

## Risk Assessment Form: Covid-19

Charpak Ltd

Date: 19/06/2020 Review Date: 19/07/2020

Assessed By Name: Nick Capeling

Approved By Managing Director: Paul Smith

Task: Control and prevention of Covid-19 infection in the workplace.

RISK MATRIX		Potential consequence of harm		
		1 – Minor Injury <small>(e.g. hazard can cause illness, injury or equipment damage but the results would not be expected to be serious)</small>	2 – Significant Injury <small>(e.g. hazard can result in serious injury and/or illness, over 3 day absence)</small>	3 – Major Injury <small>(e.g. hazard capable of causing death or serious and life threatening injuries)</small>
Likelihood of Harm	1 – Unlikely <small>(injury rare, though possible)</small>	1 - Low	2 - Low	3 - Medium
	2 – Possible <small>(injury could occur occasionally)</small>	2 - Low	4 - Medium	6 - High
	3 – Probable <small>(injury likely to occur, can be expected)</small>	3 - Medium	6 - High	9 - Extreme

What are the Hazards?	Who might be harmed and how?	Risk Evaluation Before control measures			Initial Risk Rating	Controls Measures Required	Additional Controls	Risk Evaluation After control measures			Residual Risk Rating
		Consequence (1 - 3)	Likelihood (1 - 3)	Overall Risk (C X L)				Consequence (1 - 3)	Likelihood (1 - 3)	Overall Risk (C X L)	
Spread of Covid-19	Employees via close contact with each other	3	2	6	HIGH	<b>Who should be at work:</b> Only those staff essential to the business and cannot work from home should be on the premises. HR are monitoring with those staff that are at high risk, along with those that have been furloughed, from both a clinical and mental health perspective, to ensure their continued wellbeing.	Staff working from home where possible. Number of staff onsite is minimum required to operate safely & effectively. No agency workers currently employed.	1	2	2	LOW
Spread of Covid-19	Employees by touching doors, controls, tables, etc	3	2	6	HIGH	<b>Hand Washing:</b> Hand washing facilities with soap and hot water in place. Stringent hand washing taking place. Paper towels/hand dryers for drying of hands. Gel sanitisers in any area where washing facilities not readily available	Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in a tissue, where possible. Additional visual aids displayed throughout the facility to remind employees.	2	1	2	LOW
Spread of Covid-19	Employees by touching doors, controls, tables, etc	3	2	6	HIGH	<b>Cleaning:</b> In addition to the standard cleaning & hygiene procedures, enhanced cleaning of objects and surfaces that are touched regularly, e.g. door handles, printers, tables, work surfaces along with busy areas, such as the canteen.	Cleaning of areas with IPA based solution introduced for the last 2 months, this will be further enhanced depending on volume of activity in that area. FLT's/PPT's are also cleaned as part of this regime. Individuals responsible for sanitising their own chairs & desks.	2	1	2	LOW

						<b>Social Distancing:</b>					
Spread of Covid-19	Employees via close contact with each other	3	2	6	HIGH	<b>1. Arriving/ leaving work-</b> Shifts have been staggered to reduce the interaction between shifts. All staff have their temperature checked before being allowed to commence work.	Morning shift leave site before the arrival of the afternoon shift. Following shift entering a few people at a time to ease congestion in communal areas.	2	1	2	LOW
Spread of Covid-19	Employees via close contact with each other and touching surfaces	3	2	6	HIGH	<b>2. Entry Points to facility-</b> there are now dedicated doors for entering/ leaving the operations area from outside. All other staff use reception or side door into admin area.	Staff clock in/out using key fob system. The clocking machine was recently moved from the production area. Other staff use a separate clocking machine located at the front of the building. Hand sanitiser facilities to be installed by the side external doors.	2	1	2	LOW
Spread of Covid-19	Employees via close contact with each other and touching surfaces	3	2	6	HIGH	<b>3. Entering operational areas-</b> One-way system to be implemented for entering/ leaving production areas and through amenity area.	Installing barriers at hand washing stations for segregation and to further limit number of staff in these areas.	2	1	2	LOW
Spread of Covid-19	Employees via close contact with each other	3	2	6	HIGH	<b>4. Canteen/ locker area/ smoking area/ kitchens -</b> Canteen table layout adjusted to limit the number of spaces and increase separation. Only 1 person to be allowed in each kitchen area at any one time.	Break times staggered to limit the occupancy of these areas. Increase floor and wall signage in these areas promoting the 2m ruling.	2	1	2	LOW
Spread of Covid-19	Employees via close contact with each other	3	2	6	HIGH	<b>5. Tool Room-</b> Number of people to be limited in this area to adhere to the 2m ruling. Introduce one-way flow of people in this area.	Barriers to be erected where social distancing is not practicable.	2	1	2	LOW
Spread of Covid-19	Employees via close contact with each other and touching surfaces	3	2	6	HIGH	<b>6. Workstations-</b> Only 1 person per machine, if not possible due to no stacker, layout to be adjusted to allow maximum separation and personnel should work back-to-back or side-to-side not face to face. For other workstations, e.g. computer desks, these should be moved to accommodate the separation if possible.	Possible use of screens if practicable to do so at any workstation. Those in close proximity, such as within an office, should relocate to another area if possible.	2	1	2	LOW
Spread of Covid-19	Employees	2	2	4	MEDIUM	<b>PPE-</b> Wearing of additional PPE is not required as the benefit is very limited provided the handwashing, cleaning & social distancing measures are adhered to. However, should an employee wish to wear a face covering then they will be allowed to do so. The employee must change the face covering if it becomes damp or has been touched by another person, change & wash the face covering daily.	Only exception to this is product specific, when producing visors/ surgical mask clips OR in extreme circumstances where face-to-face working cannot be eliminated. In this instance, surgical masks will be provided along with face visors.	1	1	1	LOW
Spread of Covid-19	Employees via close contact with non-Charpak employees	3	2	6	HIGH	<b>Work-Related Travel-</b> All visits to customers and suppliers have been suspended apart from deliveries of goods.	Delivery driver carries hand sanitiser in the cab of the vehicle and adheres to social distancing whilst on customers' premises.	2	2	4	MEDIUM
Spread of Covid-19	Employees via close contact with non-Charpak employees	3	2	6	HIGH	<b>Inbound/Outbound Goods-</b> Majority of goods off-loaded using FLT. Social distancing applied when conversing with drivers otherwise driver remains in their cab.	Drivers requiring use of the facilities sanitise their hands in the warehouse office before being escorted to the side admin entrance of the building to use the toilet in that area. This minimises contact with other members of staff.	2	2	4	MEDIUM
Spread of Covid-19	Employees via close contact with non-Charpak employees	3	2	6	HIGH	<b>Contractors/ Visitors-</b> Only business critical contractors allowed onsite.	Any contractors report to reception and complete the Covid questionnaire and have their temperature taken. Their host will brief them on the current hygiene measures in place and ensure compliance.	2	1	1	LOW

Spread of Covid-19	Employees and/or visitors	3	2	6	HIGH	<b>Meetings-</b> Only essential meetings to take place and to use MS Teams where possible even if onsite.	If cannot use MS Teams, ensure area for meeting is sufficient to allow social distancing and limit the time of the meetings	2	1	1	LOW
Spread of Covid-19	Employees	3	2	6	HIGH	<b>Employees falling ill with Covid Symptoms whilst at work-</b> If a worker develops a high temperature or a persistent cough while at work, they should: 1) Inform their line manager (follow the 2-metre guidance) 2) Return home immediately 3) Avoid touching anything 4) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 5) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.	If a confirmed case then the Pandemic Team will notify Directors & SMT. If the employee has gone home with Covid symptoms, their working area, welfare facilities and access door handles must be cleaned and sanitised.	2	1	2	LOW
Spread of Covid-19	Employees	n/a	n/a	n/a		Communications/ Training- all staff to be communicated to via signage and briefings.	Staff will be encouraged to contribute their ideas as we are all in this together.	n/a	n/a	n/a	