

RISK ASSESSMENT – COVID-19



Section/Area:	ELEY UK			Date of Assessment:	reviewed 15/11/21				
Specific location of process being carried out?	Attending work at the Minworth site and any travel by ELEY UK employees outside of the UK.			Review Due:	02/01/2022				
Describe the activities or work process <i>(Include how long it takes and how often this is carried out per shift)</i>	RA030– Covid-19 – Corona virus			Associated Working Instruction:					
Assessed By:	Name		Signed		Authorised By: *Includes actions required.	Name		Signed	
	Rachel Du Plessis Hayley Clark					Dave Allen Mike Bull			

PROBABILITY	SEVERITY					
		1	2	3	4	5
NEGLIGIBLE: Remote chance of occurring under normal conditions, not expected but possible.	1	1	2	3	4	5
UNLIKELY: Unlikely under normal conditions, occasional occurrence.	2	2	4	6	8	10
LIKELY: Will probably happen, but not a persisting issue.	3	3	6	9	12	15
MOST LIKELY: Greater than 50% chance will happen and likely re-occur	4	4	8	12	16	20
CERTAIN: Very Likely to occur.	5	5	10	15	20	25

LEVEL OF HARM			
SEVERITY	PERSON	ENVIRONMENT	PROPERTY
TRIVIAL	Scratch or insignificant injury. No lost time.	Minor Consequence.	Replacement of easily fixable parts required.
MINOR	Cuts, bruises, slight irritation, minor burns. Up to one week absence, No permanent consequences.	Nuisance (smoke, noise, fumes). Minor pollution non-compliance.	Superficial damage to paint, walls, and floors (scuffs, marks, slight holes).
SERIOUS	Burns including dermis layer, sprains, deafness, short term incapacitating injury. Over one week absence. No permanent consequences.	Material harm (Air, water and/ or land pollution)	Damage to windows, doors, rendering unusable, smoke damage to areas
MAJOR	Permanent incapacitating injury or ill health due to inhalation, ingestion or absorption, severe burns, acute poisoning.	Serious nuisance or harm.	No longer usable, fire damage, blast damage.
FATAL	Loss of one or multiple lives due to catastrophic injury or disease.	Significant nuisance or harm.	Building demolished or serious structural damage. Unsafe.

SCORES	RISK CLASSIFICATION	ACTION REQUIRED
1-5	LOW	MONITOR control measures for effectiveness. Every effect should be made to ensure risk remains ALARP.
6-12	MEDIUM	IMPROVE/INCREASE control measures if possible to ensure risk is ALARP. Consider further improvements to process.
15-25	HIGH	STOP work. Process and Controls in place are not adequate and should be review to reduce risk.

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PART 1: IDENTIFYING POTENTIAL PROCESS HAZARD: Indicate all that can apply. Use explosive safety data sheets to check response to likely stimuli. (Add any additional categories if needed).

1. Explosive Hazards			2. Physical Hazards			
Primary	Secondary	Applies	Primary	Secondary	Applies	
Detonation	Friction (external)		Heat	Burn (Hot/Cold)		
	Friction (internal)			Scald		
	Impact		Heat -Environment	Exhaustion/ Fatigue		
	Heat (external)		Humidity			
	Heat (internal)		Noise	Above 80-85dB.		
	Static		Lighting	Poor lighting		
	Electrical		Stability			
	Confinement		Radiation	Ionising		
	Deflagration	Friction (external)			Non-ionising (UV/IR)	
		Friction (internal)		Electricity/Static		
Impact			Mechanical Lifting	Crane/Fork lift truck		
Heat (external)			Manual Handling	Excessive weight		
Heat (internal)				Awkward shape/size		
Static				Twisting		
Electrical				Pushing/ Pulling		
Confinement			Ergonomics	Repetitive task		
Vapour Ignition	Friction		3. General Hazards			
	Impact		Contact	Falling Objects		
	Heat (external)			Slips, trips and falls		
	Heat (internal)			Moving parts		
	Static			Ejected Parts		
	Electrical			Sharp edges/parts		
	Auto-ignition		Stored Energy	Strain		
	Vapour Pressure			Pressurised systems		
	Flammability Limits			Potential/Electrical		
	Oxygen Enrichment		Exposure	Sensitizers		
	Powder/Dust Ignition	Friction			Allergens	
		Impact		Entrapment	Parts of the body	
		Heat (external)			Clothing	
		Heat (internal)			None/ Restricted Escape Route	
		Static		Environmental Hazards		
Electrical			Lone Working			
Auto-ignition			Confined Spaces			
Increased sensitiveness			Working at Height			
Oxygen Enrichment		Hot Processes				
Event Transmission	Blast		Legionella			
	Plume (Flames		Coronavirus		X	
	Debris					

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PART 2: IDENTIFYING THE TYPE OF HAZARD AND POTENTIAL HARM AND CONTROL MEASURES REQUIRED. Use Risk Scoring Table to score risk from every identified individual hazard from part 1 and consider risk to persons, property and the environment and control measures in place to mitigate the risk to determine if risk is acceptable. (Add or delete rows as required).

What is the Hazard? (from Part 1 i.e. Detonation-Friction)	Who might be harmed? (Employee-E, Visitor - V, Third Party - T)	Likely event? How might persons/ property and the environment be harmed? (i.e. event and consequences)	Risk Control Measures	Risk Score			Additional Controls and Actions Required? Comments? Re-score risk if further control measures are added.
				L	S	R	
1. Explosive Hazards							
2. Physical Hazards							
3. General Hazards							
Catching Pandemic Virus	E, T, V	<p>Transmission of virus by touching a contaminated surface</p> <p>For most: flu like illness, lost time off work and potentially hospitalised due to respiratory difficulties</p>	<ul style="list-style-type: none"> Hand sanitiser provided in key areas for use by all persons on site. Employees provided with personal hand sanitiser to keep on their persons. Avoid hand to hand contact. Avoid un-necessary movement around to factory to reduce touching of common surfaces. Roaming cleaning (sanitising) of common touch areas such as door handles/ kitchen/ canteen areas and toilet areas which could be touched by multiple persons. Employees told to follow government guidance to stay at home re symptoms and isolation periods. Employees must self-isolate for 10 days if you are identified as a close contact of a positive case of COVID-19 unless one of the below exemptions applies; <ul style="list-style-type: none"> You are fully vaccinated You are less than 18 years and 6 months old 	2	2	4	

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			<ul style="list-style-type: none"> • You are in or have been in an approved COVID-19 vaccine trial • You cannot be vaccinated for medical reasons. • Employees that are exempt from self-isolation, must take a lateral flow test as soon as possible after notification of contact with a positive case. They should ensure that social distancing measures continue to be observed. Lateral flows should be completed every 2 days for 5 days after contact. • Employees are told not to attend work if they have had symptoms of COVID-19 or tested positive. • Employees who suspect they may have developed COVID-19 symptoms within the working day should notify their line manager immediately. • Employees who test positive with no symptoms, who then develop symptoms must then isolate for 10 days from the date their symptoms started, regardless of positive test date. • To return to work employees who test positive for COVID-19 are required to: <ul style="list-style-type: none"> • Complete their 10 day isolation period from the day of symptoms beginning or returning a positive test. • Have no symptoms of COVID-19 (i.e. fever) apart from a cough or change to sense of smell and taste. • Provide a negative lateral flow COVID-19 test. • Employees who have isolated due to being in close contact with another who had COVID-19, or due to being notified via Track & trace are required to return a negative lateral flow test before returning to work. • Employees reminded of WHO hand washing guidelines to follow and they are clearly displayed in 			
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			<p>toilets and facilities with hand washing areas including canteens/kitchens.</p> <ul style="list-style-type: none"> • Full induction provided to new employees incorporating current COVID-19 measures. • Supervisors and managers will monitor behaviour and ensure adherence to COVID-19 safe working practices. • Signage added around the premises to remind of COVID-19 control measures. • Disinfectant sprays provided for all shared equipment and hard surfaces. • Shared equipment and workspaces should be minimised. • Break times staggered in working groups to minimise interactions. • All shared areas such as kitchen/ canteen /printers/ safes/ keyboards/swipe card access etc. should be wiped down (sanitised) after personal use as dictated by signage and induction process. 				
Catching Pandemic Virus	E, T, V	<p>Transmission of virus by inhalation of aerosol viral particles.</p> <p>For most: flu like illness, lost time off work and potentially hospitalised due to respiratory difficulties</p>	<ul style="list-style-type: none"> • Increased ventilation throughout premises where possible. Natural ventilation is preferred over mechanical means. • If undertaking vehicular travel for work with passengers from other households' windows should be opened to provide ventilation. • If meetings are required areas chosen should be well ventilated, using natural or mechanical extraction. • Signage in place to remind of social distancing. • Employees must maintain 2m distance from others where possible. • Occupancy restrictions and social distancing measures (2m apart) apply to poorly ventilated spaces (signage on doors). 	2	2	4	

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			<ul style="list-style-type: none"> • Numbers of persons permitted to enter rooms placed on all shared areas such as canteen, kitchens, toilets, meeting rooms to restrict numbers in enclosed spaces at any one time and social distancing of 2m within these areas should be maintained. • Employees reminded of good hygiene methods, and sneezing in tissue/crook of arm. • Screens in place to minimise transmission where possible. • Working closely (within 1m) should be conducted back to back or side to side. If back to back or side to side working within 1m cannot be achieved then masks must be worn (i.e. face to face). • Avoid unnecessary face to face communications or meetings and use email, video conference or phones where possible. • Avoid unnecessary movement around the factory to reduce volume of aerosol created. • One-way systems implemented in the factory as far as reasonably practicable. • If you need to go against the one way system then you must give way to the person following the route and face away from them. 				
Catching Pandemic Virus	E, T, V	<p>Transmission of virus by infected persons visiting site.</p> <p>For most: flu like illness, lost time off work and potentially hospitalised due to respiratory difficulties</p>	<ul style="list-style-type: none"> • Visitors/contractors are requested to confirm they have not had symptoms of COVID-19 or tested positive, and not had close contact with a confirmed case of COVID-19 within the last 10 days, have not been requested to isolate by NHS Track and Trace, and are not required to quarantine following international travel before entering site. • Visitors and contractors are required to abide by the controls put in place by ELEY to minimise the spread of COVID-19 and their ELEY contact should ensure they are aware of these measures. 	1	2	2	

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			<ul style="list-style-type: none"> • If visitors are perceived to display symptoms, they will be asked to leave site immediately. • Any contractors entering site must demonstrate they have a COVID-19 Risk assessment which is satisfactory to ELEY. • Where possible employees will be segregated from visitors/contractors. 				
Employees travelling abroad on business	E	Potential contraction of virus from visiting destinations with outbreaks of covid-19	<ul style="list-style-type: none"> • Employees conducting travel for work purposes should be issued with the following – Face masks & hand sanitiser and lateral flow tests • All travel to be authorised by appropriate senior management prior to making arrangements. 	1	3	3	
Employees travelling abroad for personal reasons	E	Potential contraction of virus from visiting destinations with outbreaks of covid-19	<ul style="list-style-type: none"> • Employees travelling abroad for personal reasons must seek authorisation from senior management prior to making any firm arrangements, and notify of their country of destination. • Different countries have different requirements for testing before leaving and after re-entering the UK. It is the responsibility of employees to check before they travel and ensure they get the required tests. Where required Eley shall provide these tests for employees. • Update: 29/11/2021 – As per government regulations all employees returning to the UK must isolate for until they receive a negative COVID PCR test result before the end of day 2 after arrival in the UK. Employees must self-isolate whilst awaiting the result of this test. • Employees must ensure they comply with all current government requirements in respect of travel. 	1	3	3	