

A

Assessor: Nick Brooke, Sophia Ali		Assessment Date: 5th May 2020
Activity Assessed: Sampling International – Management of Covid-19 within the workplace	Location: Sampling International	Review Date: November 2020

B

THOSE AFFECTED					
A. Employees	B. Members of The Public	C. Adjacent Workers	D. Children/Young Persons	E. Contractors	F. Visitors
Others (state)					

C

HAZARDS	Those Affected	HAZARDS	Those Affected	HAZARDS	Those Affected	HAZARDS	Those Affected	HAZARDS	Those Affected
Falling		Fire + explosion		Friction or abrasion		Ejection of Objects		Radiation	
Falling objects		Substances		Shearing		Confined space		Dust/fume	
Vehicles		Access/Egress		Entanglement		Manual handling		Water/Drowning	
Noise		Slips/trips		Puncture/Stabbing		Lighting		Others (state below)	
Electricity		Crushing		Severing or Cutting		Temperature		Covid-19 Pandemic	A, B, C, E, & F
Vibration		Trapping		Ejection of fluid		Weather			

D

HAZARDS (as identified above)	Existing Control Measures (E.g. design, guarding; procedures; training; Permit to Work; Personal Protective Equipment; signs etc.)	Current Risk			Additional Control measures to reduce the Risk (E.g. elimination; alternative methods; additional guarding; design changes; additional procedures; increased supervision to monitor controls; Personal Protective Equipment etc.)	Completion Date	Residual Risk		
		L	C	R			L	C	R
Workforce exposure to Covid-19 from infected persons. Serious respiratory illness potentially leading to death.	<ul style="list-style-type: none"> Workforce briefings and toolbox talks on Covid-19 precautions regularly conducted. Morning meet and greet system introduced for staff, briefing them about covid-19 issues on arrival at work. Temperature testing introduced. Anyone 38°C or above to be sent home and told to self-isolate. Workforce advised if they have any Covid-19 symptoms to stay at home and self-isolate. If anyone exhibits Covid-19 signs at work they will be sent home immediately and told to self-isolate. All staff to wear face coverings when walking around the building. 	1	4	4					

<p>Workforce exposure to Covid-19 from infected persons. Serious respiratory illness potentially leading to death.</p>	<ul style="list-style-type: none"> • Workforce reduced to approx. 95% of normal, 5% staff on furlough. • Covid-19 signage installed on walls notice boards / common areas: <ul style="list-style-type: none"> ○ Hand hygiene - wash hands with soap and water regularly for 20 seconds (sanitiser used as second choice). ○ All employees to maintain social distancing, 2m apart at all times remains in place. ○ Where 2m social distancing cannot be achieved further mitigation measures are in place e.g. physical barriers/screens installed or where necessary wearing of PPE (face masks/visors) etc. • Physical contact between people is discouraged (handshaking). • One way systems introduced on site where possible. • A two in and two out system has been introduced in the toilets. • Deliveries to SI, drivers must still operate 2m social distancing procedures. Welfare facilities still available. 	1	4	4				
<p>Workforce exposure to Covid-19 staff in vulnerable category. Serious respiratory illness potentially leading to death.</p>	<ul style="list-style-type: none"> • All staff in a vulnerable category have been identified e.g. <ul style="list-style-type: none"> ○ Pregnant women ○ People over 70 years old ○ people with severe respiratory conditions e.g. severe COPD ○ People with specific cancers ○ People with immune deficiencies ○ Notified by NHS that they are vulnerable • Staff in above categories must maintain social distancing 2m apart. • Take breaks away from other people. • Vulnerable staff working from home if possible. 	1	4	4				

<p>Workforce exposure to Covid-19 from visitors. Serious respiratory illness potentially leading to death.</p>	<ul style="list-style-type: none"> • All non-essential visitors to site suspended, non-essential maintenance/repair works cancelled. • Signage installed on building entrance to advise that non-essential visitors are suspended from site until further notice. • Letters have been sent to customers and suppliers advising them of the suspension. • New procedure in place for essential visitors: <ul style="list-style-type: none"> ○ Must be booked in advance and be hosted by a member of SI staff. ○ Must receive a site Covid-19 briefing, a contractor's induction and be temperature tested. Anyone 38°C or above will be denied access to site. ○ Required to wear PPE whilst on site e.g. face covering or face mask (where applicable). ○ Common areas where the visitor has been to be sanitised once the visitor leaves site. 	1	4	4					
<p>Workforce exposure to Covid-19 from Hand towels in toilet / canteen areas. Serious respiratory illness potentially leading to death.</p>	<ul style="list-style-type: none"> • All cloth hand / tea towels removed from toilet and kitchen areas and replaced with paper towel dispensers (where warm air hand dryers are not provided). • Waste bin bags containing contaminated paper towels securely tied and disposed of in waste skip. 	1	4	4					
<p>Workforce exposure to Covid-19 from contaminated surfaces. Serious respiratory illness potentially leading to death.</p>	<ul style="list-style-type: none"> • Cleaning rota introduced to regularly wipe down and sanitise common areas e.g. door handles, handrails, light switches, work surfaces, microwaves, kettles and toasters etc. • Clocking in machines taken out of use and a paper system for recording timekeeping introduced. • Staff instructed to clean down their workstation at the end of every shift, cleaning kits provided. • Office staff are expected to clean down their own workstations including computer equipment, printers, telephones etc.at the end of very shift. • Internal doors left open reducing the risk of people touching the door handles. 	1	4	4					

<p>Workforce exposure to Covid-19 from workplace deliveries. Serious respiratory illness potentially leading to death.</p>	<ul style="list-style-type: none"> Warehouse operatives are reminded to maintain social distancing rules (2m) away from delivery drivers. Warehouse operatives advised to wash hands after taking receipt of any physical deliveries (UK government's advice that contracting Covid-19 from delivered packages is extremely low). Warehouse operatives advised not to sign for any deliveries. Face masks worn when meeting visitors or receiving deliveries. 	1	4	4				
<p>Workforce exposure to Covid-19. Serious respiratory illness potentially leading to death. Keeping up to date with latest advice and communicating to the workforce.</p>	<ul style="list-style-type: none"> Regular management meetings occur, with management team to discuss latest UK government and PHE advice on any issue relating to Covid-19. Covid-19 action plan created and updated regularly. UK Government issues suite of documents "Working safely during Covid-19" 11th May (as updated). Three documents specifically affect SI: <ul style="list-style-type: none"> In factories, plants and warehouses In offices and contact centres Vehicles New procedures introduced to maintain compliance so far as reasonably practicable with these documents. Regular checks being made on these documents to keep up to date with UK government's advice. 	1	4	4				
<p>Workforce exposure to Covid-19. Employees at work. Serious respiratory illness potentially leading to death.</p>	<ul style="list-style-type: none"> Reduced workforce on site (approx. 95%). Staggered shift start and finish times introduced to remove bottlenecks. Hand sanitising stations introduced around the building. All staff advised to use the hand sanitising stations regularly throughout the day. Work station cleaning kits introduced, for staff to clean down their work area at end of each day. 	1	4	4				
<p>Workforce exposure to Covid-19, during break time. Serious respiratory illness potentially leading to death.</p>	<ul style="list-style-type: none"> Tables and seating removed and replaced with breakfast bar type seating (reduced seating). Staggered meal breaks introduced. 2m social distancing maintained in canteen. One way system in canteen introduced with signage on the doors and arrows painted on the floor 2m part. 	1	4	4				

<p>Workforce exposure to Covid-19, company own delivery driver, delivering to customer premises. Serious respiratory illness potentially leading to death.</p>	<ul style="list-style-type: none"> • SI van driver provided with PPE e.g. face mask/visor, gloves, antibacterial wipes and sanitiser etc. • SI van driver advised not to sign for deliveries. • SI company van driver reminded to wash hands regularly for 20 seconds especially before and after meals, and when visiting other company premises. • SI company van driver reminded of social distancing rules (keep 2m apart from other people, so far as reasonable practicable). • SI company van driver to comply with other customer covid-19 precautions and procedures. • SI company van driver to clean and sanitise van at the end of each shift. 	1	4	4				
<p>Workforce exposure to Covid-19 from infected persons passing on walkways. Serious respiratory illness potentially leading to death.</p>	<ul style="list-style-type: none"> • One way system introduced on the factory floor with social distancing markers (arrows) painted on the floor 2m apart. • Waiting areas have been marked out on the floor as strategic passing places, providing 2m safe distancing from anyone passing on the walkway. • The time taken for people to pass on the walkway is literally seconds and the risk of catching Covid-19 from an infected person passing on the walkway is extremely low. 	1	4	4				
<p>Workforce exposure to Covid-19 from infected persons from office staff. Serious respiratory illness potentially leading to death.</p>	<ul style="list-style-type: none"> • Maximum occupancy identified for all offices and signage put on door entry points. • Maximum occupancy must not be exceeded. • Office staff to clean down their area at the end of each shift. Antibacterial wipes provided for this purpose. 	1	4	4				
<p>Furloughed staff may feel isolated potentially affecting their well-being or mental health.</p>	<ul style="list-style-type: none"> • Staff on furlough to be contacted regularly by management team to check on their well-being and state of mental health, provide reassurance as much as possible. • First aid person attended Mental Health First Aid course, certificated by MHFA England. 	1	4	4				

Any Additional Comments/Observations

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SIGNED		PRINT		DATE	
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Guidance for the Completion of the Risk Assessment Record

Table A

Activity Assessed: Describe the activity that is being assessed. This could be a specific task e.g. floor cleaning, operation of a machine; maintenance activities etc.

Location: Describe the location of the activity.

Review Date: Enter the date that the assessment will be reviewed.

Table B

Those affected: When carrying out a risk assessment any person who may be affected by the work that is being assessed must be identified. Should there be categories of persons not identified, then enter additional categories in the boxes provided.

Table C

Hazards: Identify the hazards in the activity being assessed by putting a cross in the appropriate boxes. The list provided is not comprehensive. Should there be hazards that are not on the list then enter additional hazards in the boxes provided.

Those Affected: Enter the identification letters of those affected, from Table B, against the appropriate hazard. **Note:** *The definition of a HAZARD is: - something with the potential to cause harm.*

Table D

Hazards: List the hazards identified in Table C.

Existing Control Measures: Outline the existing measures which will reduce the risk, arising from each of the hazards listed. Check that they meet legal requirements, industry standards and represent good practice. Typical control measures include: safe design; preventing access to the hazard e.g. guarding; written procedures and instructions; training; provision of PPE etc.

Current Risk

Note: *The definition of a RISK is: - the combination of the likelihood of a hazardous event occurring and the consequence of the event.*

Assess the risks arising out of the hazards identified using the criteria set out below. Enter the appropriate number between 1 & 5 for the likelihood (L) that the hazardous event will occur, and the appropriate number between 1 & 5 for the consequence (C) of the hazardous event occurring. Multiply the likelihood and the consequence together to get the current risk score.

$$\text{Likelihood (L) X Consequence (C) = Risk (R)}$$

Likelihood that hazardous event will occur	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of hazardous event occurring	
1	Insignificant – no injury
2	Minor – minor injuries needing first aid
3	Moderate – up to three days absence
4	Major – more than seven days absence
5	Catastrophic – death

When carrying out this process consideration must be given to, what is reasonably foreseeable in relation to the identified hazards and recognition of the existing control measures that reduce the risk so far as is reasonably practicable.

Once the current risk score is known, refer to the action table to see if the existing control measures are satisfactory to control the risks or if additional control measures are required.

Risk Rating	Action
20 – 25	Stop – stop activity and take immediate action
15 – 16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
8 – 12	Action – improve within specified timescale
3 – 6	Monitor – look to improve at next review or if there is a significant change
1 – 2	No action – no further action but ensure controls are maintained and reviewed

Additional Control Measures to reduce the Risk: Additional control measures that will reduce the risks further should be noted. For example, elimination of the hazard should be considered first. If this is not possible, then try to reduce the risk e.g. risks from electrical hazards might be reduced by using low voltage electrical appliances. Also consider: safer design; additional guards; additional procedures and instructions; increased supervision; personal protective equipment (PPE). The **completion date** for the introduction of each control measure should be recorded.

Residual Risk: The above assessment process must be repeated, taking into account, the existing and additional control measures until the risks are reduced so far as is reasonably practicable. Enter the appropriate number between 1 & 5 for the likelihood (L) that the hazardous event will occur, and the appropriate number between 1 & 5 for the consequence (C) of the hazardous event occurring. Multiply the likelihood and the consequence together to get the residual risk score.

$$\text{Likelihood (L) X Consequence (C) = Risk (R)}$$

If the residual risk score is between 1 & 6 inclusive, then the assessment is complete and the information should be disseminated to those affected. If the residual risk score is between 8 & 12 inclusive then additional control measures should be introduced within the completion date period and the information contained within the assessment disseminated to those affected. If the residual risk score is above 12, then work **must not** proceed and the risks arising out of the hazards re-assessed to identify further risk reduction measures.