

Dept / Machine:	Company wide	Date:		
Operation / Task:	N/A	Ref No:	Sh	1 of 6
Personnel at Risk:	Subcontractors/GSM Personnel	No of persons at risk: 61		

HAZARD	SEV	LH	RATE (SXL=R)	ACTIONS TAKEN TO REDUCE RISKS	SEV	LH	Residual risk (SXL=R)	Measures Needed / by
Risk of contracting & spreading COVID-19	3	2	6	<p>Education – During 07:50am Team Briefs outlining the risks involved – Reaffirmed every two days as a minimum.</p> <p>Education – During 07:50am Team Briefs outlining the measures required to reduce risk. i.e. Wash hands for 20 seconds minimum, keep minimum 2 metres 'safe space' between people, wipe down all shared surfaces with alcohol minimum twice per day in addition to NHS, Government and Public Health England guidelines – Reaffirmed every two days as a minimum.</p> <p>Education - 2 Metre markings where required/appropriate i.e. packing & assembly areas.</p> <p>Education – Floor/door signs.</p> <p>Education – 'STOP' signs at entry points informing any potential visitors to stop & wait for attention.</p>	3	1	3	<p>Managers & Team Leaders</p> <p>Managers, Team Leaders & all other Team Members</p> <p>Managers, Team Leaders & all other Team Members</p> <p>Managers & Team Leaders</p> <p>Managers, Team Leaders & all other Team Members</p>

(LH) Likelihood	1	Harm will seldom occur	2	Harm will often occur	3	Harm is certain or near certain to occur
(Sev) Severity	1	All other minor injuries / illness not cover by severity of 2 & 3	2	Leading to 3-day injury or illness (as defined by RIDDOR)	3	Death or major injury (as defined by RIDDOR)

Monitoring period req. / set for:	Week commencing 11 th May 2020	Risk assessment review set for:	Aug 2020	Those informed / to take part:	
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			<p>Education – Hand sanitisers (gel & wipes) provided & placed around the site, including entry points to building guidance given on use -= Reminder minimum twice per week in Team Briefs</p> <p>Education – NHS, Public Health England and Government guidelines displayed in works canteens – Updated regularly.</p> <p>Education – Company & Group policies emailed to all departmental managers, communicated in 07:50 Team Briefs, published and displayed in works canteens.</p> <p>Education – COVID-19 Certificates displayed at entry points.</p> <p>Exposure – Homeworking implemented wherever possible.</p> <p>Face masks & shields available to all.</p> <p>Exposure – Team members forced to self-isolate in line with Government guidelines if they or anyone they are exposed to</p>			<p>Managers & Team Leaders</p> <p>Managers</p> <p>Managers, Team Leaders & all other Team Members.</p> <p>Managers.</p> <p>Managers, Team Leaders & all other Team Members.</p> <p>Managers, Team Leaders & all other Team Members.</p> <p>Managers, Team Leaders & all other Team Members.</p>
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			<p>show any symptoms. – Team members encouraged to book COVID-19 test, if given the all clear, they are OK to return to work. Certificate/test result must be provided BEFORE return is allowed. Return to work interview takes place in isolation area before the team member is allowed any further.</p> <p>Exposure – Visitors to site banned – Except critical service/repair – see below</p> <p>Exposure – No visits to customers, suppliers or trade shows by GSM personnel allowed.</p> <p>Exposure – Doors wedged open wherever possible to minimise shared surface contact.</p> <p>Exposure – Gloves worn whenever possible.</p> <p>Exposure – Non-contact deliveries & collections only, no signatures given.</p>			<p>Managers, Team Leaders & all other Team Members.</p> <p>Managers, Team Leaders & all other Team Members.</p> <p>Managers, Team Leaders & all other Team Members.</p> <p>Managers, Team Leaders & all other Team Members.</p> <p>Managers, Team Leaders & all other Team Members.</p>
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			<p>Exposure – Tea breaks & lunchtimes staggered.</p> <p>Exposure – Contractors – Only critical service/repair – Put through RTW process before allowing work to commence - Instruct minimum 2 metre 'social distancing' maintained. Ensure they clean their hands with the provided hand sanitisers, restrict contact.</p> <p>Exposure – Packing benches allocated to fixed personnel. Tools/equipment allocated to bench/individual.</p> <p>Hygiene – Shared surfaces wiped with alcohol at least twice per day. Hygiene – Hot water & soap available at all times.</p> <p>Hygiene – Door push plates replaced with copper which has anti-microbial properties.</p> <p>COVID-19 Specific return to work interviews performed in self contained area. If interviewee not satisfied, team</p>			<p>Managers, Team Leaders & all other Team Members.</p> <p>Managers & Team Leaders.</p> <p>Managers.</p> <p>Managers.</p> <p>Managers, Team Leaders & all other Team Members.</p> <p>Managers & Team Leaders.</p>
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				<p>member not allowed to return to work.</p> <p>Mental health/welfare – Home workers being regularly contacted.</p> <p>Mental health/welfare – Skype/Microsoft Teams loaded on all PCs for homeworker to homeworker & homeworker to company-based communication.</p> <p>Mental health/welfare – Homeworkers encouraged to maintain normal hours routines & take breaks as they would if at work.</p> <p>Mental health/welfare – Self-Isolating or Furloughed personnel – Keep in touch by telephone minimum twice per week.</p>				<p>Managers, & Team Leaders.</p> <p>Managers, & Team Leaders.</p> <p>Managers & Team Leaders.</p> <p>Managers, Team Leaders & all other Team Members.</p>
Exposure to COVID-19 outside of work	3	2	6	<p>Force self-isolation – Those affected to complete HMRC Self-Isolation Note online – Team members encouraged to book COVID-19 test, if given the all clear, they are OK to return to work. Certificate/test result must be provided BEFORE return is allowed. Return to work interview takes place in isolation</p>	3	1	3	Managers, Team Leaders & all other Team Members.

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				area before the team member is allowed any further.				
Exposure to others showing symptoms & then attending work	3	2	6	Force self-isolation – Those affected to complete HMRC Self-Isolation Note online Close business for 14 days, instruct all employees to self-isolate for 14 days. Insist all employees monitor themselves for symptoms. Keep in touch with all employees. – Team members encouraged to book COVID-19 test, if given the all clear, they are OK to return to work. Certificate/test result must be provided BEFORE return is allowed. Return to work interview takes place in isolation area before the team member is allowed any further.	3	1	3	Managers, Team Leaders & all other Team Members.

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