

A97 - RISK ASSESSMENT FORM



Griffin & Brand

Risk Assessment Number CO001	Page 3 of 3	Date of assessment 29/05/2020
Task/Operation Assessed Covid19 spread within our facility		Review date 29/06/2020
Persons at risk Staff members		
Assessed by J.Taken		

Hazard	Probability	Severity	Risk Rating	Controls/Precautions/ Actions required.	Action Completed Date /Initial	Authorised By: Date /Initial
vulnerable staff	2	2	4	Individuals identified as clinically vulnerable or clinically extremely vulnerable will have any additional measures in place laid out in government advice. Currently the measures in place at our site are sufficient for clinically vulnerable staff to continue working. Two members of staff who are classified and clinically extremely vulnerable have been placed back on furlough so they can shield as per government guidance		
				pregnant staff members will continue to have regular risk assessment performed with social distancing and other measures		
Tracking outbreaks				If staff in any area a member of staff tests positive, rapid testing kits are available on site		
				an emergency procedure for increased sanitary controls are in place		
Face coverings				staff are to undergo asymptomatic testing in this area to stop asymptomatic transmission. Departments are to remain isolated from other departments where possible		
				Agency managers and on site HR department keep records of any individual staff that test positive or have had to isolate for family members.		
Hand Washing				Full time staff are assigned to lines daily and this is kept on record, numbers of agency staff on lines is recorded and lines are allocated via the sign in sheet, to minimize contact and queuing.		
				If a staff member either tests positive or has to isolate, the covid response team will assess if other members of staff who have been in close contact with them.		
1-way system				Face masks are now mandatory across the site without exception. This is to reduce the probability and severity of a potential outbreak whilst community cases are still increasing		
Mental health				Water, soap and multiple hand sanitisers are provided in all areas, including entrances, toilet blocks and eating areas. As per HSE guidance. Signage has been placed in these areas providing instruction on proper hand washing and when to do it.		
Sanitising/ Marshalling/ Other				1 way systems have been put in place in high traffic areas such as canteens and toilet areas. Signage has been placed to instruct people how to use it. These areas are monitored at high traffic times such as start of shift and break times.		
				Staff have been asked to travel into work alone, and to avoid carshares where possible.		
Sanitising/ Marshalling/ Other				Guidance for stress and depression in signage form placed around offices and entrances. 'Stronger together' system in place.		
				Workers are kept in the loop concerning changes and what we are doing to protect staff. Memos are issued after every covid meeting to ensure everyone is aware of the details.		
Sanitising/ Marshalling/ Other				2 members of staff assigned daily to sanitising high traffic or frequently used areas. 1 sanitiser working in canteen for both shifts to ensure all areas and items such as refrigerators and microwaves are sanitised after every use.		
				Enclosed areas such as offices have mechanical ventilation running when the rooms are in use.		
Sanitising/ Marshalling/ Other				Staff capacity has been halved, packline staff now working 1 to a table all facing in the same direction, shielding has been placed in areas where it is not possible to separate staff by 2 metres.		
				Meetings have been moved to open areas, such as the smoking area or canteen where the attendees can spread out.		
Sanitising/ Marshalling/ Other				Smoking area and canteen has been rearranged to allow space between tables and half of the chairs have been removed to ensure social distancing.		
				Perspex screens have been placed on all desks to ensure minimal contact with office staff.		
Sanitising/ Marshalling/ Other				Training is provided on induction on how to properly apply PPE in an order that minimises contamination. Company policy requires that PPE is cleaned weekly.		
				Computers are allocated to staff as per their work area and sanitised before change overs where this occurs.		
Sanitising/ Marshalling/ Other				Food on sale removed from reachable areas and a vending machine has been placed in the canteen with contactless payment option to minimize contact between staff.		
				more bins have been placed around site to minimize same surface contact, including bins solely for the proper disposal of masks.		
Probability Rating				Severity Rating	Risk Rating/Action	
1. Extremely remote/unlikely to occur 2. Remote- may occur in time 3. Reasonably probable will occur in time 4. Likely to occur immediately or shortly				1. Negligible-minor first aid case, not result in serious injury. 2. Marginal- Hazard could cause illness, injury results would not expect to be serious. 3. Critical- Hazard could result in serious injury, property or or equipment damage. 4. Catastrophic- imminent danger, capable of causing a fatality.	1&2 Minimal risk- maintain control measures 3&4 Low Risk-Monitor control measures 5&6 Medium risk- Improve control measures. 7&8- Improve controls. Immediately and consider stopping work.	