

## Severn Unival Ltd – COVID-19 Risk Assessment

<b>Risk Assessment No.</b>	<b>Operation process or activity:</b>
N/A	Spread of Infectious Disease (i.e. Covid 19 Coronavirus) in the workplace.

<b>Location</b>	Severn Unival Ltd, Brighthouse, HD6 1NA
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<b>Assessment Date</b>	<b>Assessed by</b>	<b>Consulted with</b>	<b>Comments</b>
27.04.2020	C. King	R. Green, I. Woodman, M. Slade	New

<b>Review Date</b>	<b>Reviewed by</b>	<b>Consulted with</b>	<b>Comments</b>
12/05/2020	V Rushforth	D Brennan	Updated specific to Brighthouse and as per Government Guidance dated 11-05-2020

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

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

### **Definitions:**

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

### **Risk Calculator**











<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>

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1. Not Likely	<b>X</b>	1. None – no injury, no absence from work	<b>=</b>	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		

<b>Action Levels</b> (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	Face Mask	Respirator	Gloves	Visor
Req'd			When social distancing cannot be maintained		When required by task	
Symbol						
Type	Overalls	Welding Mask	Hearing Protection	Harness	Head	Other
Req'd						
Symbol						

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<b>Risk Assessment</b>  <b>Hazard and injury:</b>		<b>Risk Evaluation (refer to risk evaluation calculator)</b>  <b>Key:</b> <i>(*) Control Measures in place</i> <i>[*] No control measures</i>			<b>State the Control Measures / Mitigation used and any additional needed.</b>  <b>Include any exposure or other measurements taken.</b>
		Likelihood	Severity	Risk	
<b>1.</b>	Spread of Covid 19 Corona Virus in the workplace.	(1)  [5]	(5)  [5]	(5)  [25]	<b>Working from Home</b>  Work from Home request form (now superseded by Government guidelines)  Office staff working from home as per government guidelines.  <a href="https://www.gov.uk/coronavirus?">https://www.gov.uk/coronavirus?</a>  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 in personnel files.
<b>2.</b>	Spread of Covid 19 Corona Virus in the workplace.				<b>Return to Work Procedure.</b>

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					Return to work questionnaire in place and records maintained for all employees. Contact Anne-Marie Hebden for copies of the form.
3.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Furlough</b></p> <p>Noncritical / Nonessential workers furloughed for minimum 3 weeks in line with government guidelines. Return to work questionnaire in place and records maintained for all employees returning from furlough. Contact Anne-Marie Hebden for copies of the form.</p>
4.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Social Distancing</b></p> <p>Employees reminded of Government Social Distancing guideline of 2 meters (6 ft).</p> <p>Signage in place through the facility specifically canteen and changing room areas.</p> <p>Majority of Office Staff now working from home; therefore, social distancing is easier to maintain.</p> <p>Workstation (desk) barriers to be in place where needed and seating 2 meters apart.</p> <p>In desk pods of 4 individuals to sit diametrically opposite rather than side by side</p>

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					To be read in conjunction with 23 “Shift Patterns”
5.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Hand Washing / Skin Care</b></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><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Report any skin problems to line manager and / or QHSE Manager.</p> <p><a href="https://www.hse.gov.uk/skin/">https://www.hse.gov.uk/skin/</a></p>
6.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Coughs and Sneezes</b></p> <p>Employees encouraged to catch coughs and sneezes in tissues.</p> <p>Catch It, Bin It and Kill It coughs signage in place.</p>

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					<p><a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</a></p> <p>Avoid touching face, nose, or mouth with unclean hands.</p> <p>Toilet Rolls available.</p>
7.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Hand Sanitizer</b></p> <p>Hand Sanitiser available for use in key locations.</p> <p>Site entrances / exits, factory, office.</p>
8.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Cleaning</b></p> <p>Cleaning Schedules Updated - <a href="#">Click Here to View</a></p>
9.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Posters / Signage</b></p> <p>Social Distancing signage in place.</p> <p>Use Hand Sanitiser signage in place.</p> <p>Wash Hands signage in place.</p> <p>Catch It, Bin It, Kill It signage in place.</p>
10.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Group Communications</b></p> <p>Email, WhatsApp, Company Notice Boards</p>

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11.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Face Masks</b></p> <p>Face Mask policy to be in line with government guidelines.</p>
12.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Meetings / Contacting Colleagues</b></p> <p>Meetings held remotely via Microsoft Teams, Skype.</p> <p>Contact to be via telephone rather than face to face</p> <p>Observe social distancing rules if meetings held in meeting rooms with multiple staff.</p> <p>Adequate meetings rooms available.</p> <p>Partition between TR1 &amp; TR2 to be left open to maintain social distancing during COVID-19 outbreak</p>
13.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>RIDDOR</b></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"> <li>• an unintended incident at work has led to someone’s possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</li> </ul>

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					<ul style="list-style-type: none"> <li>• 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.</li> <li>• a worker dies as a result of occupational exposure to coronavirus.</li> </ul> <p><a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a></p>
14.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Responsible Person</b></p> <p>D Brennan (managing 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><b>Public</b></p> <p>Pedestrian footpaths in excess of 2 meters (6 ft) from building.</p>



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					No need for the public to access the building.
16.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Symptoms (new continuous cough or a high temperature) / Self Isolation</b></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><a href="https://www.gov.uk/coronavirus?">https://www.gov.uk/coronavirus?</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</a></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><b>Mental Health</b></p> <p>Open door policy with line managers and managing director for those who need additional support.</p> <p>Stay at Home Tips</p>

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				<p><a href="https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/">https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/</a></p> <p>Managing your mental health during the coronavirus outbreak</p> <p><a href="https://mentalhealth-uk.org/help-and-information/covid-19-and-your-mental-health/">https://mentalhealth-uk.org/help-and-information/covid-19-and-your-mental-health/</a></p> <p>Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</p> <p><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></p>
18.	Spread of Covid 19 Corona Virus in the workplace.			<p><b>Business Risk / Business Continuity</b></p> <p>To be read in conjunction with QMD 5.0.3 Risk &amp; Opportunities / Objectives &amp; 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><b>Contractors</b></p> <p>Only essential contractors permitted onsite during this period.</p>

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					<p>Covid-19 induction to be completed for all visitors to Severn Unival Ltd.                  Maintain social distancing 2 meters (6 ft).</p>
<b>20.</b>	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Reception / Deliveries</b></p> <p>Signage to be displayed on Front Door.</p> <p>Only approved visitors / contractors permitted on site.</p> <p>Covid 19 Questionnaire to be completed by visitor / contractor prior to attending site</p> <p>To be read in conjunction with 19 “Contractors”</p> <p>Maintain social distancing 2 meters (6 ft).</p> <p>Social Distancing to be maintained with regards Post &amp; Parcel deliveries via reception</p> <p>Employees instructed not to have personal deliveries made to site unless absolutely necessary</p>
<b>21.</b>	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Third Party Inspections</b></p> <p>Only essential Third-Party Inspectors permitted on site.</p> <p>Maintain social distancing 2 meters (6 ft)</p> <p>Covid-19 induction to be completed for all visitors to Severn Unival Ltd.</p>

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					Remote / Video Inspections in place via Microsoft Teams, WhatsApp, emails etc.
<b>22.</b>	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Doorways</b></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>
<b>23.</b>	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Shift Patterns</b></p> <p>Normal working hours apply unless otherwise agreed</p>
<b>24.</b>	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Staff Temperature Monitoring</b></p> <p>Periodic employee temperature readings taken, and records maintained.</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> <p>Please only take your own temperature and not that of others</p>

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25.	Spread of Covid 19 Corona Virus in the workplace.			<p><b>Travel (Business and Personal)</b></p> <p>All non-essential travel banned as per government guidelines.</p> <p><a href="https://www.gov.uk/government/news/covid-19-essential-travel-guidance">https://www.gov.uk/government/news/covid-19-essential-travel-guidance</a></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><b>Family and Friends</b></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><b>Public Health advise</b></p> <p><a href="https://publichealthmatters.blog.gov.uk/2020/01/23/wuhan-novel-coronavirus-what-you-need-to-know/">https://publichealthmatters.blog.gov.uk/2020/01/23/wuhan-novel-coronavirus-what-you-need-to-know/</a></p>
28.	Spread of Covid 19 Corona Virus in the workplace.			<p><b>Company Vehicle(s) / Driver(s)</b></p> <p>Only one person in the vehicle at any one time</p> <p>Gloves and Masks available for use.</p>

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					Lifts must not be given to colleagues unless absolutely necessary and second employee should travel in the rear of the vehicle.
<b>29.</b>	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Shared Metrology / Equipment</b></p> <p>Cleaning equipment provided.</p>
<b>30.</b>	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Goods Inwards Deliveries / Delivery Driver(s)</b></p> <p>Hand Sanitiser available.</p> <p>Warning Signs in place.</p> <p>Gate to prevent access to factory.</p> <p>Gloves and Masks available for all employees.</p> <p>Access to building prohibited.</p> <p>Social Distancing where practicable.</p>
<b>31.</b>	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Testing</b></p> <p>Guidance on coronavirus testing for essential workers who are self-isolating.</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p>

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					<p>List of essential workers and those prioritised for testing (England only)</p> <ul style="list-style-type: none"> <li>the oil, gas, electricity and water sectors (including sewerage)</li> </ul>
32.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Vending Machines</b></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><b>Government Guidelines (Information Only)</b></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"> <li>shopping for basic necessities, for example <a href="#">food</a> and medicine, which must be as infrequent as possible</li> <li>one form of exercise a day, for example a run, walk, or cycle - alone or with members of your household</li> <li>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</li> <li>travelling for work purposes, but only where you cannot work from home</li> </ul>

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					<a href="https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do">https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do</a>
34.	Concerns / Whistleblowing				Anonymous Microsoft Forms system in place to report any COVID concerns / whistleblowing You to raise any concerns relating to COVID-19
35.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Air Conditioning Units</b></p> <p><b>As per guidance from HSE &amp; Booths Air Conditioning Contractor.</b></p> <p>The risk of air conditioning spreading coronavirus is extremely low. If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply.</p> <p>You do not need to adjust other types of air conditioning systems. If you're unsure, speak to your heating ventilation and air conditioning (HVAC) engineers or advisers.</p> <p>Good ventilation is encouraged to help reduce the risk of spreading coronavirus.</p> <p>Our system is a fresh air supply and regularly serviced by Booths.</p>