

Risk Assessment COVID-19 Coronavirus

Site: MetLase Ltd, Catcliffe

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Current Status

The current status for South Yorkshire is Tier 3 (very high). Office workers who can work effectively from home should do so. It is advised to avoid travel in or out of the region where possible, except for essential journeys such as school, college and work. You may travel to open venues but should reduce the number of journeys. Face masks to be worn when away from desks or when in close proximity to other people

Key Assumptions

- The fatality rate is 1.5% (4th August 2020)
- The strain virulent and effect everywhere globally
- The risk to some individuals will be higher than others - Specific medical conditions
- The NHS will be overwhelmed. It's important to reduce transmission to slow the critical cases going into the NHS.
- Absence is 20-50%

	Description of the Potential Risk	Risk Rating	Controls in place	Further Actions Now	Who	When	Action on site
1	Higher than normal absence (Persons providing care, school closures, other illness and self-isolation due to family cases etc) providing a pressured environment for remaining employees. Risk of stress and increased accident rate.	H	<ul style="list-style-type: none">Record on absence database and advise HRManagement team supporting deployment of existing staff	<ul style="list-style-type: none">Absence and attendance policies remain under constant review COBRA	L. H. All	Ongoing	<ul style="list-style-type: none">Report daily absence and self-isolationClient requirements and closures

2	Risk of individuals spreading germs at work due to not wearing a face mask or non porous gloves (PPE) when in communal areas or close contact with others.	M	<ul style="list-style-type: none"> • Temperature checked on all visitors and employees upon entering MetLase reception area • All employees advised on current Tier Level and appropriate actions to be taken • All essential visitors to be briefed on current status prior to site visit and COVID-19 questionnaire completed • PPE supplied to all employees and visitors if required 	<ul style="list-style-type: none"> • Tier Level to be constantly monitored and actions taken in accordance with government regulations and guidance 	D.A A.K.	Ongoing	<ul style="list-style-type: none"> • Ensure adequate PPE made available • Ensure WIKI page up to date with current advice
3	Risk of individuals spreading germs at work, due to not being able to regularly clean hands.	M	<ul style="list-style-type: none"> • Toilet and Wash facilities • Alcohol Gel provided in communal areas • Cleaning protocols in place • 2 Metre social distancing • Cleaning protocols twice daily in communal areas • Canteen closures 		AMP A.K.	Now	<ul style="list-style-type: none"> • Ensure Alcohol gel is available and topped up • Ensure storage facilities for bulk storage of Alcohol Gel suitable
4	Risk of germ spread from individual to individual due to poor personal hygiene	M	<ul style="list-style-type: none"> • Safety pause • Communications • Posters • Government advertisements • Advice on Coronavirus intranet • COVID -19 Absence policy • Social distancing instructions 2metres / 6 feet • Home working where role allows • Small comm cell meetings – less than 10 people • Only one person in passenger lift use • Coronavirus isolation room procedure Suitable Procedure required to clean room after use • Encourage good physical hygiene practices, responsible use of tissues, good hand cleanliness, minimise close human contact at work – hand shaking and other such greetings etc • Tissues provided in common areas for cleaning work surfaces • Suitable receptacles provided for safe disposal of used tissues 		ALL	Complete	<ul style="list-style-type: none"> • Issue all comms • Monitor individuals for symptoms of the virus • Enforce social distancing • Enforce no gatherings / distance comm cells • Ensure people sit apart in all rest areas and meetings

5	Risk of germ spread due to unclean surfaces.	M	<ul style="list-style-type: none"> • Cleaning contract and Daily cleaning schedule • Enhanced cleaning regime, wet cleaning with disinfectant. • Enhanced cleaning regime is followed, with particular attention to door handles, light switches, telephones and keyboards • Anti-bacterial wipes made available in shared office areas • Meetings restricted - strict 2 metre social distancing maintained. • Meetings by hangout between sites • No unnecessary visits 	.	AMP A.K. All	Now Ongoing	<ul style="list-style-type: none"> • Monitor individuals for symptoms of the virus • Strict cleaning regimes • Meetings by hangout • Cleaning wipes available at desks to be used by individuals before and after use each day • Comms shared around clean desk policy
6	Risk to individuals with specific health complaints for catching coronavirus.	H	<ul style="list-style-type: none"> • Cleaning contract and Daily cleaning schedule • High risk employees captured through helpline 16/03/20 with HR • NHS to contact those at extremely high risk. These individuals will not be required to come into work, but will aim to find WFH duties. • Vulnerable persons identified within government guidance will have an individual risk assessment • Extremely vulnerable persons (those in receipt of government letter) will stay at home and follow government instructions 	<ul style="list-style-type: none"> • Line managers to Review individuals risk assessment and implement their management plan 	All	Ongoing	<ul style="list-style-type: none"> • Ensure vulnerable identified. Those that are advised to stay home should stay home. • Individual risk assessment for those that remain in work
7	Risk of germ spread person to person due to large gatherings of people.	H	<ul style="list-style-type: none"> • Government restrictions on large gatherings. Must maintain distancing in event of a fire • Limit Comm cells • Ensure individuals are not queuing in close proximity to get access to site • All individual working from home where possible • Conferences and all events cancelled 		All	Daily	<ul style="list-style-type: none"> • Ensure gathers are restricted unless essential • Enforce social distancing

8	Risk to persons working from home - ergonomics and DSE.	L	<ul style="list-style-type: none"> Advice provided on desk layout. keyboards and Mouse can be provided Advised not to work from laptop in bed or sofa - to use a chair that provides lower back support Online DSE risk assessment 		Group Safety	Regularly	<ul style="list-style-type: none"> Regular comms to go out on caring for yourself - working from home. Group Safety to receive DSE assessments - review and maintain documents.
9	Risk of reduced labour / inexperienced labour.	L	<ul style="list-style-type: none"> Induction MHE refresher / requalification and training Social distancing to 2 metres Process risk assessment and SOP Supervision from line management 	No inexperienced persons allowed to operate equipment	A.K.	Regularly	<ul style="list-style-type: none"> Ensure Strict adherence to process. Review and update risk assessment if process changes.
10	Risk that someone unwell arrives on site.	H	<ul style="list-style-type: none"> Visitor questionnaire / assessment Temperature checked upon arrival Emails to avoid all unnecessary visits (Isolation room procedure All external delivery drivers restricted access to site facilities, limited access to use toilets only Deep clean process following use Self-Isolation - 14 days those persons in contact Government restrictions to movement 		All	Ongoing	<ul style="list-style-type: none"> Vigilance in ensuring those that are unwell stay at home, and those in contact self-isolate
11	Risk that areas run out of alcohol gel.	M	<ul style="list-style-type: none"> Relationships built with various suppliers, but there is a global shortage. Provision of gloves Gorilla Wipes provided in some areas Group supporting to locate and distribute alcohol gels around the company through COBRA Regular cleaning protocols Personnel provided with gloves 	Continue to source alcohol gel	L.H. A.K.	Ongoing	<ul style="list-style-type: none"> Orders are ongoing with suppliers Gels are being controlled for issue by facilities to maintain supply levels
12	Security - Risk of theft on site.	H	<ul style="list-style-type: none"> Limited site access CCTV security surveillance 		AMP All	Ongoing	<ul style="list-style-type: none"> Ensure all visitors booked in

13	Use of rest areas and canteens.	H	<ul style="list-style-type: none"> • Site canteen closed • Communications on social distancing • Q&A - it is individual responsibility to maintain social distancing from each other • Seats and tables to be wiped down between use • Where food is served this should be pre-packaged 	Ensure compliance	All	Ongoing	<ul style="list-style-type: none"> • Ensure the adherence to social distancing • Consider identifying further rest areas, stagger breaks • Implement posters and comms to remind persons • Provide cleaning products to ensure the tables are cleaned between each use. • Ensure cleaners are regularly cleaning the area
14	Risk from activities that require operatives to get close to each other.	VH	<ul style="list-style-type: none"> • Activities that require persons to get within 2 metres of each other should cease and an alternative method found where practicable • It is an individual personal responsibility to maintain 2 metre social distancing 	Where activities mean people cannot maintain social distancing PPE must be considered and activity fully risk assessed	All	Action	<ul style="list-style-type: none"> • Activities that require persons to get within 2 metres of each other should cease and an alternative method found. • Where this cannot be achieved further risk assessment is required, with consideration for PPE.
15	Car share and van use.	VH	<ul style="list-style-type: none"> • Multiple vehicles to be used where possible to reduce occupancy • Persons using these vehicles should wash their hands or use hand gel prior to entering and soon after exiting the vehicle. • Disinfect handles, steering wheel, gear knob, hand brake and all touch controls prior to and after use of van 	Ensure maintenance of social distancing during transportation. Where practicable	All	Ongoing	<ul style="list-style-type: none"> • Social distancing maintained where multiple occupancy vehicles are used • Ensure vehicles are cleaned between use.

16	Receipt of packages/product which may be contaminated by coronavirus on surfaces.	L	<ul style="list-style-type: none"> • Transportation time from supplier/country of origin will add additional time in process before product is handled by Metlase employees, resulting in the amount of virus present rapidly decreasing on the surface • Current advice from the World Health Organisation (09/03/2020) states - risk is low of catching coronavirus from a package that has moved, travelled, and been exposed to different conditions and temperature. • PPE worn by employees - gloves • Regular communication on safe employee hygiene practices - not touching face with hands. • Where practicable recommend products are quarantined for up to 72 hours to reduce the chance of transmission 	Risk is Low but good hygiene must be maintained if product is to be processed before a quarantine period	All	Ongoing	<ul style="list-style-type: none"> • Ensure gloves are worn during processing and hands are cleaned after processing.
17	Contamination of staff and others when travelling to/ from and during work at other sites.	H	<ul style="list-style-type: none"> • Risk Assessment agreed with clients before the visit and confirmed/ modified on the day, The RA to address all risks particular to the location/ work to be done & others affected 	A check with client that the work is necessary when planned Separate vehicles if not possible to socially distance. Cleaning materials/ gloves & Cleanliness practices in the vehicles and especially when filling up with fuel. Special RAMS section on COVID 19 preventive measures	All	Ongoing	<ul style="list-style-type: none"> • As controls/ further actions
18	Asymptomatic staff in work inadvertently spreading Covid	M	<ul style="list-style-type: none"> • As above staff numbers on site limited and enforced 2m distancing, hand cleaning/sanitisation in place. 	Introduction of lateral flow rapid response testing January 2021	All	Monthly	<ul style="list-style-type: none"> • Completed Jan 2021