

# RISK ASSESSMENT

Serial No. TBI-077



DEPT/AREA	<b>Finchly Avenue</b>	ASSESSMENT TITLE	<b>COVID-19</b>	DATE OF ASSESSMENT	<b>20 May 2020</b>	REVIEW DATE	<b>19 May 2021</b>
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DEGREE OF RISK						
LIKELIHOOD		SEVERITY				
		<i>People</i>	<i>Assets</i>	<i>Environment</i>	<i>Reputation</i>	
5	Almost Inevitable	5	Multi Deaths / Severe Injuries	Massive Damage	Massive Effect	Massive Impact
4	Highly Likely	4	Single Death, Serious Injury, Disability	Major Damage	Major Effect	Major Impact
3	Possible	3	RIDDOR Major Injury/Health effect	Moderate Damage	Moderate Effect	Moderate Impact
2	Unlikely	2	RIDDOR (7 day) Injury/Health effect	Minor Damage	Minor Effect	Minor Impact
1	Remotely Possible	1	Slight Injury / Health effect (First Aid)	Slight Damage	Slight Effect	Slight Impact
0	<i>Not Considered</i>	0	No Injury/Health effect	No Damage	No Effect	No Impact

RISK RATING MATRIX							
RISK RATING ACTION		LIKELIHOOD (L)	SEVERITY (S)				
SCORE	ACTION		0	1	2	3	4
0 – 4	Broadly Acceptable – Continuous Improvement Req'd	1	1	2	3	4	5
5 – 9	Moderate – reduce risks where possible	2	2	4	6	8	10
10 – 14	<b>High Risk</b> – Priority Action to be undertaken (ALARP)	3	3	6	9	12	15
15 – 25	Unacceptable – <b>Action must be taken IMMEDIATELY</b>	4	4	8	12	16	20
		5	5	10	15	20	25

OTHER DOCUMENTS		
<i>Other Assessments also required? If 'Y', see below:</i>		
Manual Handling		REF:
COSHH		REF:
PPE		REF:
Noise		REF:
Other		REF:

PERSONS AT RISK	
Employees	Y
Clients	Y
Contractors	Y
Members of the Public	Y
Other Persons	Y

RISK LEVEL: HIGHEST RESIDUAL SCORE
<b>9</b>

Continuous Improvement	REVIEW	Justify & Control to ALARP	Management to endorse Tolerability
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HAZARD AND RELATED ACTIVITIES e.g. trip, falling objects, fire, noise, explosion, dust, etc.	POSSIBLE OUTCOME AND PERSONS AT RISK	EXISTING CONTROLS e.g. Guards, Authorized Users, Competent Persons, Safe Systems of Work, Training, Personal Protective Equipment (PPE)	LIKELIHOOD (L)	SEVERITY (S)	SCORE	ADEQUATE CONTROL? (YES/NO)	DETAILED ASSESSMENT REQUIRED	RECOMMENDATIONS
Employees arrive for work with apparent symptoms of COVID-19 evident.	Spread of COVID-19 infection to other workforce members or visitors who come into contact with infected employee	Workforce screening conducted daily at start of shift: Body temperature check c/o using infra-red non-contact thermometer. Physical appearance checked by operator. Any employee suspected of illness sent home.	3	3	9	Y	N	Screening mainly conducted at staff entrance, and very occasionally at work location or desk. 1. No separation distance markings present outside staff entrance, these should be introduced. 2. Staff to be advised to keep COVID-19 PPE mask in-place unless using higher standard protection at point of work activity
Spread of COVID-19 after contact with contaminated surface (1)	Contract COVID-19 through poor personal hygiene. All workforce and visitors to company at risk	Hand washing facilities available at all toilet locations. Stringent use of handwashing promoted through poster campaign. Hands dried by use of electric hand dryers.  Hand cleanser gel dispensers situated at key locations within factory and pump-action dispensers located within offices	2	3	6	Y	N	1. Pump action gel dispensers should be frequently examined for fluid levels and for availability at key locations. 2. Replenishment, or replacement if missing, to be conducted as soon as possible when necessary
Spread of COVID-19 after contact with contaminated surface (2)	Contract COVID-19 after touch of common accessible surface. All workforce and visitors to company at risk	Frequently handled or touched objects and surfaces sanitised using appropriate cleaning products on a daily basis	3	3	9	N	N	Frequency of cleaning hi-contact areas such as copier controls and Office and corridor door handles should be increased.
Spread of COVID-19 after contact with contaminated surface (3)	Contract COVID-19 after shared use of tools, equipment or stationary items All workforce at risk	Shared use of some tools and equipment unavoidable; use of gloves by engineers encouraged to restrict risk of contamination. Hand hygiene poster reminders to wash frequently displayed.	2	3	6	N	N	1. Cleaning of shared tools and equipment should become part of daily routine. 2. Use of gloves should be encouraged further. 3. Shared use of stationary can be

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		Use of shared stationary discouraged.						avoided by additional purchase and personal issue of pens, pencils, rulers, erasers, staplers and other office stationary products used. Use of personal "stationary caddies" to hold these items should be encouraged.
Airborne distribution of COVID-19 within the workplace (1)	Contract COVID-19 from cough or sneeze by others within the workplace All workforce and visitors to company at risk	All employees and visitors supplied with a vapour barrier mask for wear within the factory until higher specification PPE is required for task undertaken.	2	3	6	Y	N	1. Staff to be reminded on a daily basis of the importance of correct use of masks. 2. Employees with facial hair may find some masks unable to form a close enough fit; these staff should be offered an alternative (bandana) style item to wear.
Airborne distribution of COVID-19 within the workplace (2)	Contract COVID-19 from cough or sneeze by others within the workplace Office workers.	Office layouts reviewed, table and chair orientations place occupants face to face or face to side with other co-workers. Some barriers to restrict droplet migration between occupants installed	3	3	9	N	N	1. Increase height of existing across table barriers and install additional barriers. 2. Change configuration of tables and chairs to give greater separation between occupants.
Spread of COVID-19 by close proximity to infected individual (1)	Contract COVID 19. Risk present to employees, visitors and anyone else who physically comes into contact with employees.	Social distancing measures in place within factory, including canteen areas. 2m distance reminders on floor in welding bay area. Work schedules and break times adjusted to separate workers and reduce possibility of crowding.	2	3	6	N	N	Use of social distancing floor marking reminders should be implemented in other areas of the factory
Spread of COVID-19 by close proximity to infected individual (2)	Contract COVID-19. Drivers: Procedures in place to ensure adequate welfare	Company has adequate arrangements in place to give visiting drivers access to welfare	2	3	6	Y	N	Communicate with companies we deliver to/from to ensure our drivers have facilities available to them.

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	facilities available during their work. Employees should not share vehicles or cabs, where suitable distancing cannot be achieved	facilities without placing them at risk.						

COMPLETED BY – (Sign name)  
 (Print name)      PAUL KENDALL

ACKNOWLEDGED BY – (Sign name)  
 (Print name)      -----