

## Risk Assessment

Carried out by: <b>Paul Sorosina (Group HSEQ Manager)</b>	Location: <b>Group</b>	Issue Date: <b>24 March 2020</b>	Next review: <b>23<sup>rd</sup> March 2021</b>
Activity being assessed: <b>CORONA VIRUS</b>	RA Ref No: <b>Group RA</b>	Copied to:	

Risk Matrix	Control Measures (Safe working procedures, PPE, permit to work system etc)	Instructions for Completion																																																												
<table border="1" style="font-size: small;"> <tr> <td>5</td><td>Fatality</td><td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Severity</td><td>25</td><td>20</td><td>15</td><td>10</td><td>5</td></tr> <tr> <td>4</td><td>Major Injury Dangerous Occurrence</td><td>20</td><td>16</td><td>12</td><td>8</td><td>4</td></tr> <tr> <td>3</td><td>Injury Damage</td><td>15</td><td>12</td><td>9</td><td>6</td><td>3</td></tr> <tr> <td>2</td><td>Minor Injury</td><td>10</td><td>8</td><td>6</td><td>4</td><td>2</td></tr> <tr> <td>1</td><td>Negligible Effect</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td></tr> <tr> <td colspan="2"></td><td style="background-color: #cccccc;">X</td><td colspan="5" style="text-align: center;">Likelihood</td></tr> <tr> <td></td><td></td><td></td><td>Likely</td><td>Probable</td><td>Occasional</td><td>Remote</td><td>Improbable</td></tr> <tr> <td></td><td></td><td></td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td></tr> </table>	5	Fatality	Severity	25	20	15	10	5	4	Major Injury Dangerous Occurrence	20	16	12	8	4	3	Injury Damage	15	12	9	6	3	2	Minor Injury	10	8	6	4	2	1	Negligible Effect	5	4	3	2	1			X	Likelihood								Likely	Probable	Occasional	Remote	Improbable				5	4	3	2	1	<ul style="list-style-type: none"> <li>■ <b>15-25: Very high risks with potential of serious consequences. Eliminate risk by review of options and change as a priority.</b></li> <li>■ <b>8-12: Reduce risks identified to as low as reasonably practicable by specific controls, planning and supervision. Provision of special method statements and instruction of all parties involved.</b></li> <li>□ <b>3-6: Acceptable providing risks are managed and activities are carried out by competent personnel in accordance with safe working practices and statutory obligations.</b></li> <li>■ <b>1-2: No further consideration required.</b></li> </ul>	<ul style="list-style-type: none"> <li>◆ <b>A risk is the likelihood of a substance, activity or process to cause harm. Risk is also linked to the severity of its consequences and can be reduced.</b></li> <li>◆ <b>L = Likelihood S = Severity RR = Risk Rating (i.e. LxS)</b></li> <li>◆ <b>Risk improvement requirements should be listed in the Control Measures section in <i>Italic print</i>.</b></li> </ul>
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Ref No	Description of Hazardous Activity, Interface or Works Process	Persons Affected	Associated Risks	Risk Evaluation			Control Measures & any Risk Improvement requirements	Residual Risk			Responsibility for implementation	Responsibility for monitoring
				L	S	RR		L	S	RR		
1	<b>Visitors / Customers / Suppliers</b>	Visitors / Customers / Staff	<ul style="list-style-type: none"> <li>● Contracting Corona Virus</li> <li>● Spreading Corona Virus</li> </ul>	5	5	25	<p><b>Current Control Measures:</b></p> <ul style="list-style-type: none"> <li>● Increased cleaning regime</li> <li>● Hand Gel / Wipes on reception</li> <li>● Stop all non-essential visitors / Stop all customer visits</li> <li>● Corona Questionnaire completed and returned 24 hours before visit</li> <li>● Maintain a 2-meter distance                             <ul style="list-style-type: none"> <li>● No hand shaking</li> <li>● No smoking on site</li> <li>● Supervision</li> </ul> </li> <li>● Signage on Hand Washing / using Hand</li> </ul>	2	5	10	HSEQ / Factory Manager	Factory Manager / Supervisors / HSEQ
2	<b>Walstead Staff</b>	Visitors / Staff	<ul style="list-style-type: none"> <li>● Contracting Corona Virus</li> <li>● Spreading Corona Virus</li> </ul>	5	5	25	<p><b>Current Control Measures:</b></p> <ul style="list-style-type: none"> <li>● Site split into zones to segregate employees - Employees must stay in their zone and not move between zones</li> </ul>	2	5	10	HSEQ / Factory Manager	Factory Manager / Supervisors / HSEQ

							<ul style="list-style-type: none"> <li>• Increased cleaning regime on desks, Laptops, computers, machines/ worktops</li> <li>• Hand Gel / Wipes / Spray on all assets</li> <li>• Hand Gel / Wipes / Spray in all offices <ul style="list-style-type: none"> <li>• No Smoking on site</li> </ul> </li> <li>• Maintain a 2-meter distance where possible <ul style="list-style-type: none"> <li>• No hand shaking</li> <li>• Increased hand washing</li> <li>• Stop groups congregating</li> </ul> </li> <li>• Vending machines switched off</li> <li>• Signage / Posters on Hand Washing using Hand Gel / Wipes in all areas</li> <li>• Letters to all staff outlining actions / precautions to take with Corona Virus <ul style="list-style-type: none"> <li>• Home working for certain staff <ul style="list-style-type: none"> <li>• Deferring large meetings <ul style="list-style-type: none"> <li>• Gloves provided</li> </ul> </li> <li>• Daily inspection sheets completed by management</li> </ul> </li> </ul> </li> </ul>						
3	Lorry Drivers Delivering / Collecting	Staff & Lorry Drivers	<ul style="list-style-type: none"> <li>• Contracting Corona Virus</li> <li>• Spreading Corona Virus</li> </ul>	5	5	25	<p><b>Current Control Measures:</b></p> <ul style="list-style-type: none"> <li>• Provided Portaloos with hot water outside for drivers</li> <li>• Hand Gel / Wipes / Spray in Dispatch / Goods In &amp; Reel Store <ul style="list-style-type: none"> <li>• No Smoking on site</li> <li>• Maintain a 2-meter distance <ul style="list-style-type: none"> <li>• No hand shaking</li> </ul> </li> <li>• Lorry drivers either in cab or Safe refuge area when loading / unloading</li> <li>• Lorry drivers not permitted to walk about facility</li> </ul> </li> <li>• Signage telling lorry drivers not to enter site</li> </ul>	2	5	10	HSEQ / Factory Manager	Factory Manager / Supervisors / HSEQ	
4	Staff Travel	Staff / General Public	<ul style="list-style-type: none"> <li>• Contracting Corona Virus</li> <li>• Spreading Corona Virus</li> </ul>	5	5	25	<p><b>Current Control Measures:</b></p> <ul style="list-style-type: none"> <li>• Group has restricted travel unless business critical</li> </ul>	2	5	10	HSEQ / Factory Manager	Factory Manager / Supervisors / HSEQ	
5	Staff Contracting Corona Virus	Staff / Family	<ul style="list-style-type: none"> <li>• Contracting Corona Virus</li> <li>• Spreading Corona Virus</li> </ul>	5	5	25	<p><b>Current Control Measures:</b></p> <ul style="list-style-type: none"> <li>• Employees are to follow Government guidance</li> <li>• Employees are to follow Walstead communication guidance letter</li> </ul>	2	5	10	HSEQ / Factory Manager	Factory Manager / Supervisors / HSEQ	