|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Covid-19 Risk Assessment Template** | **Company Name** | | CNC Machinery Solutions Ltd | | **Date of Assessment** | 02 12 2020 |
| **Area of Assessment (tick the appropriate box)** | **Whole Site** | √ | **Department** |  | **Time** | 15.00 PM |
| **Department Name if a Department** | Mills Campus | | | | **Date for Re-assessment** | 30/01/2021 |
| **Name of assessor(s)** | Steve Knowles | | | | **Version Number** | V4 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk Matrix** | | **Likelihood (L)** | | | | |
|  | **Severity (S)** | Very likely | Likely | Fairly likely | Unlikely | Very unlikely |
|  | **5** | **4** | **3** | **2** | **1** |
| Fatality | **5** | **25** | **20** | **15** | **10** | **5** |
| Major | **4** | **20** | **16** | **12** | **8** | **4** |
| Moderate | **3** | **15** | **12** | **9** | **6** | **3** |
| Minor | **2** | **10** | **8** | **6** | **4** | **2** |
| Insignificant | **1** | **5** | **4** | **3** | **2** | **1** |

|  |  |
| --- | --- |
| **Evaluation Of Risk** | |
| 20-25 | **STOP** – Transmission of the virus is almost certain. Significant additional controls are needed. Redesign the process to reduce the risk. |
| 15-16 | **Urgent Action** – There is a strong possibility of transmission without further control measures. Steps must be taken to further reduce the risk before the activity can continue. |
| 8-12 | **Action** – Transmission of the virus could happen. Planned controls must be maintained rigorously. Re assess the risk and apply further control to reduce the risk to the lowest reasonable level. |
| 3-6 | **Monitor** – Transmission or introduction of the virus into the workplace is unlikely and not expected in this situation. Carefully monitor the effectiveness of the current controls and improve when possible. |
| 1-2 | **No Action** –Further action to reduce the risk of transmission is not required, but ensure controls are maintained and reviewed. |

Using the risk matrix to undertake the COVID-19 Risk assessment detailed in the pages below take appropriate actions where required.

In line with the Government Guidance for Working safely during COVID-19 in factories, plants and warehouses, we advise you share the results of your risk assessment with your workforce. If possible, you should consider publishing the results on your website (and we would expect all employers with over 50 workers to do so). <https://assets.publishing.service.gov.uk/media/5eb965d5d3bf7f5d3c74a2dd/working-safely-during-covid-19-factories-plants-warehouses-110520.pdf>

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the Hazard | Who may be harmed | How might people be harmed | Existing Risk Control Measures in place | Risk Rating | | | Additional Controls required | New Risk Rating (Residual Risk) | | | Action Assigned to | Required by Date |
| L | S | R | L | S | R |
| Government Guidance Document Working safely during COVID-19 in factories, plants and Warehouses Section 2 | | | | | | | | | | | | |
| Lone working because of working at home arrangements | Employees | Injury from working alone; Stress and anxiety from working at home alone | You should contact your line manager or use the Employee Assistance Programme on 03455651851 | 2 | 2 | 4 | ‘Mills Guidance’ regularly issued and updated. | 2 | 1 | 2 | N/A | Already in Place |
| Employees working from home having the correct equipment and access to work systems | Employees | Incorrect postures, incorrect equipment; Ergonomic problems | You should report any issues to your line manager. | 3 | 3 | 9 | DSE form to be sent out and any actions acted upon. | 2 | 2 | 4 | Hannah Jarrad | Ongoing |
| Employees who become stressed at work because of their work or working environment | Employees | Stress and Anxiety | You should contact your line manager or use the Employee Assistance Programme on 03455651851 | 2 | 2 | 4 | ‘Mills Guidance’ regularly issued and updated. | 2 | 1 | 2 | N/A | Already in Place |
| Employees who become anxious because of external threats to their livelihood (redundancy, Furloughing, reduced working hours) | Employees | Stress and Anxiety | You should contact your line manager or use the Employee Assistance Programme on 03455651851. Managers have had Mental awareness training | 2 | 3 | 6 | Managers must report any instances to Hannah Jarrad. | 2 | 2 | 4 | N/A | Already in Place |
| What is the Hazard | Who may be harmed | How might people be harmed | Existing Risk Control Measures in place | Risk Rating | | | Additional Controls required | New Risk Rating (Residual Risk) | | | Action Assigned to | Required by Date |
| L | S | R | L | S | R |
| Abusive and / or violent behaviour shown by employees to others | Employees; Contractors; Members of the public | Violent aggression and mental trauma | All Mills Managers have undergone Mental Awareness training | 2 | 3 | 6 | ‘Mills Guidance’ regularly issued and updated. | 2 | 2 | 4 | N/A | Already in Place |
| Abusive and / or violent behaviour shown by others to employees | Employees; Contractors | Violent aggression and mental trauma | All Mills Managers have undergone Mental Awareness training | 2 | 3 | 6 | Contractors to regularly brief themselves on ‘Mills do’s and don’ts. Mills have been in contact with them. | 2 | 2 | 4 | N/A | Already in Place |
| Employees classed as clinically vulnerable individuals become anxious or stressed because of their work or working environment | Clinically Vulnerable Employees; Clinically Vulnerable Contractors | Close contact transmission spread of virus | All Mills Managers have undergone Mental Awareness training. Currently does not apply. | 2 | 3 | 6 | If they have received a letter from the government, follow that guidance. | 2 | 1 | 2 | N/A | Already in Place |
| Employee shows signs of the virus whilst at work | Employees; Contractors | Close contact transmission spread of virus | They should immediately leave site and self-isolate for 14 days. | 2 | 4 | 8 | Employee’s  have been issued with the ‘Mills Guidance’ doc V12. They must not come to work if they have symptoms. | 2 | 3 | 6 | All Managers | On Going |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the Hazard | Who may be harmed | How might people be harmed | Existing Risk Control Measures in place | Risk Rating | | | Additional Controls required | New Risk Rating (Residual Risk) | | | Action Assigned to | Required by Date |
| L | S | R | L | S | R |
| Government Guidance Document Working safely during COVID-19 in factories, plants and Warehouses Section 3 | | | | | | | | | | | | |
| Persons on walkways not being able to keep 2-meter distancing. | Employees; Contractors | Close contact transmission spread of virus | Follow the guidance and maintain a 2-meter gap.  All employees have allocated work zones, when you leave your work zone you MUST wear a face cover / mask. | 2 | 3 | 6 | Signage and floor marking have been fitted. | 1 | 3 | 3 | Smart Image | Completed |
| Persons on walkways cannot pass each other at  2-meter distancing. | Employees; Contractors | Close contact transmission spread of virus | There is plenty of room on shop floor areas. Screening has been erected on busy thorough fares. In office corridors wait for people to pass. | 2 | 3 | 6 | Signage and floor marking have been fitted. | 1 | 3 | 3 | Smart Image | Completed |
| People have to open closed doors using a handle. | Employees; Contractors | Close contact transmission spread of virus | Regularly and thoroughly wash hands for more than 20 seconds.  Use the wipes and hand sanitiser provided.  The cleaners are wiping down door handles at the end of each day. | 2 | 3 | 6 | Additional Sanitiser stations have been fitted. | 1 | 3 | 3 | Smart Image | Completed |
| People have to push doors open using a push pad | Employees; Contractors | Close contact transmission spread of virus | Wash hands as above, use the wipes and hand sanitiser provided.  The cleaners are wiping down door handle at the end of each day | 2 | 2 | 4 | Unlock door with the contactless key fob. Open door with arm or shoulder. | 1 | 2 | 2 | N/A | Immediate effect. |
| Employee workstations are closer than the advised 2-meter distancing | Employees | Close contact transmission spread of virus | Work side by side or facing away from each other. | 2 | 3 | 6 | Additional screening has been fitted | 1 | 3 | 3 | Smart Image | Completed |
| Risk of face to face contact due to inhibited working space available | Employees; Contractors | Close contact transmission spread of virus | No employee will be forced to work in a small space.  Do not go into office areas.  Contact the person by phone and ask them to meet you on the shop floor. | 2 | 3 | 6 | The company is still operating with a reduced work force. Working from home is still in operation. | 1 | 3 | 3 | Steve Knowles to update | On going |
| Lone working due to social distancing | Employees;  Contractors | Risk of injury | No lone working to take place. Maintain social distancing. | 2 | 3 | 6 | Contractors are advised to stop for lunch if no one else is in the Unit. | 1 | 2 | 2 | All Managers | Already in place. |
| Close contact of employees at break times and in welfare areas | Employees | Close contact transmission spread of virus; | The canteen is for Mills staff only and capacity MUST NOT exceed 8 people.  Breaks are being staggered. Mills staff to use the Canteen coffee machine only. Contractors to use the machine downstairs in Unit 2/3. | 2 | 3 | 6 | Distancing floor tape has been fitted.  Numbers are reduced due to zoning. | 1 | 3 | 3 | H& S committee | On going |
| People have to use fingers / thumbs to gain access to workplaces (Contact security devices) | Employees; Contractors; Visitors | Contact Transmission of virus | Mills has contact less entry to all Units. Use your key fob rather that punching in your code number. | 2 | 2 | 4 | Keypads must be wiped down regularly with sanitizer | 1 | 2 | 2 | All employees | With immediate effect |
| Extra distancing required in car parking areas to ensure social distancing measures are maintained | Employees; Contractors; Visitors; Members of the public | Close contact transmission spread of virus; Vehicle collision | Mills has a reverse parking only policy. All drivers will excess their cars from the same side with a 2-metre gap. | 2 | 3 | 6 | Reversing policy to be enforced | 1 | 3 | 3 | All Managers | Already in place |
| Understanding of new pedestrian access / egress routes | Employees; Contractors; Visitors; | Close contact transmission spread of virus; | Signage has been fitted. | 2 | 3 | 6 | Information to be given to via Mills Guidance doc V12. | 1 | 3 | 3 | H& S committee / Smart Image | Completed |
| Person to person, face to face meetings in close proximity environments | Employees; Contractors; Visitors | Close contact transmission spread of virus | Make contact electronically, by phone, e-mails Arrange meetings via web meetings applications.  The puma room is limited to 5 persons at a time, Lynx and Mynx rooms 3 persons.  Always maintain safe distancing. All contractors and visitors must always wear face masks unless they have an exemption. | 2 | 2 | 4 | Continue to follow Mills Guidance doc V12. | 1 | 2 | 2 | N/A | Already in place |
| Persons in smoking areas in close proximity due to small spaces available | Employees; Contractors; Visitors | Close contact transmission spread of virus | No smoking within 5 metres of the buildings is allowed. Do not gather in groups when smoking. | 2 | 3 | 6 | As staff numbers increase monitor that this is enforced | 2 | 2 | 4 | All Managers | With immediate effect |
| First Aiders having to attend an injured person following an incident | First Aid personnel; Ambulance service personnel; Paramedics | Close contact transmission spread of virus | Use alcohol sanitiser before and after treatment. Do not cough or sneeze on the patient and only get as close as you need too. Keep yourself informed and updated at NHS111 or Gov.uk | 3 | 3 | 9 | First aiders to follow Government guidelines. | 2 | 3 | 6 | H& S committee / All First Aiders | With immediate effect |
| What is the Hazard | Who may be harmed | How might people be harmed | Existing Risk Control Measures in place | Risk Rating | | | Additional Controls required | New Risk Rating (Residual Risk) | | | Action Assigned to | Required by Date |
| L | S | R | L | S | R |
| Government Guidance Document Working safely during COVID-19 in factories, plants and Warehouses Section 4 | | | | | | | | | | | | |
| Visitors having to attend sites | Visitors; employees | Close contact transmission spread of virus | No cold callers are permitted. Visits must be Pre booked. All Visitors must agree to and sign the ‘Visitors to site – COVID – 19 do’s and don’ts V2 document prior to commencing work. | 2 | 3 | 6 | Additional signage, sanitiser, screens and floor marking have been fitted.  Employees to brief themselves on the latest version of ‘Mills Guidance’ | 1 | 3 | 3 | Smart Image | Completed |
| Host employees having to meet and greet visitors | Employees; Visitors | Close contact transmission spread of virus | Maintain social distancing. The employee who is booking a visit is responsible for the visitor agreeing to and signing “Visitors to site – COVID-19 do’s and don’ts V2” document. This includes all areas of the business, customers, contractors, suppliers, TA attendees. | 2 | 3 | 6 | Signage and floor marking have been fitted.  Employees to brief themselves on the latest version of ‘Mills Guidance’ | 1 | 3 | 3 | Smart Image | Completed |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the Hazard | Who may be harmed | How might people be harmed | Existing Risk Control Measures in place | Risk Rating | | | Additional Controls required | New Risk Rating (Residual Risk) | | | Action Assigned to | Required by Date |
| L | S | R | L | S | R |
| Government Guidance Document Working safely during COVID-19 in factories, plants and Warehouses Section 5 | | | | | | | | | | | | |
| Cleaning and Hygiene staff having to work alone | Contractors | Slips, Trips, Falls, Lone working | Cleaning staff do not currently work alone as per their Risk Assessment | 2 | 2 | 4 | Review their risk assessment | 2 | 1 | 2 | Steve Knowles  Hannah Jarrad  H&S Committee | On Going |
| Ensuring thorough cleaning of working surfaces including door handles and stair-rails has been undertaken | Employees | Touch transmission of virus | Clear your desk at the end of each day – only your IT equipment should be left out. This will enable cleaners to do their jobs more thoroughly in the evenings.  Take ownership of your workspace, clean down surfaces, and equipment regularly. Use the wipes and hand sanitiser provided. | 2 | 3 | 6 | Follow the Mills Guidance E mail which is regularly updated. | 1 | 3 | 3 | Completed | With immediate effect |
| Air conditioning systems / Positive Pressure systems | Employees; Contractors; Visitors | Air transmission of virus | It is not expected that Air Con will be needed in the winter. Increase the circulation of fresh air by opening windows. Turn down Air con fans down to low setting. | 2 | 2 | 4 | Follow the Mills Guidance doc V12 which is regularly updated. | 1 | 3 | 3 | Completed | With immediate effect |
| Extended personal hygiene procedures and the requirement for more Handwashing and hand sanitisation | Employees; Contractors; Visitors | Touch transmission of virus | Hand sanitisers are fitted in all units. Wash hand regularly. | 2 | 3 | 6 | Additional signage has been fitted | 1 | 3 | 3 | Smart Image | Completed |
| Hands contact with shared equipment | Employees; Contractors | Contact spread of virus | Clean the equipment prior to use with the wipes or sanitizer provided. | 2 | 3 | 6 | Follow the Mills Guidance doc V12 which is regularly updated. | 1 | 3 | 3 | Completed | With immediate effect |
| Vehicles that may be shared between employees | Employees | Contact spread of virus | This is not a normal occurrence but if required wipe down all control surfaces with the wipes provided. | 2 | 3 | 6 | Discuss concerns with your Manager | 1 | 3 | 3 | All Managers | With immediate effect |
| Items that are shared between individuals  (Tote boxes, Delivery boxes; computer keyboards) | Employees | Contact spread of virus | Wipe down surfaces with the wipes provided.  Maintain regular hand washing. | 2 | 3 | 6 | Managers to reinforce this instruction. | 1 | 3 | 3 | All Managers | With immediate effect |
| What is the Hazard | Who may be harmed | How might people be harmed | Existing Risk Control Measures in place | Risk Rating | | | Additional Controls required | New Risk Rating (Residual Risk) | | | Action Assigned to | Required by Date |
| L | S | R | L | S | R |
| Government Guidance Document Working safely during COVID-19 in factories, plants and Warehouses Section 6 | | | | | | | | | | | | |
| Employees wearing face masks | Employees | Close contact and contact spread of virus from incorrect use and disposal of face masks | It is compulsory for **ALL** employees, to wear a mask / face covering when leaving their normal working area / zone (see zoning document). This includes walking between areas. | 2 | 3 | 6 | Follow the Mills Guidance doc V12 and Zoning doc issued 03/11/2020. | 2 | 2 | 4 | Hannah Jarrad | Completed  25/09/2020 |
| Waste items of PPE that are discarded after use | Employees; Contractors; Members of the public | Contact spread of virus | Dispose of used PPE in the non-recyclable waste bins. | 2 | 3 | 6 | Follow the Mills Guidance E mail which is regularly updated. | 2 | 2 | 4 | Hannah Jarrad | Completed |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the Hazard | Who may be harmed | How might people be harmed | Existing Risk Control Measures in place | Risk Rating | | | Additional Controls required | New Risk Rating (Residual Risk) | | | Action Assigned to | Required by Date |
| L | S | R | L | S | R |
| Government Guidance Document Working safely during COVID-19 in factories, plants and Warehouses Section 7 | | | | | | | | | | | | |
| Staff having to make deliveries to  other sites and businesses | Employees; Members of the public; Other business employees | Close contact and contact spread of virus | Follow Mills Guidance doc V12 and customers procedures. | 2 | 3 | 6 | Take PPE with you prior to visiting other sites. | 1 | 3 | 3 | N/A | Completed |
| Misunderstanding of COVID-19 related procedures | Employees | Confusion leading to injury or virus spread | Hannah Jarrad is sending out regards Mills Guidance updates via E mail. | 2 | 3 | 6 | Continue updating all guidance and Risk Assessments | 2 | 2 | 4 | Steve Knowles  Hannah Jarrad  H & S Committee | On going |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the Hazard | Who may be harmed | How might people be harmed | Existing Risk Control Measures in place | Risk Rating | | | Additional Controls required | New Risk Rating (Residual Risk) | | | Action Assigned to | Required by Date |
| L | S | R | L | S | R |
| Government Guidance Document Working safely during COVID-19 in factories, plants and Warehouses Section 8 | | | | | | | | | | | | |
| Maintaining social distancing measures at dispatch points | Employees; Members of the public; Contractors | Contact spread of virus | Deliveries to be dropped outside goods inwards. No delivery drivers are permitted to enter the facility. | 2 | 3 | 6 | Monitor that this is happening. | 2 | 2 | 4 | N/A | Already in place |