



		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment below
RR = residual risk*

Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.

Coronavirus (COVID-19) risk assessment

Assessment date: 12th May 2020

Review date: 12 September 2020

Version: 1.1

Hazard	Risk	Control measures	RR	Persons at risk
Exposure from others to the coronavirus	4 x 3 = 12	<ul style="list-style-type: none"> Make sure team leaders and employees are aware of the symptoms of covid-19 Follow government guidelines on self-isolation if symptoms are displayed or contact with a confirmed case. Employees should keep in contact with management during any period of isolation. Employees should continue following ongoing government guidance Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required Employees should notify Hazlins of extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; 	4 x 1 = 4	Individual workers

		<p>people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020. This is to ensure proper shielding measures can be taken.</p> <ul style="list-style-type: none"> ● Follow good NHS hygiene measures at all times ● Avoid all visitors to your home unless they are providing a medical requirement ● Do not approach delivery staff, allow packages to be left on the doorstep ● Do not take any antibiotics as they do not work against viruses. 		
Suspected case whilst working on site	$4 \times 4 = 16$	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5) Their worksite should be cleaned immediately following government guidelines. 	$4 \times 1 = 4$	Individual workers
General travel including foreign travel	$4 \times 4 = 16$	<ul style="list-style-type: none"> ● Do not travel unless you cannot work from home - implement teleconferencing for meetings ● Continue to follow any further national government advice provided ● All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible 	$4 \times 1 = 4$	Individual workers
Access / egress to site	$4 \times 4 = 16$	<ol style="list-style-type: none"> 1) Visitors to Hazlins should only be essential and booked in advance 2) Monitor site access points to enable social distancing 3) All workers are required to wash or clean their hands before entering or leaving the site 4) Allow plenty of space (two metres) between people waiting to enter site 5) Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times 	$4 \times 1 = 4$	Individual workers


		<p>6) Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</p> <p>7) Employees should follow the one way system during peak time and maintain a 2m distance.</p> <p>8) Smokers should make sure to keep 2m away from each other during breaks.</p>		
Hygiene	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> • Employees should wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • Additional hand washing stations have been provided. • Management to clean the hand washing facilities and check soap and sanitiser levels daily. • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Bromfield to securely store extra sanitizer, soap and towels to ensure an adequate supply is constantly available • Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush 	<p>4 x 1 = 4</p>	Individual workers
Drivers	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> • When delivering to sites drivers should ensure minimal contact with any individuals as possible. • After each delivery drivers should wipe down the steering wheel, equipment and wash their hands if possible. • Drivers should follow any additional rules that sites may require. • Efforts will be made to minimise vehicle sharing between drivers 	<p>4 x 1 = 4</p>	

Canteen - exposure from large numbers of persons	4 x 4 = 16	<ol style="list-style-type: none"> 1) Hand cleaning facilities or hand sanitiser are available nearby any room where people eat and should be used by workers when entering and leaving the area 2) The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home 3) Workers should sit 2 metres apart from each other whilst eating and avoid all contact 4) Tables are be cleaned daily 5) All rubbish should be put straight in the bin and not left for someone else to clear up 6) The canteen must be thoroughly cleaned at the end of each day, including chairs, door handles and light switches. 7) Team leaders should clean and maintain any other areas 	4 x 1 = 4	Individual workers
Working in the factory (maintaining 2m distance)	4 x 4 = 16	<ol style="list-style-type: none"> 1) Workers who are unwell with symptoms of Coronavirus (Covid-19) should not attend the workplace 2) Maintain social distancing measure of 2 metres from each other as much as possible with team leaders to monitor compliance 3) Avoid skin to skin and face to face contact 4) Workers should use the one way system during peak times. 5) Consider alternative or additional mechanical aids to reduce worker interface 6) Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water) 7) Any health concern to be raised immediately to line management 	4 x 1 = 4	Individual workers, contractors, client
Working within 2 metres of working team	4 x 4 = 16	<ol style="list-style-type: none"> 1) Make sure that the work is essential for Hazlins to run. 2) Workers are to limit face to face working and work facing away from each other when possible 3) If possible work should be carried out with workers staggered to ensure minimal face to face working. 4) Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins 5) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task 6) All equipment to be thoroughly cleaned prior and after using it. 7) Increased ventilation will be provided within enclosed spaces 	4 x 2 = 8	Individual workers

		<p>8) Workers will be offered RPE if they have to be withing 2m of another individual.</p> <p>9) Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination</p> <p>10) Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places</p> <p>11) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor).</p>		
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Signature

Date



12/05/2020

Tomos Jones