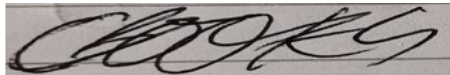





Risk Assessment



Company: Eley LTD	Section/Area: ALL		
Describe the activities or work process. <i>(Include how long it takes and how often this is carried out per shift)</i>	General Covid-19 (Overarching) risk assessment - Assessment on the ELEY Minworth Site to ensure work is carried out safely and in line with the government and regulatory advice in relation to Covid-19 to ensure the site is Covid-19 secure.		
Location of process being carried out?	ELEY Minworth Site.		
Identify the persons at risk:	Employees <i>(Including trainees)</i> <input checked="" type="checkbox"/>	Third Parties <i>(Contractors etc.)</i> <input checked="" type="checkbox"/>	Visitors <i>(Students, customers etc.)</i> <input checked="" type="checkbox"/>
Identify all other relevant documents by number and issue that are associated with the process and area <i>(Include WI, COSHH, PUWER, Manual Handling, Noise, Fire Risk Assessments, DSEAR, etc)</i>	<ul style="list-style-type: none"> • Covid 19 Induction. • All individual Covid 19 area specific risk assessments. • https://www.gov.uk/guidance/travel-advice-novel-coronavirus • https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-2-2 • https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers • https://www.gov.uk/government/publications/local-authority-powers-to-impose-restrictions-under-coronavirus-regulations/local-authority-powers-to-impose-restrictions-health-protection-coronavirus-restrictions-england-no3-regulations-2020 • https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/ • https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers • https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm 		

	<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19/covid-19-early-outbreak-management • Covid-19 – Early outbreak management plan for factories, plants, warehouses, waste management and storage plants action card. 		
Any required actions identified*? <i>(Give details of what needs to be done, when it needs to be done and who is responsible).</i>			
Date of Assessment:	12/01/2021	Assessed By <i>(name and sign)</i> :	Carl Brooks – Safety Officer 
Date of Review required <i>(in 2 years unless an incident occurs, or if process, equipment, method or legislation changes)</i> :	Risk Assessments to be reviewed in line with government and regulatory advice.	Authorised By <i>(name and sign)</i> : *Includes actions required.	Clare Powers – Compliance & Quality Manager 

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			Working Environment	Exhaustion/ Fatigue/ Hypothermia/ Numb		
	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		Entanglement				
	Electrical		Environmental Hazards				
	Auto-ignition		Lone Working				
	Increased sensitiveness		Confined Spaces				
	Oxygen Enrichment		Working at Height				
	Event Transmission	Blast		Hot Processes			
			Pandemic Virus		X		
Plume (Flames)			Water storage - Legionella				
		Debris		Chemical Hazards (See COSHH Assessment)			

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			Monitoring required? Additional Controls or Actions Required? Comments? Re-score risk if further control measures are added.
				L	S	R	
1. General Hazards							
Catching Pandemic Virus	E,T,V	Transmission of virus by touching a contaminated surface Person becomes ill, lost time off work and potentially hospitalised resulting in death.	<ul style="list-style-type: none"> Office staff should work from home where possible with prior approval from their line manager. Hand sanitiser provided in key areas. 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 reminded of hand washing guidelines to follow and they are clearly displayed in toilets. Temperatures of any employees taken who complain of illness during work hour's temperature to be taken with non-contact thermometers. All employees upon return to work undergo a COVID-19 induction which includes training and awareness of all the measures implemented around the factory and are also provided with the relevant risk assessments and task guides. 	2	5	10	

			<ul style="list-style-type: none"> • Directors/ Managers/ Supervisors are required to monitor behaviour around ELEY site and enforce disciplinary proceedings if employees persist in flaunting COVID-19 safe working practices. • Signage added to all entrance /exit and zonal areas to remind of good handwashing and hygiene measures. • Disinfectant sprays provided for all shared equipment and areas that cannot be personalised have been provided. • The use of paper handouts and paper records in the factory should be minimised and only done so where necessary. • Break times, entry and exit times will be staggered to minimise interactions. • Segregation of personnel into working groups will be done where possible - Break schedule will be in accordance with working groups/shift teams. • 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 in the induction process. • Shared equipment and workspaces should be minimised. • Review of all RA's and WI's before the related process is started again to ensure that processes can be carried out in safely according to COVID-19 and Explosive safe practices and identify and implement any additional measures. • If employees travel to work from a tier 3 or tier 4 area where the site is in a lower tier (1 or 2), they must inform their line manager. The line manager must review the employee's role to see if home working is 			
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			possible or limit employees contact with others and potentially amend employee's job role.			
Catching Pandemic Virus	E,T,V	Transmission of virus by inhalation of aerosol viral particles. Person becomes ill, lost time off work and potentially hospitalised resulting in death.	<ul style="list-style-type: none"> • Employees told to follow government guidance to stay at home re symptoms and isolation periods. • All employees upon return to work undergo a COVID-19 induction which includes training and awareness of all the measures implemented around the factory and are also provided with the relevant risk assessments and task guides. • Directors/ Managers/ Supervisors are required to monitor behaviour around ELEY site and enforce disciplinary proceedings if employees persist in flaunting COVID-19 safe working practices. • Employees reminded of good hygiene methods, "catch it, bin it, kill it". • Employees asked to observe 2m distancing in accordance with government guidelines where possible. • Temperatures of any employees taken who complain of illness during work hour's temperature to be taken with non-contact thermometers. • Avoid unnecessary face to face communications or meetings and use email, video conference or phones where possible. • If meetings are required ensure an area with an appropriate person limit is used and social distancing is followed. • 2m distancing in any shared workspaces/ offices/testing areas (back to back or side to side working if 2m is not possible). • Screens and masks will be considered as PPE as required in any areas where distancing may not be 	2	5	10

			<p>possible but will be dictated by the area specific risk assessments.</p> <ul style="list-style-type: none"> • Signage added to all areas and entrances to remind of required social distancing. (2m) • Avoid unnecessary movement around the factory to reduce volume of aerosol created. • 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. • One-way systems with 2-meter distancing markers implemented in the factory as far as reasonably practicable. • Review of all RA's and WI's before the related process is started again to ensure that processes can be carried out in safely according to COVID-19 and Explosive safe practices and identify and implement any additional measures. • Risk of transmission of COVID-19 through use of Air re-circulation units has been reviewed in local area RA's. • If employees travel to work from a tier 3 or tier 4 area where the site is in a lower tier (1 or 2), they must inform their line manager. The line manager must review the employee's role to see if home working is possible or limit employees contact with others and potentially amend employee's job role. • So, where interactions between people are below 1m for over one minute or below 2m for over 15 minutes an individual permit for work will be carried out. • Where possible windows/doors should be opened to provide natural ventilation (Fire doors to remain closed). 			
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Catching Pandemic Virus	E,T,V	<p>Transmission of virus by infected persons visiting site.</p> <p>Person becomes ill, lost time off work and potentially hospitalised resulting in death.</p>	<ul style="list-style-type: none"> • Minimise any persons attending site who are not absolutely necessary. • Where possible employees will be segregated from visitors/contractors. • Protocol is in place entry and exit of site for visitors, delivery drivers and contractors and additional measures have been put in place including enhanced cleaning and shielding screens. • If visitors do attend site, limited to absolute minimum number of persons. • Any contractors entering site must demonstrate they have a COVID-19 Risk assessment which is satisfactory to ELEY. • If visitors are perceived to display symptoms, they will be asked to leave site immediately. • Visitors /employees / persons travelling from outside the UK may only attend site in line with current government guidelines. 	2	5	10	
Employees testing positive for coronavirus	E,T,V	<p>Infected employee attending working and transmitting virus to others resulting in other persons becoming ill, lost time off work and potentially hospitalised resulting in death.</p>	<ul style="list-style-type: none"> • If an employee or a member of their household (bubble) tests positive for coronavirus they must inform their line manager / HR immediately via telephone conversation and must not attend work and must follow government guidelines in relation to isolation. • Employees will receive regular briefs regarding Covid-19 which will include actions required should they or a member of their household test positive. • Any employee who test's positive must provide a negative test result before returning to work following the completion of the isolation period – these are provided by the company occupational health provider express medicals and are sent to the individuals home address for completion. 	2	5	10	

<p>Employees testing positive for coronavirus</p>	<p>Business</p>	<p>Track and Trace requiring isolation of a number of employees having a resulting impact on production – reduced business output and failure to fulfil orders resulting in reduced revenue.</p> <p>Multiple cases (Outbreak</p>	<ul style="list-style-type: none"> In the event of an individual testing positive for coronavirus track and trace will establish whom else needs isolate (Close contact) – these are detailed below; A close ‘contact’ is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 7 days from onset of symptoms (this is when they are infectious to others). This could be a person who: <ol style="list-style-type: none"> Spends significant time in the same household. Is a sexual partner. Has had face-to-face contact (within one metre), including: being coughed on, having skin-to-skin physical contact, or Contact within one metre for one minute. Has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes. Has travelled in a small vehicle, or in a large vehicle or plane. <p>Where an interaction between 2 people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.</p> <ul style="list-style-type: none"> In the event of an employee or employees testing positive the business may need to inform the local health protection team, the following lists when the local health protection team should be informed; 	<p>2</p>	<p>4</p>	<p>8</p>	
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			<ol style="list-style-type: none"> 1. you've identified as many as 5 cases in your setting over a 2-week period and not had public health support (see individual business action cards for further guidance). 2. you've taken the action outlined but are still seeing more cases. 3. you're thinking you might need to close because of the number of people affected. 4. somebody in your workplace has been admitted to hospital. 5. you're getting significant interest from local media. <ul style="list-style-type: none"> • The Covid-19 – Early outbreak management action plan for factories, plants, warehouse, waste management and storage sites should be followed which also emphasises that the employer should identify close contacts with the person who has tested positive within the workplace. • It is therefore imperative that the 2m social distancing is followed at all times – this will be reinforced by onsite management on a continual basis and will also be emphasised with regular site briefs. • Where 2m is not possible to be maintained for over 15 minutes then every effort should be made to install Perspex or equivalent screening to mitigate the risk. 				
Catching Pandemic Virus	E,T,V	Clinically Extremely Vulnerable employees catch the virus.	<ul style="list-style-type: none"> • Any clinically extremely vulnerable employees (Shielding) are to follow government guidelines in returning to the workplace. 	2	5	10	

		<p>Employees of moderate (Clinically Vulnerable) and higher Risk catching the virus.</p> <p>Person is at higher risk of becoming ill, lost time off work and potentially hospitalised resulting in death.</p>	<ul style="list-style-type: none"> • Employees are advised to contact their line manager or HR if they or a member of their household are classed as clinically extremely vulnerable; any person who fits this criteria will work from home where this is possible. • If working from home isn't possible and the business is within Tier 1-3 restrictions then returning to work is permitted with adequate controls in place – a person specific plan should be created for that person. • If the business is within a Tier 4 restriction then any clinically extremely vulnerable employees should not attend work and should work from home where possible. If working from home is not possible then these employees will be placed onto the government job retention scheme (Furlough). • Those of higher risk as defined in the governments guidance in section 2.1 of the guidance for factories, warehouses and plants as – Older Males, Those with a high BMI Index, Those with health conditions such as diabetes and from a BAME background will be looked at on a case by case basis – An employee matrix listing all employees and whom fall into these categories will be held, and potential health screening so that these employees can be looked at on a case by case basis where it is deemed extra controls are required for them to work safely. • The NHS lists conditions and other items that constitute to clinically extremely vulnerable, and those of moderate and higher risk as can be seen on the following link - https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/ 				
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Employees travelling abroad catching the pandemic virus	E	<p>Contraction of virus by visiting destinations with lower controls and increased exposure due to travel conditions.</p> <p>Person becomes ill, lost time off work and potentially hospitalised resulting in death.</p>	<ul style="list-style-type: none"> Currently no overseas travel should occur in line with government guidance as only essential travel is permitted to many locations– updates can be found on – https://www.gov.uk/guidance/travel-advice-novel-coronavirus 	1	5	5	
Commercial impact	Business	<p>Business is affected by low sales and import and export difficulties of product/raw materials.</p> <p>Profit is reduced, potential for redundancies/ short working time.</p>	<ul style="list-style-type: none"> Monitor ongoing situation – No mitigation actions possible if shipping and export to and from affected countries is suspended by customs and export. 	3	4	12	
Local Lockdowns	Commercial Impact	<p>Business forced to close due to local lockdown.</p> <p>Profit is reduced, potential for redundancies/ short working time.</p>	<ul style="list-style-type: none"> There is a potential that the site could be forced to close under the health protection (Coronavirus, restrictions) regulations 2020 which gives the local authority’s powers to shutdown places of work where it is deemed a necessity for the control of the virus. A local lockdown could result in local transport services being reduced or stopped – this could affect employees whom travel to work on public transport from attending work. 	1	4	4	

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

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

LEVELS OF HARM TO PERSONS, ENVIRONMENT AND PROPERTY			
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.