

# 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>See review sheet</b>
Activity being assessed: <b>COVID 19 (Manufacturing)</b>	RA Ref No: <b>GRP-RA-G-023</b>	Copied to: <b>All Sites</b>	

Risk Matrix	Control Measures (Safe working procedures, PPE, permit to work system etc)	Instructions for Completion																																																								
<table border="1" style="font-size: small; border-collapse: collapse;"> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">Fatality</td> <td style="text-align: center;">25</td> <td style="text-align: center;">20</td> <td style="text-align: center;">15</td> <td style="text-align: center;">10</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Major Injury Dangerous Occurrence</td> <td style="text-align: center;">20</td> <td style="text-align: center;">16</td> <td style="text-align: center;">12</td> <td style="text-align: center;">8</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Injury Damage</td> <td style="text-align: center;">15</td> <td style="text-align: center;">12</td> <td style="text-align: center;">9</td> <td style="text-align: center;">6</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Minor Injury</td> <td style="text-align: center;">10</td> <td style="text-align: center;">8</td> <td style="text-align: center;">6</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Negligible Effect</td> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td colspan="2"></td> <td colspan="5" style="text-align: center;"><b>X</b> Likelihood</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Likely</td> <td style="text-align: center;">Probable</td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Remote</td> <td style="text-align: center;">Improbable</td> </tr> </table>	5	Fatality	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			<b>X</b> Likelihood							5	4	3	2	1			Likely	Probable	Occasional	Remote	Improbable	<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	<b>25</b>	<p><b>Current Control Measures:</b></p> <ul style="list-style-type: none"> <li>● Face Coverings to be worn</li> <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> </ul>	2	5	10	HSEQ / Factory Manager	Factory Manager / Supervisors / HSEQ

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						25	<ul style="list-style-type: none"> <li>● Signage on Hand Washing / Hand Sanitiser</li> </ul>						
2	Walstead Staff	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>● Face Coverings to be worn</li> <li>● Site split into zones to segregate employees - Employees must stay in their zone and not move between zones</li> <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>● Increased hand washing</li> <li>● Stop groups congregating</li> </ul> </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</li> <li>● Deferring large meetings</li> <li>● Gloves provided</li> <li>● Daily inspection sheets completed by management</li> </ul> </li> </ul>	2	5	10	HSEQ / Factory Manager	Factory Manager / Supervisors / HSEQ	
2	Walstead Staff			5	5	25							
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>● Face Coverings to be worn</li> <li>● Provided Portaloo's 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> </ul> </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>	2	5	10	HSEQ / Factory Manager	Factory Manager / Supervisors / HSEQ	

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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