

SJE



Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)	What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating	What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date
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	Follow the guidance on cleaning, hygiene and hand sanitiser Wash hands frequently. Please follow guidelines on posters placed around the building. 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 There is hand wash situated in all toilet areas	Moderate	Unlikely	Moderate	Continous hand washing, awareness and vigilance.	All Employees	Ongoing	

<p>Contact in high traffic areas</p>	<p>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</p>	<p>Read the signs/posters. Beware of the pinch point on the stairwell If the toilet or kitchen area is engaged please wait at an appropriate distance(2meters) until the area is free Do not use communal appliances, cutlery, crockery etc Ensure that frequent cleaning of surfaces, chair backs etc is carried out. There are wipes located in communal areas 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 Temperature check process in place at the entrance to the site. Only persons</p>	<p>Moderate</p>	<p>Unlikely</p>	<p>Moderate</p>	<p>Continuous vigilance in high traffic areas. Behavioural and social distancing audits</p>	<p>All employees Delegated Employees</p>	<p>Ongoing</p>	
<p>Social</p>	<p>All employees, visitors (suppliers/customers/maintenance contractors)</p>	<p>All staff have watched the COVID 19 Group video on controls to be followed, and have been briefed on group updates. Keep to the 2 meter rule at all times. See below. If you cannot determine how to</p>	<p>Moderate</p>	<p>Unlikely</p>	<p>Moderate</p>	<p>Continuous awareness</p>	<p>All Employees</p>	<p>ONGOING</p>	
	<p>Close Contact Workshop</p>	<p>Face masks, face shields and disposable gloves are available for close working. If employees must work together, try to keep them in a small working groups going forward</p>	<p>Moderate</p>	<p>Unlikely</p>	<p>Moderate</p>	<p>NHS test kits available for all staff.</p>	<p>All employees</p>	<p>Ongoing</p>	

Social Distancing	Close Contact Office	Max of 4 people in the office at any one time (5 including meeting room 1) Rota in place, with staff working from home. Workstation hygiene audits are in place and should be completed on every visit	Moderate	Unlikely	Moderate	Behavioural and social distancing audits	Delegated Employees	ONGOING	
	Visitor Contact NB: there is a dedicated RA for Visitors to site during covid-19 conditions HSF03-18	Contractor induction, visitors are 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. Face masks to be worn in all	Moderate	Unlikely		Moderate	See HSF03-18 for dedicated visitor RA	MH	Ongoing
Mental health issues	Mental health and wellbeing affected through isolation or anxiety about coronavirus	Regular keep in touch meetings/calls with people working at home to talk about any work issues Involve workers in completing risk assessments so they can help identify potential problems and identify solutions Keep workers updated on what is happening so they feel involved and reassured Discuss the issue of fatigue with	Moderate	Unlikely		Moderate	1-1s with all employees to discuss any issues	MH	ONGOING