

## Management of Health & Safety at Work Regulations 1999

### Workplace Risk Assessment HSF03-30-4

Dept/Location:	Leicester	Date Completed:	28/1/2021
Completed by:	J Dickinson/S Jones	Next Assessment Due ( <i>Following Change/12Months</i> ):	28/1/2022

**Description of workplace being assessed**

21 Ashton Close Site

**Description of activity /process to be assessed:**

Covid-19 Actions

**Reviews carried out:**

Social Distancing: 1 way systems, Face coverings: Hand washing

**Specific hazards:**

Social Distancing: 1 way systems, Face coverings: Hand washing

**Groups Affected:**

All employees, visitors (suppliers/customers/maintenance contractors)

**No of employees:**

25







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### Workplace Risk Assessment - Unipart Logistics

#### Workplace Risk Assessment Process – 5 Stages

##### Stage 1 - Establish Hazards

Consider what hazards there may be by:

- \* walking around your workplace;
- \* asking your team what they think;
- \* visiting the *Your industry* areas of the HSE
- \* website or calling HSE Info line;
- \* checking manufacturers' instructions;
- \* contacting your trade association.
- \* Consider any long-term health hazards. - Hearing loss, Haves, Respiratory etc.

##### Stage 2 - Who could be affected by these hazards and how?

Identify groups of people who may come in contact with the hazard: employees, public, contractors, visitors. Consider if

Using this information complete columns C - D.

##### Stage 3:

**Identify the Controls in place to Manage the Risk**

Consider the controls already in place to reduce the likelihood of harm or make harm less serious and detail this is column

##### Quantify the Remaining Risk

First Identify the severity and then likelihood of the remaining risk. There is a drop down box in the column to select

		SEVERITY		
		INSIGNIFICANT (1) No Injury or ill health/ Damage/ No Financial loss	MINOR (2) First Aid treatment/ Minor injury or Ill health/Minor Damage > £500 /Minimal Financial loss	MODERATE (3) Medical Treatment- short term lost time injury or ill health/ Damage >£1000/ Medium Financial Loss
LIKELIHOOD	ALMOST CERTAIN(5) Often Occurs/ once a day	6	7	8
	LIKELY (4) Could easily happen once a month	5	6	7
	POSSIBLE (3) Could happen or know it to happen once a year	4	5	6
	UNLIKELY (2) Could happen or know it to happen in the next 5 years	3	4	5
	RARE (1) Conceivable but only in extreme circumstances or known to have happened more than 5 years ago	2	3	4

#### Stage 4: What further action is need to be taken to reduce the residual risk further?

You need to make sure that you have reduced risks 'so far as is reasonably practicable.

Risk rating above Green will require further action. See table below:

<b>Red</b>	<b>Catastrophic (9,10)</b>	<b>Stop activity, thoroughly review and if required seek competent advice (in Permit to work)</b>
<b>Amber</b>	<b>High (8)</b>	<b>Action required to reduce the risk</b>
<b>Yellow</b>	<b>Medium (6,7)</b>	<b>Action required to reduce the risk</b>
<b>Grey</b>	<b>Moderate (5)</b>	<b>Monitor, supervision, Behavioural Observations.</b>
<b>Green</b>	<b>Low risk (2,3,4)</b>	<b>No action required</b>

An easy way of doing this is to compare what you are already doing with good practice. During risk assessment reviews ensure you review your trend data for hazards and Near misses to see if further controls are required.

Remember to apply the hierarchy of controls when considering reducing risk.

**ERIC PD:** Eliminate (automate), Reduce (reduce weights, use MHE), Isolate (enclose a process, separate traffic & pedestrians), Control (training, SOP), PPE (gloves, safety shoes) & Disciplines (behavioural observations, workplace audits).

#### Complete columns I.

Who will be responsible for completing the actions?

Remember to issue the actions to a specific person who has the capability/ competency and authority to consider and

#### Complete columns J.

What time scale are the actions to be completed in?

Ensure that a suitable and sufficient period of time is given to consider and complete the actions, but not too long and the

#### Complete columns K.

When was the action actually complete?

Use the traffic light system to show actions that are outstanding (Red), actions in progress (amber) and actions that are complete including a 28 day review period (Green)

**Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.**

#### Stage 5: Review Risk Assessment

Regular review of the risk assessment is required:

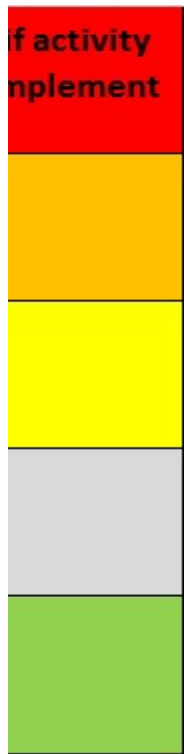
- Annually as a minimum

- ii. If there has been a significant change to a process, use or premises or workplace layout.
- iii. If there has been an incident/accident as part of the incident investigation process.
- iv. To ensure actions have been completed.

I E.

			MAJOR (4)	CATASTROPHIC (5)
			Hospitalisation - Long term injury or ill health/ Damage > £5000/ Large Financial loss	Death - Life Changing injury or ill health/ Massive financial loss
			9	10
			8	9
			7	8
			6	7
			5	6





ey will get forgotten!

Assessment Date	Area	Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)
28/1/2021	21 Ashton Close Site	Washing hands	All employees, visitors (suppliers/customers/maintenance contractors) Getting or spreading coronavirus by not washing hands or not washing them adequately or touching items and not cleaning them afterwards
28/1/2021	21 Ashton Close Site	Contact in high traffic areas	All employees, visitors (suppliers/customers/maintenance contractors) Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas
28/1/2021	21 Ashton Close Site		All employees, visitors (suppliers/customers/maintenance contractors)
			Close Contact Workshop

		<b>Social Distancing</b>	Close Contact Office
			Visitor Contact NB: there is a dedicated RA for Visitors to site during covid-19 conditions HSF03-18
		<b>Mental health issues</b>	Mental health and wellbeing affected through isolation or anxiety about coronavirus

What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating
<p>Follow the guidance on cleaning, hygiene and hand sanitiser</p> <p>Wash hands frequently. Please follow guidelines on posters placed around the building.</p> <p>There are hand sanitizers placed around the building and in areas where contact with doors are necessary. There is a sanitizer station located inside the factory</p> <p>There is hand wash situated in all toilet areas.</p>	5	3	15
<p>Follow the one way system set out within the factory corridors and stores area</p> <p>Read the signs/posters. Beware of the pinch point on the stairwell</p> <p>If the toilet or kitchen area is engaged please wait at an appropriate distance(2meters) until the area is free</p> <p>Do not use communal appliances, cutlery, crockery etc</p> <p>Ensure that frequent cleaning of surfaces, chair backs etc is carried out. There are wipes located in communal areas</p> <p>There is a limitation on the number of people allowed in each location/room. This number is clearly shown in the poster on the outside of the door</p> <p>Temperature check process in place at the entrance to the site. Only persons who do not display symptoms, and have a temperature of less than 37.8</p>	5	3	15
<p>All staff have watched the COVID 19 Group video on controls to be followed, and have been briefed on group updates.</p> <p>Keep to the 2 meter rule at all times. See below.</p> <p>If you cannot determine how to continue, seek further guidance</p> <p>Face masks are to be worn at all times on site.</p>	5	3	15
<p>Face masks, face shields and disposable gloves are available for close working.</p> <p>Follow the 1 way system where possible. If employees must work together, try to keep them in a small working groups going forward</p>	5	3	15

<p>Max of 4 people in the office at any one time (5 including meeting room 1) Rota in place, with staff working from home.</p> <p>Follow the 1 way system where possible</p> <p>Workstation hygiene audits are in place and should be completed on every visit</p>	5	3	15
<p>It is advisable not to offer visits to anyone.</p> <p>Permission will have to be sought</p> <p>If it is unavoidable then visitors must be made aware of the measures in place and must adhere to the guidelines. They must also complete a visitors questionnaire prior to coming on site, which contains contact details to be used in case of track and trace.</p> <p>Face masks to be worn in all communal areas on site</p>	5	3	15
<p>Regular keep in touch meetings/calls with people working at home to talk about any work issues</p> <p>Involve workers in completing risk assessments so they can help identify potential problems and identify solutions</p> <p>Keep workers updated on what is happening so they feel involved and reassured</p> <p>Discuss the issue of fatigue with employees and make sure they take regular breaks and are encouraged to take annual leave</p>	2	2	4



Actual Completion Date	Target Date	Actions to be taken by?	What further action is necessary?
	Ongoing	All Employees	Continous hand washing, awareness and vigilance.
	Ongoing	All employees Delegated Employees	Continous vigilance in high traffic areas. Behavioural and social distancing audits
	ONGOING	All Employees	Continous awareness
	Ongoing	All employees	Rapid response testing carried out on a monthly basis.

Behavioural and social distancing audits	Delegated Employees	ONGOING	
See HSF03-18 for dedicated visitor RA FAT RA to be generated	JLD JLD NL PB IS	10/02/2021	
1-1s with all employees to discuss any issues	MH	ONGOING	