

Risk Assessment No: <b>COVID19 GENERAL RISK ASSESSMENT</b>					Task Statement No: COVID-19 – RA006				
Activity: <b>GROUP GENERAL RISK ASSESSMENT</b>									
<b>Frequency</b>		1 Improbable 2 Unlikely 3 As Likely as Not 4 Probable 5 Highly Probable							
<b>Health and Safety Consequence</b>		S1 Insignificant (No Effect) S2 Marginal (Minor Injuries) S3 Serious (Major Injuries) S4 Critical (Fatalities) S5 Catastrophic							
<b>Environmental Consequence</b>		E1 Insignificant (No Effect) E2 Marginal (Minor Effect) E3 Serious (Major Effect) E4 Critical (Irreversible) E5 Catastrophic							
<b>Groups effected by the risk</b>		Employee <input checked="" type="checkbox"/> (Working on task and in vicinity) Contractor <input checked="" type="checkbox"/> 3 <sup>rd</sup> Party (i.e. public) <input type="checkbox"/> Other (Please State)							
<b>RISK RATING = CONSEQUENCE X FREQUENCY</b>			<b>(1-5 Insignificant), (6-12 Acceptable), PROCEED</b>			<b>(13-25 Unacceptable). WORK SHALL NOT START</b>			
HAZARD	UNDESIRE EVENT	CONSEQUENCES	BEFORE CONTROL			CONTROL MEASURE	AFTER CONTROL		
			(C)	(F)	(RR)		(C)	(F)	(RR)
Introduction of virus onto site via members of staff	Impact could be severe as coronavirus could spread throughout operations	Chance of occurrence is possible as the virus is highly contagious.	4	4	16	Advice has been published regarding the symptoms and how staff can protect themselves. A policy has been rolled out to ensure that all staff onsite use adequate PPE and adhere to social distancing measures. Communications have been sent to all staff informing them that they must self-isolate if they or anyone they live with shows symptoms of Coronavirus. Homeworking for staff that can complete their role remotely has been introduced. Staffing levels have been reduced to the minimum levels possible to enable us to continue with operations. The governments job retention scheme has been used by Erodex where applicable. Area specific risk assessments have been carried out.	4	2	8

Introduction of virus onto site via visitors, sub-contractors or travelling sales reps.	Impact could be severe as coronavirus could spread throughout operations	Chance of occurrence is possible as the virus is highly contagious.	4	3	12	Visitors and sub-contractors will no longer be allowed onsite unless the visit is considered urgent. Our internal Sales Engineers have been asked to refrain from visiting customer sites or Erodex sites until further notice. All essential visitors must wear PPE and adhere to social distancing.	4	2	8
Cross-site contamination	Impact could be severe as coronavirus could spread throughout operations	Chance of occurrence is possible as the virus is highly contagious.	4	4	16	Travel between internal sites is limited to essential visits only and cross site discussions and meetings must be completed via media sources. To ensure that operations are not affected should staff need to commute between sites this will not be restricted but PPE is provided, and social distancing measures obeyed.	4	2	8
Risk of infection through business travel	Impact could be severe as coronavirus could spread throughout operations	Chance of occurrence is probable for any staff travelling regularly for their role.	4	4	16	All non-essential foreign travel postponed until further notice. Essential travel must be approved by Directors beforehand.	3	1	3
Risk of infection through staff travelling for holidays	Impact could be severe as coronavirus could spread throughout operations	Chance of occurrence is possible for any staff travelling for vacations.	4	5	20	Due to current government advice foreign holidays have been cancelled.	1	1	1
Wellbeing of staff working from home compromised.	The impact of mental or physical issues with staff working from home could be high.	The chance of home working staff suffering with mental or physical problems is possible.	3	4	12	Line Managers to contact staff members that are home working on a regular basis to ensure that they are coping both mentally and physically with the situation.	3	2	6

Wellbeing of furloughed staff compromised.	The impact of mental or physical issues with furloughed staff could be high.	The chance of furloughed staff suffering with mental or physical problems is possible.	4	3	12	HR Manager to contact furloughed staff on a regular basis to ensure that they are coping both mentally and physically with the situation.	3	2	6
Increased risk for staff with underlying health issue or for staff over the age of 65.	The impact of Coronavirus could be severe for people in this risk group.	Chance of occurrence is possible as the virus is highly contagious.	4	4	16	Staff have been asked to inform their Line manager or HR Manager if they are at higher risk from becoming seriously ill from coronavirus. Actions can then be taken to make the working environment as safe as possible to prevent infection.	3	2	6
Wellbeing of staff that need to self-isolate	The impact of mental or physical issues of staff required to self-isolate is considered low.	Chance of occurrence is possible as the virus is highly contagious.	4	4	16	Clear policy regarding self-isolation and associated remuneration communicated to staff. HR Manager remains in contact with self-isolating staff members via telephone.	3	2	6
Wellbeing of specific groups or individuals within the workplace regardless of age, sex, disability, etc	The risk to the wellbeing of staff with any specific needs during this period is considered high.	The chance of wellbeing being impaired is possible	4	4	16	All staff have been asked to speak to their line manager or the HR Manager if they feel their physical or mental health is at risk and have been given information signposting them to professional services. Support and/or adjustments to the working environment will be provided, as necessary. Erodex operate a non-discrimination policy and any decisions regarding the current situation will reflect this policy.	3	2	6
Social distancing measures cannot be adhered too	The impact of not socially distancing whilst at work is severe due to the contagious nature of the virus.	It is possible that staff will find it difficult to adhere to social distancing measures.	4	4	16	The number of staff onsite has been reduced the minimal level possible to remain operational. Shift times have been changed to reduce cross over of staff, and overtime has been restricted heavily. A social distancing policy is in place for all sites. Onsite staff have been spread out throughout the facility.	3	2	6
Certain locations within the business that make it difficult to adhere to social distancing.	Impact could be severe as coronavirus could spread throughout operations	It is possible that staff will find it difficult to adhere to social distancing measures in certain areas.	4	4	16	Area specific risk assessments carried out to identify and reduce local risks.	2	2	4

Lack of access to sanitising substances.	Impact could be severe as coronavirus could spread throughout operations	Chance of occurrence is possible as the virus is highly contagious.	4	5	20	Hand sanitiser distributed to various areas of the business, along with posters that instruct staff of how to protect themselves from infection. Anti-bacterial products also distributed for regular cleaning of workspaces.	2	2	4
Cross contamination of rest areas.	Impact could be severe as coronavirus could spread throughout operations	Chance of occurrence is possible as the virus is highly contagious.	4	5	20	Staggered breaks introduced. Hand sanitiser made available within rest areas. Anti-bacterial products available to wipe down areas regularly. Removal of seating where applicable to ensure social distancing can be maintained.	2	3	6
Lack of clear guidance for essential visitors	Impact could be severe as coronavirus could spread throughout operations	Chance of occurrence is possible as the virus is highly contagious	4	5	20	Advice given on sign in at reception including the signing of a declaration to state that the visitor does not have symptoms of the Coronavirus and has not knowingly been in contact with the virus within the last month. Information is also given regarding social distancing measures and where to find PPE and hand cleansing facilities.	2	2	4
Cleanliness of workspace	Impact could be severe as coronavirus could spread throughout operations	Chance of occurrence is possible as the virus is highly contagious.	4	5	20	Sites have cleaning teams visit on a regular basis. This cleaning is undertaken outside of working hours wherever possible. Anti-bacterial products are available in all areas so that staff can maintain the cleanliness of their workspaces in between cleaning operations.	2	3	6

Signed: *L.Tandy*

(Assessor)

Print Name:

Lillie Tandy

Date: 09.06.2020

**To be reviewed 12 months or after an accident or significant change to process or personal**

Signed:



(Reviewer)

Print Name: Richard O'loughlin

Review Date: Jun-2021

I have read and fully understand this Risk Assessment

<b>Name</b>	<b>Role</b>	<b>Date</b>	<b>Signature</b>

**Risk Assessments Control Measures Action Plan**

<b>Control Measure</b>	<b>Date Highlighted</b>	<b>Close out Date</b>	<b>Remarks</b>