GSM Graphic Arts Ltd

Team Names: (Print)

Signatures:

RISK ASSESSMENT RECORD FORM (rev 02)

(Ra	atina:	Low=1-2
1	4611191	

Med=3-4 High=6-9)

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

	HAZ	ZARD	SEV	LH	RATE (SXL=R)	ACTIO	NS TAKEN TO REDUCE R	RISKS	SEV	LH	Residual risk (SXL=R	Measures Needed / by		
Risk of contract	cting & sp	oreading COVID-19	3	2	6	outlining every tw Education outlining risk. i.e. minimum space' b	on – During 07:50am Team the risks involved – Reaffir to days as a minimum. on – During 07:50am Team the measures required to r Wash hands for 20 seconds on, keep minimum 2 metres fretween people, wipe down	Briefs reduce s 'safe all	3	1	3	Managers & Team Leaders Managers, Team Leaders & all other Team Members		
						twice pe Governr guideline a minim		land days as						
						require	on - 2 Metre markings who d/appropriate i.e. packing lly areas.					Managers, Team Leaders & all other Team Members		
						Educati	on – Floor/door signs.					Managers & Team Leaders		
						points i	on – 'STOP' signs at entry nforming any potential vis & wait for attention.					Managers, Team Leaders & all other Team Members		
(LH) Likelihood	1	Harm will seldom occur			2	2	Harm will often occur			3	Harm is o	ertain or near certain to occur		
(Sev) Severity	1	All other minor injuries / illn cover by severity of 2 & 3	ess not		2		Leading to 3-day injury or illnes (as defined by RIDDOR)	ss		3		Death or major injury (as defined by RIDDOR)		
Monitoring rea.	g period set for:	Week commencing 11 th 2020	May			assessm	1 0	Those in		ed / t e par	-			

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(Rating: Low=1-2 Med=3-4 High=6-9)

Dept / Machine:	Company wide		Date:				
Operation / Task:	N/A	Ref No:		Sh	2	of	6
Personnel at Risk:	Subcontractors/GSM Personnel	No of pe	ersons at risk:	61			

				wipes) includi guidan	tion – Hand sanitisers (gel &) provided & placed around t ling entry points to building ace given on use -= Reminde um twice per week in Team E	he site, g r		Managers & Team Leaders	
				and Go	tion – NHS, Public Health Er overnment guidelines display canteens – Updated regularl	ed in		Managers	
				emaile commu	tion – Company & Group poled to all departmental managunicated in 07:50 Team Briefland and displayed in works	ers,		Managers, Team Leaders & all other Team Members.	
				display	ution - COVID-19 Certificate yed at entry points. ure - Homeworking impleme ver possible.			Managers. Managers, Team Leaders & all other Team Members.	
				Exposu	masks & shields available ture – Team members forced in line with Government guidor anyone they are exposed	to self- delines		Managers, Team Leaders & all other Team Members. Managers, Team Leaders & all other Team Members.	
(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 / illnes cover by severity of 2 & 3	ss not	2	Leading to 3-day injury or illne (as defined by RIDDOR)	ess	3	Death or major injury (as defined by RIDDOR)	
Monitoring req. /	period set for:	Week commencing 11 th M 2020	ay	Risk assessr review se	J	Those infor	med / to ake part:		

Team Names: (Print)	
Signatures:	

GSM	Gra	phic	Arts	Ltc
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RISK ASSESSMENT RECORD FORM (rev 02)

(Rating: Low=1-2	Med=3-4	High=6-9
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Dept / Machine:	Company wide		Date:				
Operation / Task:	N/A	Ref No:		Sh	3	of	6
Personnel at Risk:	Subcontractors/GSM Personnel	No of pe	ersons at risk:	61			

(LH) Likelihood	1	Harm will seldom occur		2	Harm will often occur	3	Harm is co	ertain or near certain to occur
					ure – Non-contact deliveries & tions only, no signatures given.			Managers, Team Leaders & all other Team Members.
				Exposi	ure – Gloves worn whenever le.			Managers, Team Leaders & all other Team Members.
					ure – Doors wedged open wherever le to minimise shared surface t.			Managers, Team Leaders & all other Team Members.
				supplie	ers or trade shows by GSM nel allowed.			other Team Members.
				Except	ure – Visitors to site banned – critical service/repair – see below ure – No visits to customers,			Managers, Team Leaders & all other Team Members. Managers, Team Leaders & all
				encou given return must k allowe place memb	any symptoms. – Team members raged to book COVID-19 test, if the all clear, they are OK to to work. Certificate/test result be provided BEFORE return is d. Return to work interview takes in isolation area before the team er is allowed any further.			

(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	Week commencing 11th May	Risk assessment	Aug 2020	Those informed / to	
req. / set for:	2020	review set for:		take part:	

Team Names: (Print)	
Signatures:	

GSM (Graphic	Arts	Ltc
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RISK ASSESSMENT RECORD FORM (rev 02)

staggered.

(Rating: Low=1-2 Med=3-4 High=6-9	(Rating:	Low=1-2	Med=3-4	High=6-9
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Managers, Team Leaders & all other Team Members.

Dept / Machine:	Company wide		Date:				
Operation / Task: N/A		Ref No:		Sh	4	of	6
Personnel at Risk:	Subcontractors/GSM Personnel	No of pe	ersons at risk:	61			

Exposure – Tea breaks & lunchtimes

(Sev) Severity	1	All other minor injuries / illness not cover by severity of 2 & 3	2	2	Leading to 3-day injury or illness (as defined by RIDDOR)	3		najor injury d by RIDDOR)
(LH) Likelihood	1	Harm will seldom occur	2	2	Harm will often occur	3	Harm is ce	ertain or near certain to occur
				interv	0-19 Specific return to work iews performed in self contained f interviewee not satisfied, team			Managers & Team Leaders.
				Hygiene – Door push plates replaced with copper which has anti-microbial properties.				Managers, Team Leaders & all other Team Members.
				alcoho	ne – Shared surfaces wiped with ol at least twice per day. ne – Hot water & soap available at es.			Managers.
				to fixe	sure – Packing benches allocated ed personnel. Tools/equipment ted to bench/individual.			Managers.
				servic proces comm 'social clean to	ure – Contractors – Only critical elrepair – Put through RTW ss before allowing work to ence - Instruct minimum 2 metre distancing' maintained. Ensure they their hands with the provided hand ers, restrict contact.			Managers & Team Leaders.

Severity	1	cover by severity of 2 & 3	7	s defined by RIDDOR)		3	(as defined by RIDDOR)
Monitorin req.	g period / set for:	Week commencing 11 th May 2020	Risk assessmer review set fo	•	Those info	ormed / to take part:	

Team Names: (Print)	
Signatures:	

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Dept / Machine:	Company wide						
Operation / Task:	N/A	Ref No:		Sh	5	of	6
Personnel at Risk:	Subcontractors/GSM Personnel	No of p	ersons at risk:	61			

						Mental being r Mental Teams to hom compa Mental encour	health/welfare – Home work regularly contacted. health/welfare – Skype/Microloaded on all PCs for homeworker & homeworker to ny-based communication. health/welfare – Homeworker aged to maintain normal hours & take breaks as they would be a second to the second to th	ers osoft worker ers				Managers, & Team Leaders. Managers, & Team Leaders. Managers & Team Leaders.
Exposure to COVID-19 outside of work		3	2	Mental health/welfare – Self-Isol. Furloughed personnel – Keep in telephone minimum twice per we force self-isolation – Those affer complete HMRC Self-Isolation New Team members encouraged		ghed personnel – Keep in tou one minimum twice per week self-isolation – Those affected te HMRC Self-Isolation Note	uch by d to e online	3	1	3	Managers, Team Leaders & all other Team Members. Managers, Team Leaders & all other Team Members.	
						COVID they an Certific BEFOR	n members encouraged to 0-19 test, if given the all clear re OK to return to work. cate/test result must be pro RE return is allowed. Return nterview takes place in isol	ar, ovided n to				
(LH) Likelihood				2	2	Harm will often occur			3	Harm is c	ertain or near certain to occur	
(Sev) Severity All other minor injuries / illness not cover by severity of 2 & 3			2	2	Leading to 3-day injury or illnes (as defined by RIDDOR)	SS		3		major injury ed by RIDDOR)		
Monitoring period Week commencing 11 th M req. / set for: 2020		Лау			assessr eview se	· ·	Those i		ned / to ke part:			

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Operation / Task:	N/A	Ref No:		Sh	6	of	6
Personnel at Risk:	Subcontractors/GSM Personnel	No of p	N. () () ()				

				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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