



General Risk Assessment Form

Name of Assessor(s)	Ralph Beardmore – Richard Wilson	Date & Time	8-4-2021	8 am
Task / Area being assessed	Covid-19 (Coronavirus)			
Specific Area	Factory Wide			
Short description of task	To assess the risks involved with working in a production environment during the Covid-19 virus outbreak.			

What is the Hazard	Who may be harmed	How might they be harmed	Existing control measures	Risk Rating			Additional controls required	New Risk Rating			Action Owner	Due Date
				L	C	R		L	C	R		
Lack of control of the outbreak by the company's management team.	The work force, visitors, contractors, delivery drivers.	Lack of or poor decisions being made to protect the workforce	Coronavirus crisis management team formed, regular meetings and updates to make good decisions for all involved using the latest Government advice.	1	3	3	Continued meetings and up dates via Email and Microsoft "team"	1	3	3	RJW	On going
Awareness of the problem and policies being made by the management team.	Employees	Misinformation, rumours, leading to incorrect control measures being used.	Notice boards regularly updated, during lockdown regular emails sent to all Employees informing them of correct practises.	1	3	3	Awareness of rumours/fake news between Employees and team leaders to spread awareness of correct polices.	1	3	3	RJW to continually update supervisors and notice boards.	On going

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Lack of General Cleanliness	Work force and Visitors	Transmission of Covid-19	All personnel reminded of the need of regular hand washing and the wearing of gloves as required. Hand sanitiser stations in all areas.	1	1	1	Signage to Re-enforce on a daily basis to wash hands for a minimum of 20 seconds regularly. Follow "Catch it, Bin it, Kill it" guidance. Remind not to touch face, eyes, nose or mouth with unclean hands.	1	1	1	RJW / Employees.	On-going
Travel to work	Employees	Not able to get to work due to travel restrictions, risk to production.	Employees required to work to be issued with travel permit.	1	1	1		1	1	1	RJW to issue permits as required.	
Travel to work	Employees	Risk of transmission by car sharing or getting a lift to / from work, public transport	Follow latest Government Guidelines.	1	5	5	Personnel advised not to car share if possible, if they must then wear masks and sit in the back seat with window slightly open.	1	5	5	Employees to take own responsibility.	
Social distancing whilst at work between workstations	The work force, visitors, contractors, delivery drivers.	Contracting the virus due to being within 2 metres of another person.	Notices & signage around the factory plus advice on this issued to Employees. Wear face masks is mandatory at all times whilst working.	5	3	15	Supervisors to assess each process/area and move equipment to achieve 2 metre distance between workstations if possible. Disciplinary action to be taken if masks not being worn correctly.	1	3	3	Supervisors Signage regularly updated.	

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Social distancing between Employees	The work force, visitors, contractors, delivery drivers.	Contracting the virus due to being within 2 metres of another person when moving between workstations.		5	3	15	Employees advised to remind each other about social distancing. Regular offenders to be officially warned and sent home if required.	2	3	6	Supervisors	
Ventilation of work area	Work force and Visitors	Poorly ventilated rooms allow Covid-19 to transmit easier.	All through doors and outside doors to remain open to allow a draft. Built in ventilation system refreshes air regularly.	1	3	3	Doors need to be regularly checked that they are open.	1	3	3	Supervisors	On going
Unnecessary Employees contact	Employees	Coming into contact with others at work.		5	3	15	Shift times changed so that movement of Employees is spread out to different times. Only minimal Employees to be at work at any one time. Break times flexible/staggered. Eating allowed at away from canteen to spread people out more.	1	3	3		

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Unnecessary contact with others during meetings.	Employees in meetings	Contracting the virus due to not social distancing.	Unnecessary meetings cancelled, replaced by phone calls, emails, group chat on "team". Interviews completed digitally. When meetings must be held face coverings must be worn at all times.	1	3	3	Work from home if possible. If a face to face meeting is required, seating to be arranged 2 metres apart.	1	3	3	Meeting Organiser	
Free reporting of symptoms by Employees to management.	Employees and their families	Passing on the virus to others at work and not going into self isolation.	To help Employees feel freely able to discuss in private and Covid-19 related issues there are nominated Employees in place. RJW and RB.	1	3	3	Policy of self reporting for self or family members and then going into self isolation for 10 days or follow latest Government Guidelines.	1	3	3	RJW. policy, notice, pay and conditions of self isolation.	

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Employees member showing symptoms whilst at work.	The work force, visitors, contractors, delivery drivers.	Passing on the virus to others at work and not going into self isolation.		3	3	9	Policy of self reporting for self or family members and also fellow colleagues showing symptoms then sent into self isolation for 14 days. All areas infected to be cleaned suitably before work continues.	1	3	3	RJW/Team clean up after the event, including disinfectant to use, areas to clean, PPE to be worn by cleaning Employees.	
Surfaces becoming infected aiding the spread of the virus	The work force, visitors, contractors, delivery drivers.	Catching the virus and spreading it further.	Regular cleaning of floors etc by labourers.	5	3	15	More regular disinfecting of regularly used surfaces by Employees (office seats, phones, desks, door handles) and labourer to have a rota made up for toilets, microwaves, fridges, vending machines, tip vendors, door handles, and communal areas.	2	3	6	Supervisors to assess each area and make a disinfecting rota, provide Employees to perform this. Cleaning products to be made available.	
Close contact with others from outside of work	Delivery drivers and Employees involved in deliveries and contractors.	Catching the virus and spreading it further.	All unnecessary deliveries, contractors, suppliers visits cancelled and completed digitally if possible	3	3	9	Temporary policy to be made and issued to suppliers/contractors to advise of situation. Employees to observe 2 metre rule when accepting deliveries.	1	3	3	RJW/Meeting Organiser	

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Toilets and wash rooms	Employees	Shared towels, social distancing	All hand towels removed and air dryers now in place. Toilets regularly disinfected.	1	3	3		1	3	3		
Employees Shortage in one area due to self isolation of Employees in that area.	Production	Work not getting completed leading to job security issues	Flexible Employees being redeployed to other areas and suitable trained on new processes	1	1	1		1	1	1	RJW/EPB/CB	
Abuse due to Covid-19	Employees	Abuse and bullying in the work place	See Bullying and harassment policy	1	1	1		1	1	1	EPB/RJW	
Cyber threat	All IT users	Computer virus into system leading to production issues.	Computer security systems already in place.	1	1	1	Check cyber security systems are up to date & Inform all users of increased risk during this period and what to do if they suspect a problem.	1	1	1	SH/IT Dept.	
Order shortage, delivery of supply shortage	Employees – Job security	No work to produce due to customers not placing orders and suppliers not delivering.	Customers, suppliers, contractors to be informed regularly of S&P work situation.	1	1	1	Supervisors to regularly contact suppliers, contractors, customers and updates provided and taken.	1	1	1	CB/MJR ask supervisors to make a list of who to contact and dates contacted.	

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PPE, cleaning product shortage	Employees	Unable to clean areas, surfaces or wear PPE so can catch virus.	Regular ordering of products.	3	3	9	Products not delivered or out of stock so alternative suppliers to be found if required.	1	3	3	Purchasing to find alternative suppliers as required.	
Vulnerable people more susceptible to Covid-19.	Employees	Catching of Covid-19 more easily and a higher risk of being fatal.	All Employees have advised management of any issues prior to furlough. Those identified as "At Risk" are self-isolating away from work.	1	5	5	If "At Risk" employees return to the working environment, then a Personal meeting with H.R. is required to identify any special circumstances & protective actions required.	1	5	5	RJW	On-going
Wellbeing of Employees currently on Furlough and worried about the employment situation.	Employees	Mental health and Wellbeing.	Regular updates to be sent to all Employees via email to keep them informed of any developments at work.	1	1	1		1	1	1	RJW / EB	On Going
Mental Health Issues	Employees	Feeling of mental health issues due to uncertainty over current Covid-19 situation.	To promote Health & Wellbeing an Open door policy to discuss any issues that concern employees.	1	1	1	Reinforce & heighten awareness of mental health issues with workforce.	1	1	1	RJW	On going

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