

# Risk Assessment

Carried Out By: <b>Alan Davidson - Group HSQE Officer</b>	Location: <b>Group Offices</b>	Issue Date: <b>13<sup>th</sup> July 2020</b>	Next Review: <b>See review sheet</b>
Activity Being Assessed: <b>CORONA VIRUS – OFFICE AREAS</b>	RA Ref No: <b>GRP-RA-G-025</b>	Copied to: <b>Factory / Department Managers / HSEQ</b>	

Risk Matrix	Control Measures (Safe working procedures, PPE, permit to work system etc)	Instructions for Completion																																																																																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="text-align: right;">5</td> <td style="text-align: left;">Fatality</td> <td style="background-color: red;">25</td> <td style="background-color: red;">20</td> <td style="background-color: red;">15</td> <td style="background-color: yellow;">10</td> <td style="background-color: yellow;">5</td> <td colspan="4"></td> </tr> <tr> <td style="text-align: right;">4</td> <td style="text-align: left;">Major Injury Dangerous Occurrence</td> <td style="background-color: red;">20</td> <td style="background-color: red;">16</td> <td style="background-color: yellow;">12</td> <td style="background-color: yellow;">8</td> <td style="background-color: yellow;">4</td> <td colspan="4"></td> </tr> <tr> <td style="text-align: right;">3</td> <td style="text-align: left;">Injury Damage</td> <td style="background-color: red;">15</td> <td style="background-color: yellow;">12</td> <td style="background-color: yellow;">9</td> <td style="background-color: yellow;">6</td> <td style="background-color: yellow;">3</td> <td colspan="4"></td> </tr> <tr> <td style="text-align: right;">2</td> <td style="text-align: left;">Minor Injury</td> <td style="background-color: yellow;">10</td> <td style="background-color: yellow;">8</td> <td style="background-color: yellow;">6</td> <td style="background-color: green;">4</td> <td style="background-color: green;">2</td> <td colspan="4"></td> </tr> <tr> <td style="text-align: right;">1</td> <td style="text-align: left;">Negligible Effect</td> <td style="background-color: yellow;">5</td> <td style="background-color: green;">4</td> <td style="background-color: green;">3</td> <td style="background-color: green;">2</td> <td style="background-color: green;">1</td> <td colspan="4"></td> </tr> <tr> <td></td> <td style="text-align: right;">Severity</td> <td colspan="5"></td> <td colspan="4"></td> </tr> <tr> <td></td> <td style="text-align: right;">Likelihood</td> <td colspan="5"></td> <td colspan="4"></td> </tr> <tr> <td></td> <td style="text-align: right;">X</td> <td colspan="5"></td> <td colspan="4"></td> </tr> <tr> <td></td> <td style="text-align: right;">Likely</td> <td style="text-align: right;">5</td> <td style="text-align: right;">4</td> <td style="text-align: right;">3</td> <td style="text-align: right;">2</td> <td style="text-align: right;">1</td> <td colspan="4"></td> </tr> <tr> <td></td> <td style="text-align: right;">Probable</td> <td colspan="5"></td> <td colspan="4"></td> </tr> <tr> <td></td> <td style="text-align: right;">Occasional</td> <td colspan="5"></td> <td colspan="4"></td> </tr> <tr> <td></td> <td style="text-align: right;">Remote</td> <td colspan="5"></td> <td colspan="4"></td> </tr> <tr> <td></td> <td style="text-align: right;">Improbable</td> <td colspan="5"></td> <td colspan="4"></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						Severity											Likelihood											X											Likely	5	4	3	2	1						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 <i>Risk Improvement requirements</i>	Residual Risk			Responsibility for implementation	Responsibility for monitoring
				L	S	RR		L	S	RR		
1	<b>Staff that can work from home, unless they cannot work from home.</b>	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>● Home working for certain staff &amp; reviewed regularly by management team</li> </ul>	2	5	10	HSEQ, Factory, Client Services, Paper, & Accounts Managers	HSEQ, Factory, Client Services, Paper, & Accounts Managers
2	<b>To maintain social distancing wherever possible, on arrival and departure</b>	Staff / Visitors	<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>● Hand Gel on reception</li> <li>● Staff are required to practice effective social distancing and maintain a 2-meter distance where possible on entry &amp; exit</li> </ul>	2	5	10	HSEQ, Factory, Client Services, Paper, & Accounts Managers	HSEQ, Factory, Client Services, Paper, & Accounts Managers

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3	<b>To maintain 2m social distancing while in work</b>	Staff / Visitors	<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>Appropriate signage displayed to reiterate social distancing in the office.</li> <li>Hand Gel / Wipes / Cleaning Spray / Gloves / Hand Moisturiser provided</li> <li>Increased cleaning regime on desks, Laptops, Computers &amp; MFD's                             <ul style="list-style-type: none"> <li>No hand shaking</li> </ul> </li> <li>Work spaces set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances</li> <li>Staff are not required to wear face coverings while at work but may do so if they wish</li> </ul>	2	5	10	HSEQ, Factory, Client Services, Paper, & Accounts Managers	HSEQ, Factory, Client Services, Paper, & Accounts Managers
4	<b>To maintain social distancing between individuals when they are at their workstations.</b>	Staff / Visitors	<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>Desk moved 2 meters apart</li> <li>Face Coverings to be worn</li> <li>Staggered desks now in place, so no two staff face each other</li> <li>Floor tape &amp; physical barriers in areas to help all staff maintain to a 2m distance</li> </ul>	2	5	10	HSEQ, Factory, Client Services, Paper, & Accounts Managers	HSEQ, Factory, Client Services, Paper, & Accounts Managers
5	<b>To maintain social distancing wherever possible while staff travel through the workplace</b>	All 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>Reducing movement by discouraging non-essential trips within facility                             <ul style="list-style-type: none"> <li>Face Coverings to be worn</li> </ul> </li> <li>Maintain a 2-meter distance when in all other areas of the business</li> </ul>	2	5	10	HSEQ, Factory, Client Services, Paper, & Accounts Managers	HSEQ, Factory, Client Services, Paper, & Accounts Managers
6	<b>To maintain social distancing while using common areas</b>	All 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                             <ul style="list-style-type: none"> <li>Staggering break times.</li> </ul> </li> <li>Using safe outside areas for breaks</li> <li>Wash / Sanitise hands regularly</li> <li>Non fire doors left open to avoid unnecessary handling</li> </ul>	2	5	10	HSEQ, Factory, Client Services, Paper, & Accounts Managers	HSEQ, Factory, Client Services, Paper, & Accounts Managers

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7	Staff understand what they need to do to maintain safety & COVID-19 related safety procedures.	All 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>Employees are to follow Government guidance</li> <li>Employees are to follow Walstead communication posters / letters</li> <li>Group HSEQ Officer on site for guidance</li> <li>Maintain a 2-meter distance when in all other areas of the business</li> <li>Wash / Sanitise hands regularly</li> </ul>	2	5	10	HSEQ, Factory, Client Services, Paper, & Accounts Managers	HSEQ, Factory, Client Services, Paper, & Accounts Managers
8	To reduce transmission through contact with objects that come into the workplace	All 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                             <ul style="list-style-type: none"> <li>Greater handwashing</li> </ul> </li> <li>Hand Sanitise / Wipes / Cleaning Spray / Gloves / Hand Moisturiser available</li> <li>Group HSEQ Officer on site for guidance</li> </ul>	2	5	10	HSEQ, Factory, Client Services, Paper, & Accounts Managers	HSEQ, Factory, Client Services, Paper, & Accounts Managers
9	To minimise the risk of transmission in changing rooms and showers.	All 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>Lockers, Showers and changing rooms are kept clean and clear of personal items</li> <li>Introduced enhanced cleaning of all facilities regularly during the day and at night to cover shifts.</li> </ul>	2	5	10	HSEQ, Factory, Client Services, Paper, & Accounts Managers	HSEQ, Factory, Client Services, Paper, & Accounts Managers
10	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> <li>All group sites have site specific Covid Risk Assessment in place</li> </ul>	2	5	10	HSEQ, Factory, Client Services, Paper, & Accounts Managers	HSEQ, Factory, Client Services, Paper, & Accounts Managers
11	Vulnerable and Extremely Vulnerable Staff	All 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>No member of staff in the extremely vulnerable "high-risk" category should be expected to come to work during the pandemic crisis</li> <li>Extremely vulnerable "high-risk" staff will be offered furlough arrangements - where it is possible</li> </ul>	2	5	10	HSEQ, Factory, Client Services, Paper, & Accounts Managers	HSEQ, Factory, Client Services, Paper, & Accounts Managers

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						25	<ul style="list-style-type: none"> <li>Staff in the vulnerable “moderate risk” category will be considered on a case-by-case basis</li> </ul>					
12	<b>Staff Contracting Corona Virus</b>	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>If a member of staff becomes unwell in the workplace with corona virus symptoms (a new, continuous cough or a high temperature, a loss or change to your sense of smell or taste) they should be sent home and advised to follow government advice to self-isolate / test</li> <li>Staff unable to attend work who are sick or self-isolating should phone immediately and inform their line manager –</li> </ul> <p style="text-align: center;"><b>ON NO ACCOUNT SHOULD THEY ATTEND THEIR PLACE OF WORK</b></p>	2	5	10	HSEQ, Factory, Client Services, Paper, & Accounts Managers	HSEQ, Factory, Client Services, Paper, & Accounts Managers
13	<b>To make sure all workers are kept up to date with how safety measures are being implemented or updated.</b>	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 will issue communication of any changes / updates</li> <li>Group HSEQ Officer on site to facilitate change ie: Signage, PPE, RA's, SSOW &amp; Guidance</li> </ul>	2	5	10	HSEQ, Factory, Client Services, Paper, & Accounts Managers	HSEQ, Factory, Client Services, Paper, & Accounts Managers
14												