



RISK ASSESSMENT RECORD – RA/SWU



Activity / Machine / Process	Those affected	Assessor	Date
Unit Assessments - Factory Operations - HV – Service Exposure / COVID 19	All Personnel / Visitors	S Robson	5/05/2020
<p><i>Assessors comments: (Access & Egress, Illumination, Ventilation, Noise)</i></p> <p>The Risk Assessment is based on known good practices to allow factory operation to continue.</p> <p><i>The return to work will be staged and a toolbox talk will be delivered in the form of a poster campaign outlining current changes and the requirements & ruling to enable safe work conditions.</i></p>			

SEE - RISK CONTROL SCALE FOR CALCULATION

1 - 2	Negligible	3 - 6	Acceptable	8 - 12	Undesirable	15 - 25	Unacceptable
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No	Without Controls					With Controls						
		The potential to cause harm	Severity	Likelihood	Risk		Engineering / Training / Inspection / Test / PPE	Severity	Likelihood	Risk	Further action required	Date required by
1	Access & Egress		5	3	15	4 shift start times – Doors to be propped open – 2M spacing marked on the floor – One way arrow system in operation –	5	1	5			
2	Social Distancing		5	3	15	Floor marking at 2M intervals – Direction arrows indicating flow – Canteen 1&2 set for social distancing – Signs indicating give way / cross points – Toilets restricted to single use – Company van to be single occupant only –	5	1	5			

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3	Hygiene & Waste	5	3	15	Wash hands frequently & for 20 seconds – Hygiene posters displayed around site – Hand sanitisers made available – All PPE waste including cleaning material to be disposed of in the double bagged Blue wheelie bin held for at least 72hrs	5	1	5		
4	Contact with Contaminated Surfaces	5	3	15	Doors propped open were accessible – Sanitiser stations setup in key traffic / crossover areas – Restricted areas – E-Communicate were possible – Toilets / communal areas & door handles to be regularly cleaned –	5	1	5		
5	Visitor Contact	5	3	15	During this period we are restricting visitors & and only allowing contractors if necessary – Contractors to follow hygiene rules and adhere to social distance measures –	5	1	5		
6	Information / Instruction	5	3	15	Posters detailing levels of control setup / employee responsibilities / plant layout – Posters are intended to inform & remind employees, visitors & contractors	5	1	5		
7	Health & Safety	5	3	15	All Signs of COVID 19 symptoms to be reported immediately – Employee to be put into the first aid room & first aider to treat maintaining social distancing wearing gloves and a mask – Any materials used to be disposed of in the Blue wheelie bin –	5	1	5		