <p>Possible suspension of internal audit</p>
5.	Spread of Covid 19 Corona Virus in the workplace.				<p>Hand Washing / Skin Care</p> <p>Facilities with soap and / hand sanitiser available.</p> <p>Hand Dryers available.</p>

					<p>Employees shall wash their hands for 20 seconds on a regular basis and ensure they are properly dried thereafter.</p> <p>Disposable towels shall be disposed of via waste bins.</p> <p>See hand washing guidelines:</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Report any skin problems to line manager and / or QHSE Manager.</p> <p>https://www.hse.gov.uk/skin/</p>
6.	Spread of Covid 19 Corona Virus in the workplace.				<p>Coughs and Sneezes</p> <p>Employees encouraged to catch coughs and sneezes in tissues.</p> <p>Catch It, Bin It and Kill It coughs posters in place.</p> <p>https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</p> <p>Avoid touching face, nose, or mouth with unclean hands.</p> <p>Tissues, Kitchen Roll, Toilet Rolls available.</p>
7.	Spread of Covid 19 Corona Virus in the workplace.				<p>Hand Sanitizer</p> <p>Hand Sanitiser available for use in key locations.</p>

					Site entrances / exits, factory, office.
8.	Spread of Covid 19 Corona Virus in the workplace.				<p>Cleaning</p> <p>Office Offices cleaned by approved vendor. Promote clean desk policy. Disinfect door handles twice daily. Waste bins emptied daily. Carpet hoovered periodically. Spray Disinfectant & Paper Towel available for cleaning</p> <p>Factory Maintain good standard of housekeeping. Disinfect door handles twice daily Vending machines keypads disinfected daily CNC Control panels disinfected daily Waste bins emptied daily</p>
9.	Spread of Covid 19 Corona Virus in the workplace.				<p>Posters / Signage</p> <p>Social Distancing signage in place. Use Hand Sanitiser signage in place. Wash Hands signage in place. Catch It, Bin It, Kill It signage in place.</p>
10.	Spread of Covid 19 Corona Virus in the workplace.				<p>Group Communications</p> <p>Email, WhatsApp, Company Notice Boards</p>

11.	Spread of Covid 19 Corona Virus in the workplace.				<p>Face Masks</p> <p>Face Mask policy to be in line with government guidelines.</p>
12.	Spread of Covid 19 Corona Virus in the workplace.				<p>Meetings</p> <p>Meetings held remotely via Microsoft Teams, Skype.</p> <p>Observe social distancing rules if meetings held in meeting rooms with multiple staff.</p> <p>Adequate meetings rooms available.</p> <p>H&S Committee, possible reduced number of attendees and reduced agenda.</p>
13.	Spread of Covid 19 Corona Virus in the workplace.				<p>RIDDOR</p> <p>You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:</p> <ul style="list-style-type: none"> • an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. • a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease. • a worker dies as a result of occupational exposure to coronavirus.

					https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm
14.	Spread of Covid 19 Corona Virus in the workplace.				<p>Responsible Person</p> <p>R. Green (Product Director) appointed as responsible person for the site.</p> <p>Liaison with group Directors and / or Blue Water Energy.</p> <p>Dissemination of Group Policies / Procedures / Activities in conjunction with Site QHSE Manager and other managers as required.</p>
15.	Spread of Covid 19 Corona Virus in the workplace.				<p>Public</p> <p>Pedestrian footpaths in excess of 2 meters (6 ft) from building.</p> <p>No need for the public to access the building.</p>
16.	Spread of Covid 19 Corona Virus in the workplace.				<p>Symptoms (new continuous cough or a high temperature) / Self Isolation</p> <p>If employee displays symptoms of the virus, they must self-isolate as per the government guidelines. i.e.7 or 14 days.</p> <p>https://www.gov.uk/coronavirus?</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-</p>

					<p>symptoms/</p> <p>Return to work questionnaire shall be completed upon their return and records maintained.</p> <p>To be read in conjunction with 2 “Return to Work” and 24 “Staff Temperature Monitoring”.</p> <p>Managers to maintain regular contact with staff.</p>
17.	Spread of Covid 19 Corona Virus in the workplace.				<p>Mental Health</p> <p>Open door policy for those who need additional support. Stay at Home Tips</p> <p>https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/</p> <p>Managing your mental health during the coronavirus outbreak</p> <p>https://mentalhealth-uk.org/help-and-information/covid-19-and-your-mental-health/</p> <p>Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</p> <p>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</p>

18.	Spread of Covid 19 Corona Virus in the workplace.				<p>Business Risk / Business Continuity</p> <p>To be read in conjunction with QMD 5.0.3 Risk & Opportunities / Objectives & Targets</p> <p>To be read in conjunction with SG/SP/05 Context of the Organisation.</p>
19.	Spread of Covid 19 Corona Virus in the workplace.				<p>Contractors / Visitors</p> <p>Only essential contractors / visitors permitted onsite during this period.</p> <p>Covid-19 questionnaire to be completed and returned to SGL for review and approval prior to contractor visiting site. Records maintained by QHSE Manager.</p> <p>Maintain social distancing 2 meters (6 ft).</p> <p>Host is responsible for ensuring Contractors adhere to site rules regarding Covid-19. To be read in conjunction with SG/OP/517.</p> <p>To be read in conjunction with 12. Meetings.</p>
20.	Spread of Covid 19 Corona Virus in the workplace.				<p>Reception / Deliveries</p> <p>Front Door kept locked.</p> <p>Only approved visitors / contractors permitted on site.</p> <p>Covid 19 Questionnaire to be completed by visitor / contractor prior to attending site. Records maintained by</p>

					<p>QHSE Manager.</p> <p>To be read in conjunction with 19 “Contractors”</p> <p>Maintain social distancing 2 meters (6 ft).</p> <p>Parcel deliveries to be dropped outside reception door and receptionist to bring inside once delivery driver has withdrawn.</p> <p>Employees instructed not to have personal deliveries made to site.</p>
21.	Spread of Covid 19 Corona Virus in the workplace.				<p>Third Party Inspections</p> <p>Only essential Third-Party Inspectors permitted on site.</p> <p>Maintain social distancing 2 meters (6 ft)</p> <p>Covid 19 Questionnaire must be completed and returned to SGL prior to the visit for review and approval before access to site agreed. Records maintained by QHSE Manager.</p> <p>Remote / Video Inspections in place via Microsoft Teams, WhatsApp, emails etc.</p> <p>Use Face Shield if social distancing cannot be maintained (also applicable to non TPI Inspection activities)</p> <p>Host is responsible for ensuring Contractors adhere to site rules regarding Covid-19.</p>

22.	Spread of Covid 19 Corona Virus in the workplace.				<p>Doorways</p> <p>Fire Doors kept open using approved door retainer to reduce contact with handles etc.</p> <p>None Fire exit doors kept open to reduce contact with handles etc.</p>
23.	Spread of Covid 19 Corona Virus in the workplace.				<p>Shift Patterns</p> <p>Office Normal working hours apply. To be read in conjunction with Working from Home (1) and Furlough (3)</p> <p>Machine Shop (3rd shift pattern introduced).</p> <p>Days 07:30 am – 16:12 pm, Mon - Fri</p> <p>Afternoon (new shift pattern) 13:12 – 22:12 Mon – Thurs 13:00 – 16:30 Fri</p> <p>Nights 21:30 – 07:30 Mon – Fri</p> <p>Increases social distancing by varying the arrival / departure and break times</p>

24.	Spread of Covid 19 Corona Virus in the workplace.				<p>Staff Temperature Monitoring</p> <p>Periodic employee temperature readings taken, and records maintained. Records maintained by QHSE Manager.</p> <p>Employees testing over 37.8 Deg. C sent home and asked to self-isolate.</p> <p>To be read in conjunction with 2 “Return to work procedure”.</p>
25.	Spread of Covid 19 Corona Virus in the workplace.				<p>Travel (Business and Personal)</p> <p>All non-essential travel banned as per government guidelines.</p> <p>https://www.gov.uk/government/news/covid-19-essential-travel-guidance</p> <p>Microsoft Teams / Skype used for video conferencing.</p> <p>To be read in conjunction with 12 “Meetings”.</p>
26.	Spread of Covid 19 Corona Virus in the workplace.				<p>Family and Friends</p> <p>Do not meet others, even friends or family (that you do not live with). You can spread the virus even if you do not have symptom as per government guidelines.</p>
27.	Spread of Covid 19 Corona Virus in the workplace.				<p>Public Health advise</p> <p>https://publichealthmatters.blog.gov.uk/2020/01/23/wuhan-</p>

					novel-coronavirus-what-you-need-to-know/
28.	Spread of Covid 19 Corona Virus in the workplace.				<p>Company Vehicle(s) / Driver(s)</p> <p>55. Occupational Road Risk in place</p> <p>55A Occupational Road Risk Handbook in place</p> <p>Only one person in the vehicle at any one time</p> <p>Gloves and Masks available for use.</p>
29.	Spread of Covid 19 Corona Virus in the workplace.				<p>Shared Metrology / Equipment</p> <p>Cleaning equipment provided.</p>
30.	Spread of Covid 19 Corona Virus in the workplace.				<p>Goods Inwards Deliveries / Delivery Driver(s)</p> <p>Hand Sanitiser available.</p> <p>Warning Signs in place.</p> <p>Barrier to prevent access to factory.</p> <p>Gloves and Masks available for Goods Inwards Staff.</p> <p>Access to building prohibited.</p> <p>Social Distancing where practicable.</p>
31.	Spread of Covid 19 Corona Virus in the workplace.				<p>Testing</p> <p>Guidance on coronavirus testing for essential workers who</p>

					<p>are self-isolating.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>List of essential workers and those prioritised for testing (England only)</p> <ul style="list-style-type: none"> • the oil, gas, electricity and water sectors (including sewerage)
32.	Spread of Covid 19 Corona Virus in the workplace.				<p>Vending Machines</p> <p>Attendance reduce for stocking and cleaning weekly instead of every other day.</p>
33.	Spread of Covid 19 Corona Virus in the workplace.				<p>Government Guidelines (Information Only)</p> <p>When am I allowed to leave the house?</p> <p>Shopping, Exercise, Medical, Travel</p> <p>You should only leave the house for very limited purposes:</p> <ul style="list-style-type: none"> • shopping for basic necessities, for example food and medicine, which must be as infrequent as possible • one form of exercise a day, for example a run, walk, or cycle - alone or with members of your household • any medical need, including to donate blood, avoid or escape risk of injury or harm, or to provide care or to help a vulnerable person • travelling for work purposes, but only where you cannot

					<p>work from home</p> <p>https://www.gov.uk/government/publications/coronavirus-outbreak-fags-what-you-can-and-cant-do/coronavirus-outbreak-fags-what-you-can-and-cant-do</p>
34.	Spread of Covid 19 Corona Virus in the workplace.				<p>Evacuation Drills</p> <p>Consider Pandemic Government Guidelines (i.e. Covid-19) during drills. Consider suspension of drills if social distancing at assembly points cannot be maintained.</p> <p>Fire Risk Assessment 45 also refers.</p>
35.	Spread of Covid 19 Corona Virus in the workplace.				<p>Toilets</p> <p>Maintain Social Distancing</p> <p>Signage in place.</p> <p>Max number of people displayed</p> <p>Foot operated door openers fitted.</p>
36.	Spread of Covid 19 Corona Virus in the workplace.				<p>Canteen</p> <p>Maintain Social Distancing</p> <p>Signage in place.</p> <p>1 person Max number per table. Signage in place</p>

37.	Spread of Covid 19 Corona Virus in the workplace.				Stairwells Avoid crossing in the stairwell. Signage in place.
38.	Spread of Covid 19 Corona Virus in the workplace.				Open Plan Offices Maintain Social Distancing Personnel to sit at every other desk, do not sit face to face. Spray Disinfectant & Paper Towel available for cleaning
39.	Spread of Covid 19 Corona Virus in the workplace.				Lift Temporarily out of use
40.	Spread of Covid 19 Corona Virus in the workplace.				Shower Temporarily out of use
41.	Spread of Covid 19 Corona Virus in the workplace.				Factory Pinch Points Review and Implement one-way system where necessary
42.	Spread of Covid 19 Corona Virus in the workplace.				First Aid Covid-19: advice for first aiders <ol style="list-style-type: none"> 1. Be aware of the risks to yourself and others 2. Keep yourself safe 3. Give early treatment 4. Keep yourself informed and updated 5. Remember your own needs

					<p>For full guidance refer to:</p> <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p> <p>wear disposable surgical face mask if social distancing is not possible.</p>
43.	Spread of Covid 19 Corona Virus in the workplace.				<p>Air Conditioning (recirculation system)</p> <p>AC Units isolated as recommended by HSE</p> <p>For full guidance refer to:</p> <p>https://content.govdelivery.com/accounts/UKHSE/bulletins/28ce71a</p>
44.	Spread of Covid 19 Corona Virus in the workplace.				<p>Concerns</p> <p>Anonymous Microsoft Form system in place to report any Covid-19 concerns</p> <p>Concerns can also be raised through any Supervisor / Manager and / or QHSE Manager</p>
45.	Spread of Covid 19 Corona Virus in the workplace.				<p>Duty of Care</p> <p>Everyone has a “duty of care towards themselves and others”</p> <p>Managers and Supervisors are responsible for ensuring employees adhere to company policies / procedures / control measures</p>

46.	<u>Spread of Covid 19 Corona Virus in the workplace.</u>				<u>DSE Questionnaire completed by staff if they are asked to move workstations temporarily.</u>
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