

<b>Number:</b>	001	<b>Issued by:</b> Marcus Sayce <b>Date:</b> 13/05/20	<b>Document prepared by:</b> Marcus Sayce
<b>Area / Department / Activity to be assessed:</b> COVID-19 Safe Working Risk Assessment		<b>Assessor:</b> Marcus Sayce	
		<b>Review Date:</b> 10/12/20, <b>31/03/21,07/21,30/11/21</b>	
		<b>Next Review Date:</b> 21/12/21	

**Hazard Identification and Initial and Risk Assessment**

Review how the task is, or is going to be, undertaken. Consider each step in the task. If possible, observe how the task is undertaken. When conducting this review, ensure you consult personnel who are involved and consider any existing documentation that may have a bearing on your assessment (e.g. documented procedures and policies, equipment used for task, chemicals, substances employed, services used (electricity, gas, compressed air etc.) or maintenance procedures.

**Additional Risk Control Measures**

For each hazard identified as requiring an additional risk control measure, review the hazard and decide what additional controls can be introduced to sufficiently reduce the risk to an acceptable level. Re-calculate the revised risk rating taking into account the proposed additional controls.

Hazard	Persons at Risk	Potential Harm	Existing Risk Control Measures	Level of Risk			Additional Control Measures
				Likelihood	Severity	Risk Source	
Who should go to work	Staff, agency workers and contractors	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> <li>•People who can work from home have been enabled to work from home (all staff now back on site)</li> <li>•The business is catergorised as key worker support, so remained open during lockdowns</li> <li>•Manufacturing and warehousing activities can only be performed on site</li> <li>•Extremely vulnerable workers have been advised and supported to shield at home</li> </ul>	2	5	10	<p style="text-align: center; color: red;"><b>No change of odvice</b></p> <p>The company has reviewed its policy 13/12/21 and the following advice is provided</p> <p>During this review we have considered a number of factors including, current layouts within the business, working environments as well as the impact home working would have on the day to day operation of the business.</p>

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						10	<p>At this time we have deemed it necessary for all employees to remain working on site, this will continually reviewed over the coming weeks, however as a business we have been going above and beyond the government guidance throughout the pandemic to ensure you all remain as safe as possible whilst on site. With this the wearing of facemasks whilst away from your workstation will continue to be in place.</p> <p>A change we will be making however is only where absolutely necessary should visitors be coming on site. If you are unsure whether your visitor is necessary, please check with your line manager.</p> <p>As key workers as part of the food and medical supply chain it is paramount that we ensure we maintain our supply of mount kits into the market.</p>						
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<p>Protecting people who are at higher risk</p> <p>To protect clinically vulnerable and clinically extremely vulnerable individuals</p>	Staff and agency workers	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable individuals advised and supported to shield at home</li> <li>Clinically vulnerable individuals, who are at higher risk of severe illness, eg people with pre-existing conditions have been asked to take extra care in observing social distancing and we have provided options for them to work in safer locations (desk and office moves)</li> <li>Workers with the above family members have also been offered working from home options</li> </ul>	2	5	10	<p>The government did not advise such strict enforcement for LD2</p> <p>Social distancing measures in place, desks moved away from others</p> <p>Updated Government advice on Vaccine Dec 2020</p>						

Hazard	Persons at Risk	Potential Harm	Existing Risk Control Measures	Level of Risk			Additional Control Measures
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							<p>The Pfizer-BioNTech COVID-19 vaccine is a new type of vaccine that has been shown to be effective and to have a good safety profile. It has not yet been assessed in pregnancy, so it has been advised that until more information is available, those who are pregnant should not have this vaccine.</p> <p><b>Many vaccines can be given safely in pregnancy, so why are you being advised against this vaccine?</b></p> <p>Evidence so far reviewed by the MHRA raises no concerns for safety in pregnancy.</p> <p>Because of the new formulation of this particular vaccine the MHRA wants to see more non-clinical data before finalising the advice in pregnancy.</p> <p>It is standard practice when waiting for such data on any medicine, to avoid its use in those who may become pregnant or who are breastfeeding. This will be kept under review as more evidence becomes available.</p> <p><b>What this mean for you</b></p> <p>Here are the key points you should consider until we have more evidence:</p> <p>if you are pregnant you should not be vaccinated – you can be vaccinated after your pregnancy is over</p>

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						10	<p>if you think you may be pregnant you should delay vaccination until you are sure you are not</p> <p>if you are planning to get pregnant in the next 3 months, you should delay your vaccination</p> <p>if you know you are not pregnant you can start the two-dose course now and you should avoid getting pregnant until at least 2 months after the second dose</p> <p>if you have had the first dose and then become pregnant you should delay the second dose until after the pregnancy is over</p> <p>If you are breastfeeding you should wait until you have finished breastfeeding and then have the vaccine. If you were breastfeeding when you had the first dose you are advised not to have the second dose until you have finished breastfeeding.</p> <p>This advice is precautionary until additional evidence is available to support the use of this vaccine in pregnancy and breastfeeding. It may then be possible to have the Pfizer-BioNTech vaccine. Until that advice is changed you may be able to have one of the other COVID-19 vaccines that are expected.</p>						
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People who need to self isolate	Staff, agency workers and contractors	COVID-19 illness, Hospital, death	People are to inform the company as soon as they have symptoms and not come into work, and should follow the Government self isolation and testing advice which has been	2	5	10							





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<p><b>Meetings</b></p> <p>To reduce transmission due to face-to-face meetings and maintain social distancing in meetings</p>	Staff and agency workers	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> <li>Use remote working tools to avoid in-person meetings</li> <li>Only absolutely necessary participants should attend</li> <li>Open windows for ventilation of room</li> <li>Do not share pens and other objects</li> <li>Hold meetings outdoors if possible</li> <li>Follow COVID safe seating plan and cleanliness guide on table in meeting room</li> <li>All attendees to sanitise hands on entry</li> <li>Face coverings to be worn throughout meeting</li> </ul>	2	5	10			
<p><b>Common area</b></p> <p>To maintain social distancing while using common areas</p>	Staff, agency workers and contractors	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> <li>Seating advice cards placed on tables to maintain spacing and reduce face-to-face interactions</li> <li>Use safe outside areas, maintaining 2m social distancing</li> <li>Canteen numbers reduced to 3</li> <li>Additional temporary seating area for 3 people added for breaks in manufacturing area</li> <li>Take breaks in own cars if possible</li> </ul>	2	5	10			
<p><b>Customers, visitors and contractors</b></p> <p>To minimize the number of unnecessary visits to site and to make sure people understand what they need to do to maintain safety</p>	Staff and agency workers	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> <li>Encourage remote working for visitors where possible</li> <li>Limit the number of visitors at any one time</li> <li>Determine if essential services can be provided by contractors to reduce contact with people by working between shifts, weekends etc</li> <li>Maintain a record of all visitors, contractors attending site (COVID register)</li> <li>Visitor COVID-19 rules on table in reception</li> <li>Site host is to take responsibility for explaining the COVID-19 requirements for social distancing and hygiene while on site to their visitors</li> </ul>	2	5	10			
<p><b>Cleaning the workplace</b></p>	Staff and agency workers	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> <li>Frequent cleaning of work areas and equipment between uses, instructions given</li> </ul>	2	5	10			

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To keep the workplace clean and prevent transmission by touching contaminated surfaces			<ul style="list-style-type: none"> <li>Frequent cleaning of high touch areas, such as door handles, pallet truck handles, forklift truck controls, machines and printers etc</li> <li>Clean workstations and remove waste and belongings from the work area at the end of shift</li> <li>Antiviral cleaners are available throughout the site along with hand sanitiser</li> <li>If you are cleaning after a known or suspected case of COVID-19 then refer to the specific guidelines, see Health and Safety manager for procedure and PPE requirements</li> </ul>						
<p>Handling goods, merchandise and other materials</p> <p>To reduce transmission through contact with objects that come into the workplace</p>	Staff and agency workers	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> <li>Gloves to be worn when handing materials delivered into warehouse, gloves to be replaced regularly</li> <li>Encourage increased handwashing and hand sanitiser is provided in these areas</li> </ul>	2	5	10			
<p>Work related travel</p> <p>To avoid unnecessary work related travel and keep people safe when they do need to travel between locations</p> <p>Including (Delivery and collection)</p>	Staff, agency workers and contractors	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> <li>Minimise non-essential travel and consider remote options first</li> <li>Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation and when possible avoid sitting face-to-face</li> <li>Clean shared vehicles between shifts and handovers</li> <li>When delivering or collecting parts the operator should minimise any contact</li> <li>Employees asked to avoid car sharing if possible, but if it can't be avoided to stick to the same people, wear a face covering throughout journey and leave windows open</li> </ul>	2	5	10			
<p>Communications and training</p> <p>To make sure all workers understand COVID-19 related safety procedures</p>	Staff and agency workers	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> <li>Provide clear, consistent and regular communications to improve understanding and consistency of ways of working, which is achieved through safety updates, toolbox talks and in small groups socially distanced</li> <li>Visual communications through signs displayed around site</li> <li>Regular management updates communicated to all staff</li> </ul>	4	3	12			

Red list countries reintroduced by Government with isolating and PCR requirements  
30/11/21





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Review Date:	13/05/21	Reviewed By:	Name	Marcus Sayce	Directors	Name	Lynsay Doel
			Signature	<i>Marcus Sayce</i>		Signature	

Likelihood		
Very likely	5	Almost certain to happen
Likely	4	Likely to happen frequently
Possible	3	Evens chance of happening
Unlikely	2	May happen from time to time
Improbable	1	Very unlikely to happen

Severity		
Fatal	5	Loss of life
Major Harm	4	Major injury or ill-health as detailed under RIDDOR
7-day Harm	3	Over seven-days incapacity (RIDDOR)
1-day Harm	2	Incapacity between one and seven days
Minor Harm	1	First aid injury – no incapacity

Likelihood	Severity					
		Minor Harm	1-day Harm	7-day Harm	Major Harm	Fatal
	Very likely	5	10	15	20	25
	Likely	4	8	12	16	20
	Possible	3	6	9	12	15
	Unlikely	2	4	6	8	10
	Improbable	1	2	3	4	5

Level of risk	Action and timescale
High	You should not start work until the risk has been reduced (See control hierarchy below). You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action and stop the job until the risk has been reduced.
Medium	You should use measures to reduce the risk within a defined time period (See control hierarchy below). If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.
Low	You should manage the risk – so far as reasonably practicable (See control hierarchy below). You must try to reduce the risk, but should carefully measure the cost of prevention. Monitoring is necessary to make sure that the controls remain effective.

<b>Control hierarchy</b>	<b>You should use the control hierarchy to determine the best method protecting your employees and others from harm. In applying the hierarchy consideration should be given to the relative costs, risk reduction benefits, and reliability of the available options.</b>
<b>Elimination</b>	Modify a design to eliminate the hazard, e.g. introduce mechanical lifting devices to eliminate the manual handling hazard, etc.
<b>Substitution</b>	Substitute a less hazardous material or reduce the system energy (e.g. lower the force, amperage, pressure, temperature, etc.)
<b>Engineering controls</b>	Install ventilation systems, machine guarding, interlocks, sound enclosures, etc.
<b>Signage, warnings, and/or administrative controls</b>	Safety signs, hazardous area marking, photo-luminescent signs, markings for pedestrian walkways, warning sirens/lights, alarms, safety procedures, equipment inspections, access controls, safe systems of working, tagging and work permits, etc.
<b>Personal protective equipment (PPE)</b>	Safety glasses, hearing protection, face shields, safety harnesses and lanyards, respirators and gloves, etc.