

# Risk Assessment



Date Complete: 19 May 20      Name of Assessor(s): Ann Cunningham      Ref: TRACOVID 19A

Date Amended: 01 Sept 2020      Department: Health and Safety      Location: All

Activity/Task being assessed: COVID 19

What is the hazard	Who might be harmed	Existing control measures in place	L	S	R	Additional Controls	Who	when	status
Spread of the COVID-19 virus through close contact or direct contact with others who are infected	<ul style="list-style-type: none"> <li>Staff, visitors, contractors or members of the public</li> </ul>	<p><u>Limited number of Employees to reduce the risk</u></p> <ul style="list-style-type: none"> <li>All employees have been briefed on in-house COVID-19 protocol, regular weekly updates issued via email and notice board as per government guidelines;  <a href="https://www.gov.scot/collections/coronavirus-covid-19-guidance/">https://www.gov.scot/collections/coronavirus-covid-19-guidance/</a>  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</a></li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Induction to be created and presented to new employees</li> <li>Regular weekly communication issued</li> <li>Ongoing weekly review by Cobra Team</li> </ul>	AC	26/5	Closed
		<ul style="list-style-type: none"> <li>All new employees are taken through the COVID RA on the first day.</li> <li>All employees have this added to their training records and sign to say they have read and understood company policies.                             <ul style="list-style-type: none"> <li>High risk (shielding) employees are now back at work, with additional measures in place.                                     <ul style="list-style-type: none"> <li>Screens, where required</li> <li>Own set of tools where required</li> <li>Work with the same cell team members (bubble)</li> <li>Limit amount of contact where possible (no meetings)</li> <li>Hygiene protocol</li> <li>One way system</li> <li>Face masks where 2m can't be met</li> </ul> </li> </ul> </li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>HR, Managers and supervisors continue to monitor this</li> </ul>	TS		Ongoing

		<ul style="list-style-type: none"> <li>To reduce the risk all workers on site are deemed as essential workers.</li> <li>As per government guidelines if an employee can work from home then arrangements have been made, lap top and phone provided.</li> <li>Some employees also work part home and part office when and as required.</li> <li>Various poster and signage around the building providing employees with guidance and information.</li> <li>Face covering are not mandatory where 2 meter distancing can be made as per government guidance for manufacturing, however any employee who wishes to wear a face covering can do so.</li> </ul>							
		<ul style="list-style-type: none"> <li>One way system introduced in the busiest parts of the building to minimise contact and help meet 2 meter social distancing requirements.</li> <li>Signage erected advising direction of travel each arrow is 2 m apart</li> <li>Trolleys of any description are exempt from this (WIP, acid, shipping etc.)</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>A reminder has been issued to all employees of the company protocol.</li> </ul>	TS	2/6	Closed
		<ul style="list-style-type: none"> <li>Meetings in-house reduced and only go ahead with limited attendees as per government guidance, WebEx or other is used where possible</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Ongoing monitoring of this</li> </ul>	GW S		Closed
		<ul style="list-style-type: none"> <li>Screens have been put in place at reception in order to prevent/limit the risk of spreading COVID 19 by anyone entering of leaving through reception area.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li></li> </ul>			Closed

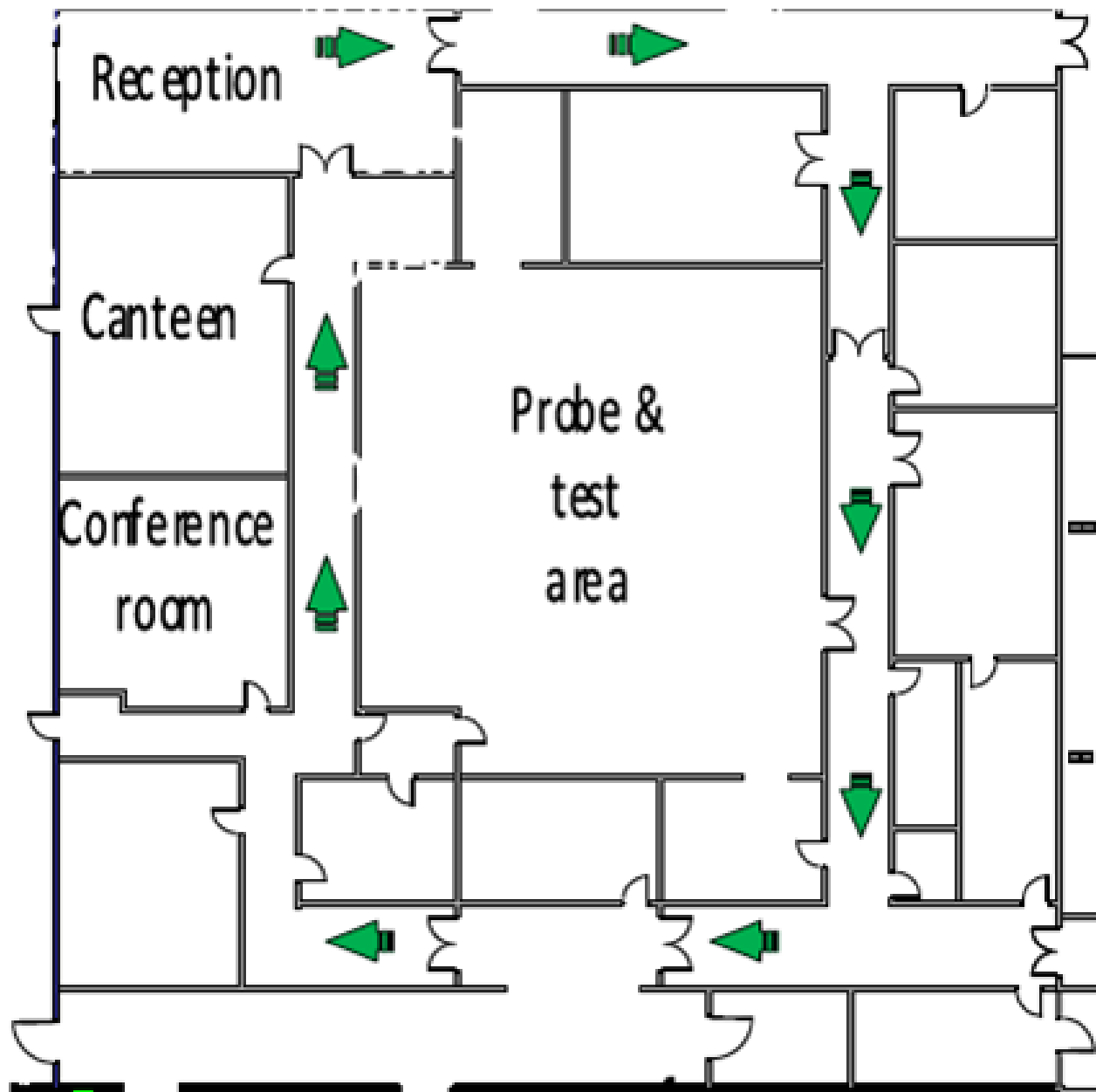
		<ul style="list-style-type: none"> <li>Under government guidelines employees have been advised that no car sharing is permitted when travelling to or from work, unless with members of the same household. Employees who are unable to travel to work by car, walking or cycling, as per government guidelines a face covering should be used when travelling in public transport.</li> </ul>	2	2	4	•			Closed
		<ul style="list-style-type: none"> <li><b>Hand Washing</b></li> <li>Hand washing and drying facilities with soap, water and paper towels are in place. Washing should take place as per government guidelines <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Hand drying with disposable paper towels. <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>Hand cream available in toilets if required to help protect the skin.</li> <li>Hand sanitizing stations are in place throughout the premises with instructions on how to use correctly</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Encourage employees to report any problems and carry out skin checks as part of a skin surveillance programme <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></li> <li>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advise <a href="https://www.publichealthscotland.scot/">https://www.publichealthscotland.scot/</a></li> <li>Posters and memos are on display</li> <li>Hand washing guidance posters in toilets and canteen</li> <li>A reminder to be issued to employees on hand washing protocol based on public health guidance. Washing hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Second reminder to catch coughs and sneezes in tissues or sleeve as per public health guidance – Follow <b>Catch it, Bin it, Kill it</b> and avoid touching face, eyes, nose or mouth with unclean hands.</li> </ul>			Closed

		<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Frequently cleaning and disinfecting of all hard surfaces that are touched regularly particularly in areas of high usage such as door handles, light switches, reception area using appropriate cleaning products and methods etc.</li> <li>Cleaning solutions and disposable wipes provided in all toilets in order to be able to clean before/after use</li> <li>Wipes provided for use in the company van for individual usage.</li> <li>Wipes and hand sanitizer provided in meeting rooms, offices and canteen area for individual usage</li> <li>All 5S team have been asked to wear gloves when cleaning, not to touch face when wearing them and to dispose of these safely once removed</li> <li>Deep clean fogging machine and disinfectant has been sourced to be used as required for decontaminating – RA to be undertaken prior to this going ahead</li> </ul>	2	3	6	<p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> <ul style="list-style-type: none"> <li>This is controlled through the internal 5S system and checks are carried out.</li> </ul>			Closed
		<p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre Public Health Advice</li> <li><a href="https://www.gov.scot/news/social-distancing-enforcement-measures-in-place/">https://www.gov.scot/news/social-distancing-enforcement-measures-in-place/</a></li> </ul> <p><b>Office Areas</b></p> <ul style="list-style-type: none"> <li>Review office area layout to separate employees. In addition work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time</li> <li>One way system in place in Unit J – (IT – to H&amp;S office area) as corridors do not meet the 2meter requirements</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Desk sharing is limited where possible, and any shared desks have wipes to clean after or before use (6 in total)</li> <li>Equipment engineering office has been rearranged and screens to implemented to help with face to face protection where/if required.</li> <li>Working side by side or back to back where possible</li> <li>Numbers limited in all office areas</li> </ul>	AC	16/6	Closed

		<ul style="list-style-type: none"> <li>All cleanroom areas have minimum number employees required to complete work. Masks, gloves and safety glasses must be used in these areas at all times.</li> <li>Handover meetings are limited in numbers according to space and social distance requirements.</li> </ul> <p><b><u>Wearing gloves/masks</u></b></p> <ul style="list-style-type: none"> <li>Engineers or operators working in close proximity for either essential training purposes or maintenance purposes must wear face covering, safety glasses and disposable gloves whether they are in a work shop, clean room bay, chase or other, at all times.</li> <li>Any tool sharing, machine sharing should be limited, disposable gloves must be used and surfaces wiped down after use</li> <li>Gloves should be disposed of after use.</li> <li>A review of work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time has been undertaken</li> <li>Staggered start/finish times are in place to reduce the amount of employee's in busier areas and to prevent queues at entry/exit points at start/finish times</li> <li>Finance employees will use face coverings for training purposes as 2 meter distance cannot be met. 2 employees max will be in the office at one time during this period</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Signage in place at entry to all changing areas</li> <li>Employees are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</li> <li>Management checks to ensure this is adhered to at all times</li> </ul>				Closed
			2	3	6	<ul style="list-style-type: none"> <li>Employees to be reminded that wearing of gloves is not a substitute for good hand washing.</li> <li>Employees should also be reminded not to touch their face when wearing gloves or if hands are unclean</li> <li>Employees are reminded to remove gloves and dispose of safely</li> </ul>	TS	2/6		Closed
			2	3	6	<ul style="list-style-type: none"> <li>Managers to continue to review</li> <li>Routinely monitored</li> </ul>	AC	9/6		Closed

		<p><b>Canteen</b></p> <ul style="list-style-type: none"> <li>• Table and chairs have been removed from the canteen in order to limit numbers.</li> <li>• All shared cutlery removed</li> <li>• No sharing off finger food</li> <li>• Staggered breaks</li> <li>• Remaining chairs and tables placed in order to maintain social distancing.</li> <li>• Cooking/Washing areas marked, signage erected to ensure 2 m distancing is maintained as per government guideline.</li> <li>• All employees have been advised that no personal belongings to be left within the canteen area at anytime.</li> <li>• Sprays for cleaning tables and disposable wipes are in place for when finished</li> <li>• Hand sanitizers are available</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>• Area to be checked continually</li> <li>•</li> </ul>		Closed
		<p><b>Symptoms of Covid-19</b></p> <ul style="list-style-type: none"> <li>• Should anyone become unwell with a new continuous cough, loss off taste/smell or a high temperature in the workplace they will be sent home advised to call NHS 111 for an assessment or to undertake an online assessment, a test will be arrange if required <ul style="list-style-type: none"> <li>○ Negative – can return to work</li> <li>○ Positive – contact tracing used to identify close contacts (stay at home 10 days), guidance will be taken from PHS depending on number of employees infected.</li> </ul> </li> <li>• <a href="https://www.publichealthscotland.scot/">https://www.publichealthscotland.scot/</a></li> <li>• Line managers/HR will maintain regular contact with employees during this time.</li> <li>• If advised that an employee , visitor/contractor has developed Covid-19 and are/where recently on our premises, HR/HS will discuss with management and contact Public Health Scotland to take guidance and identify the people who have come in contact with them</li> <li>• All employees are advised that if they have any symptoms (temp, cough loss of taste/smell), that they must stay at home and contact HR/HS to advise and discuss appropriate action they must take as per government guidelines.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>• Employees can be tested to confirm if they have COVID 19</li> <li>• Regular contact will be maintained by HR/HS or manager.</li> <li>• All support required as far a reasonably practical will be provided.</li> <li>• Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation</li> </ul>		Closed

		<ul style="list-style-type: none"> <li>HR/HS will maintain a list of employees who have suspected or confirmed symptoms to ensure all actions required as per government guidelines are taken</li> </ul>							
		<p><b><u>Wellbeing/Mental Health</u></b></p> <ul style="list-style-type: none"> <li>Mental health/Wellbeing support is available on request , ( company help lines or local support where possible)</li> <li>Various helpline posters have been erected on notice boards</li> <li>Email to all users advising of various helpline numbers has been issued</li> </ul> <p><a href="http://www.clearyourhead.scot">www.clearyourhead.scot</a></p>	2	3	6	<ul style="list-style-type: none"> <li>HR can provide company help line when requested.</li> <li>Continue wellbeing promotion</li> <li>Line manager to continue to monitor employees</li> <li></li> </ul>			Ongoing
		<p><b><u>Incoming/Outbound deliveries</u></b></p> <ul style="list-style-type: none"> <li>Signage erected advising goods to being delivered/collected to be left in the vestibule at shipping. Hand sanitizers and wipes are available.</li> <li>Hard surface cleaned regularly</li> <li>Wipes and sanitizer available</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Line manager to continue to monitor</li> <li>Gloves issued to be used as required</li> </ul>			Closed
		<p><b><u>Contractors/Visitors</u></b></p> <ul style="list-style-type: none"> <li>Only essential visitors are allowed onsite where possible WebEx/Skype etc. should be used.</li> <li>Prior to being approved to come on site contractors must be on the approved list and have satisfactory completed the corona RA provided.</li> <li>Contractors must follow the internal protocol when on site</li> <li>Signage on outer doors to remind not to enter the building if any COVID 19 symptoms</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Host must ensure protocol is adhered to at all time.</li> <li>Induction to company protocols to be provided</li> <li>Care and planning of any contractors coming onsite to ensure there are limited amounts on site each day in order to maintain social distancing</li> <li></li> </ul>	AC	25/5	Closed
		<p><b><u>Accidents/Emergencies</u></b></p> <ul style="list-style-type: none"> <li>In an emergency circumstance (fire, accident) 2 meter distance should only be in place if safe to do so</li> <li>Anyone providing assistance in an emergency (first aider) should ensure they adhere to hygiene protocol – wash hands before and after providing assistance.</li> </ul>	2	3	6	<p>First aid process updated and issued to all first aiders. Masks and safety glasses etc. provided in first aid room</p>	AC	2/06	Closed





Likelihood	SEVERITY					Suggested time scales
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	
1 – Rare	1	2	3	4	5	No additional controls req'd unless they can be implemented at very low cost. No Immediate action req'd. Maintain existing controls
2 - Unlikely	2	4	6	8	10	Consideration should be given to lower the risks, but costs of additional risk reduction measures should be taken into account.
3 - Possible	3	6	9	12	15	Immediate Action req'd. Apply interim controls. Control with method statements
4 - Likely	4	8	12	16	20	Risk Unacceptable. Stop work activity until control measure are put in place.
5 – Almost certain	5	10	15	20	25	

**Likelihood:** - Take into account the controls already in place and do they minimise the risk, also how likely is it that such an incident could occur? Apply a score according to the scale

Level	Descriptor	Description
5	Almost Certain	Likely to occur on many occasions, a persistent issue
4	Likely	Will probably occur but not a persistent issue
3	Possible	May occur occasionally
2	Unlikely	Do not expect it to happen but it is possible
1	Rare	Unlikely to occur even over a longer time scale

**Severity:** - Take into account the controls already in place and do they minimise the risk, also how likely is it that such an incident could occur? Apply a score according to the scale

Level	Descriptor	Actual or potential impact on Individual(s)	Actual or Potential impact on Semefab
5	Catastrophic	Death or Permanent damage	HSE Investigation / Litigation expected
4	Major	Permanent injury or illness	RIDDOR reportable / long term sickness. Litigation expected
3	Moderate	Semi-permanent injury or illness e.g. takes 6 – 12 months to resolve	RIDDOR reportable / long term sickness / litigation possible
2	Minor	Short term injury / damage or illness e.g. resolved within a month	Minimal risk / short term sickness / litigation unlikely
1	Insignificant	No injury or adverse outcome	No risk to Semefab / litigation remote