

# HS 013 Risk Assessment Record



Company		Lasercorb Dies Ltd				Assessment Number		2020-COVID-19 Workplace																							
Task / Activity		Operation of Lasercorb Dies Ltd under COVID-19 restrictions				Date Reviewed		21-May-2020																							
Assessment Team		Assessors				Date Reviewed		KH / MM																							
1	Hazard	2	Hazard Effect	3	At Risk	4	Severity	5	Probability	6	Risk Rating	7	Existing Control Measures	8	Severity	9	Probability	10	Risk Rating	11	Acceptable?	12	Further Control Measures to Reduce Risk Further	13	Completed						
	Potential exposure to an infectious colleague		Infection with coronavirus leading to COVID-19		At Risk		At Risk		20		20	Existing Control Measures		At Risk		At Risk		At Risk		At Risk		At Risk		At Risk		At Risk					
												<ul style="list-style-type: none"> <li>Workers identified as clinically extremely vulnerable, who must be Socially Shielded are not permitted in the workplace</li> <li>Workers identified as clinically vulnerable are not permitted in the workplace until a further risk assessment has been completed and controls put in place.</li> <li>Only workers who cannot work from home come into work.</li> <li>Government guidance on self-isolation / household isolation formally communicated to all workers</li> <li>Workers are formally instructed to adhere to self-isolation / household isolation guidelines</li> <li>Sales staff are furloughed.</li> <li>No physical contact between workers.</li> <li>All doors (not fire doors) wedged open to prevent the touching of door handles. They are closed at the end of the working day.</li> <li>All staff have been supplied with face coverings / Face shields for use within the building.</li> <li>All staff instructed to wear face covering / Face shields when moving around the building or when they cannot uphold the 2 metre social distancing requirements within their own departments.</li> <li>All staff have hand sanitisers on their desks.</li> <li>Extra sanitising stations installed around the building.</li> <li>Additional signage has been installed around the Units to remind staff to wash their hands regularly and Social distance.</li> <li>Specific areas of U2 have been roped off to stop staff passing close by them, creating safe routes around the building.</li> <li>Staff numbers in the canteen restricted to 4 at any one time, staff can eat at their desks (as long as they clean down the desk before and after eating) or in their cars, or outside as long as they still practice social distancing.</li> <li>All meetings have been cancelled other than the morning and afternoon production meetings which are now limited to 4 staff and are held in the large meeting room where social distancing can be easily be respected.</li> </ul>																			
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At Risk	Severity	Probability	Risk Rating	LO W	A - Acceptable
E - Employees	1 No Injury	1 Very Unlikely	1 - 5	MEDIUM	M - More Analysis Required
G - Contractors	2 Minor Injury	2 Unlikely	6 - 14	HIGH	U - Unacceptable Risk
V - Visitors	3 +3 Day Absence	3 Likely	15 - 25		
P - Public	4 Major Injury	4 Very Likely			
A - All	5 Death	5 Virtually Certain			

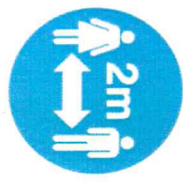






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Potential transfer of virus through droplets in the air	Infection with coronavirus leading to COVID-19	A	5	3	15	<ul style="list-style-type: none"> <li>Reasonable natural ventilation levels within workplace; roller shutters, doors and windows open when occupied</li> <li>All workers instructed to cover mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing</li> <li>All workers instructed to put used tissues in the bin straight away and wash hands afterwards.</li> <li>Catch It – Bin It – Kill It posters displayed in the workplace</li> <li>Meetings conducted by phone, video call or email, wherever possible</li> <li>Physical meetings observe 2m distancing, only absolutely necessary participants (virtual attendees to reduce physical presence) no shared pens or resources.</li> <li>Physical meetings held outside or in well ventilated, larger rooms, where possible</li> <li>Worker arrival/departure times are staggered to reduce use of facilities</li> <li>Workers instructed to maintain Social Distancing minimum of 2m wherever possible</li> <li>Breaks are staggered to reduce use of facilities: workers can take breaks in cars or outside</li> <li>Workers encouraged to stay on site during breaks</li> <li>Staff numbers in the canteen restricted to 4 at any one time, staff can eat at their desks (as long as they clean down the desk before and after eating) or in their cars, or outside as long as they still practice social distancing.</li> <li>Workstations separated to maintain minimum of 2m distancing between workers</li> <li>Toilet facilities limited to two persons at a time – workers announce arrival to ensure facility is not overcrowded</li> <li>Floor markings in place to demark 2m intervals</li> <li>Workers who are less than 2m apart work side on, rather than face to face</li> <li>Workers who are less than 2m apart work in established teams or consistent partners</li> <li>Workers instructed to use own telephones to communicate with colleagues, where possible, to reduce movement around the premise</li> <li>Access restricted to some areas of the premise, to limit movement</li> <li>Occupancy managed to enable social distancing, where possible</li> <li>Drop off points in place for transfer of materials between workers</li> </ul>	5	2	1	0	M	<ul style="list-style-type: none"> <li>Check guidance for updates daily and review controls; <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-3-1">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-3-1</a></li> <li>Supervise workers and enforce Social Distancing, if required</li> </ul>
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At Risk	Severity	Probability	Risk Rating		
E - Employees	1 No Injury	1 Very Unlikely	1 - 5	LOW	A - Acceptable
C - Contractors	2 Minor Injury	2 Unlikely	6 - 14	MEDIUM	M - More Analysis Required
V - Visitors	3 +3 Day Absence	3 Likely	15 - 25	HIGH	U - Unacceptable Risk
P - Public	4 Major Injury	4 Very Likely			
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				<ul style="list-style-type: none"> <li>Shift overlap has stopped in order to reduce numbers in the building at these times.</li> <li>Staff have relocated in the offices where possible to give extra space between desks and in some cases moved staff in to different offices to help with social distancing.</li> <li>Access/egress to the building is closely monitored at shift change over times to keep staff at a safe distance apart whilst clocking in and out.</li> <li>We have waived lateness during this period to help staff stay apart from each other at shift changeovers.</li> </ul>					
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Potential transfer of virus through droplets on hard surfaces	Infection with coronavirus leading to COVID-19	A	5	3	15	<ul style="list-style-type: none"> <li>Hard surfaces (toilet flush levers, door handles, fridge door handles, kettles, worktops) and floors cleaned regularly with disinfectant product</li> <li>Workers are formally encouraged to wash their hands for 20 seconds with hot water and soap often and on entry to work, before eating food, after using the toilet, before smoking or vaping, when leaving work and when returning to their homes</li> <li>Provision of sufficient handwashing facilities – hot running water, soap and disposable towels is maintained</li> <li>Regular formal inspection of handwashing facilities and corrective actions, when necessary</li> <li>NHS / Government Handwashing technique posters displayed in all welfare facilities.</li> <li>Hand sanitisers provided throughout workplace</li> <li>Workers do not share pens, pads, tools, etc.</li> <li>Disinfectant spray/roll issued to each worker.</li> <li>Workers wipe hard surfaces at workstation (keyboards, phones, desks) with disinfectant wipes at end of shift</li> <li>Hard surfaces wiped with disinfectant wipes at end of any meeting</li> <li>Workers encouraged to bring own drinks bottles, lunch containers &amp; food to workplace</li> <li>Hand sanitisers provided at 'clocking in' machine and at each work station.</li> <li>Door entry systems changed to reduce physical contact (nominated door operator, open doors)</li> <li>Workers provided with own locker for personal belongings &amp; encouraged to use them</li> <li>Hot Desking suspended to avoid workers sharing surfaces</li> <li>Hand sanitisers provided in meeting rooms</li> <li>Anti-bacterial spray provided in the Canteen to spray the work surfaces and keep them clean.</li> <li>Anti-bacterial spray is provided to spray the vending machine prior to use.</li> <li>Staff instructed to use the anti-bacterial wipes on their desks and Keyboards, phones and hand equipment at the start and end of each shift.</li> <li>Contract Cleaning company are undertaking extra cleaning of desks and work areas to help protect staff and the company.</li> <li>Forklift truck and machinery hand controls are wiped down after each use.</li> <li>Clock cards have been removed from the rack, all staff are now responsible for their own cards and keep them with them at all times.</li> </ul>	5	2	1	0	M	<ul style="list-style-type: none"> <li>Formally review records of cleaning and improve provision, if required</li> <li>Implement cleaning of kitchen appliances after each use (buttons, etc.) with disinfectant wipes</li> </ul>    <ul style="list-style-type: none"> <li>Supervise workers and enforce personal hygiene, if required</li> </ul>
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Work-related travel	Infection with coronavirus leading to COVID-19	A	5	4	20	<ul style="list-style-type: none"> <li>Non-essential travel formally discouraged</li> <li>Remote working options provided</li> <li>Passengers travelling in corporate vehicles are limited to maintain 2m distancing, where possible</li> <li>Stick to established travel partners</li> <li>Vehicles are cleaned at each handover</li> <li>Deliveries made to premises are offloaded by delivery driver outside and retrieved by our staff only when delivery driver is at least 2m away. No hand to hand deliveries.</li> </ul>	5	2	1	0	M	<ul style="list-style-type: none"> <li>Maintain regular contact with workers and support, as required</li> <li>Communicate health and well-being support services; <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></li> </ul>
Effects of isolation from colleagues on well-being	Mental health issues	E	3	3	9	<ul style="list-style-type: none"> <li>Regular contact with remote workers, through phone calls, email, video meetings</li> <li>Access provided to systems to enable working from home</li> <li>Work tasks and timeframes agreed and regularly monitored to reassure workers and provide assistance, where required</li> <li>Workplace colleagues provided with regular information and clear communication of changes to rules and practices</li> <li>Open discussion and consultation with the workforce about any changes made</li> </ul>	3	2	6	M	<ul style="list-style-type: none"> <li>Maintain regular contact with workers and support, as required</li> <li>Communicate health and well-being support services; <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></li> </ul>	
Authorised by The Responsible Manager	Signed: <i>M. J. Welch</i>					Dated: 29th May 2020						



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