

PERSONS WHO MAY BE AFFECTED.

All personnel working at Thew Arnott & Co. Limited, Deeside and Wallington sites are affected under the company's provisions for health and safety.

THE ASSESSMENT OF RISK.

THIS IS AN ASSESSMENT OF THE RISKS IN RELATION TO COVID-19. THE PURPOSE OF THIS ASSESSMENT IS TO LIST ALL FORESEEABLE HAZARDS AND PRIORITISE THE RISKS INVOLVED. THE ASSESSMENT IS FOLLOWED BY AREA AND TASK SPECIFIC RISK ASSESSMENTS TO EXAMINE WHO MIGHT BE HARMED, THE CONTROLS THAT ARE IN PLACE AND ANY ACTION(S) NECESSARY TO REDUCE RISKS TO AN ACCEPTABLE LEVEL.

Description of task:

Covid-19 is a new illness that is highly contagious and can affect your lungs/airways. A virus called Coronavirus causes it. Symptoms can be mild, moderate, severe or fatal.

This assessment examines the risks and control measures for Covid-19 within Thew Arnott & Co. Limited, Deeside & Wallington.

This risk assessment will take into account government guidelines that have been issued in 2020 to the UK.

ANALYSIS

In this analysis, a **hazard** is anything, which can spread Corona virus and could possibly pose a health risk to staff, visitors to our premises, cleaners, contractors, drivers, vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions or anyone else who physically comes in contact with us in relation to our business

The **likelihood** is a measure of the chance that the hazardous event will occur.

The **consequence** is the outcome of the hazardous event.

Risk is the combination of the likelihood of a hazardous event occurring and the consequence of the event. See "Rating system" below.

Number	Consideration	Hazard	Control	Likelihood	Severity	Risk
1	Spread of Covid-19.	Staff contracting Covid-19	<p>Hand washing:</p> <p>There are several facilities with soap and water in place, paper towels are available. Frequent hand washing is compulsory. Gel sanitisers are positioned in any area where washing facilities are not readily available, and must be used.</p> <p>Employees are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper hand drying. Employees are reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, and Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Managers to remind everyone of the public health advice on an ongoing basis.</p> <p>Several posters compliant with government regulations with regards to hand washing are placed in all hand washing facilities.</p> <p>https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf</p> <p>https://www.hse.gov.uk/research/rrhtm/rr1007.htm</p>	3	3	9

		<p>Cleaning:</p> <p>All are advised to eliminate touching of common surfaces or objects where possible. In circumstances when this is not possible, individual packs of anti-bacterial wipes are issued to all staff members and all are encouraged to frequently clean any communal objects and surfaces that are touched particularly in areas of high use such as door handles and light switches. All doors to be left open where possible. All employees are to 'preferably' bring their own cutlery, cups etc. and/or to thoroughly wash the kitchen equipment after usage.</p> <p>Anti-bacterial wipes are in all toilet facilities and to be used to clean taps, flushers and dispensers after every use, these wipes are to be disposed of immediately after use in the bins provided, and not flushed down the toilets.</p> <p>Access to the 'board room' is limited, only when absolutely necessary staff may use the 'board room'. This room is cleaned down with anti-bacterial wipes both before and after use, hand sanitiser is provided and advised to keep the windows open.</p> <p>Anti-viral, anti-bacterial disinfectant solution spray is to be used daily on individual workstations; each station has its own cleaning cloth, which is replaced regularly. Keyboards, telephones, monitors and all frequently used objects on work spaces are to be wiped with anti-bacterial wipes frequently. Use of other colleague's utensils or equipment from their work space is prohibited. Each workstation also has an individual hand sanitiser.</p> <p>Hand sanitisers are also provided in all high traffic areas throughout the business. Detailed, logged and extensive hygiene audits are performed every other week. Forklift truck controls are cleaned down before and after every use with anti-bacterial wipes, the sharing of equipment within the warehouse is limited and all shared equipment is cleaned before and after each use. Clean down procedures are in place for all equipment within the warehouse, which all warehouse staff adhere to, line manager oversee to ensure procedures are being followed.</p> <p>Contracted dry cleaners pick up and deliver all warehouse garments weekly, each item is individual packaged and placed in a personal locker. Front door entry keypad is cleaned after every use with anti-bacterial wipes.</p> <p>Contracted cleaners visit site to ensure extensive deep cleans twice per week (deep cleans will take place outside of working hours).</p> <p>Rigorous checks will be carried out daily by the management and health and safety representative to ensure that the necessary procedures are being followed.</p> <p>https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf</p>	3	3	9
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			<p>Wearing of masks:</p> <ul style="list-style-type: none"> • An adequate supply of facemasks will be provided to all staff. • Staff will be instructed on how to use efficiently to reduce contamination and how to dispose of them safely SOP-100. • Staff reminded that wearing a mask is not a substitute for social distancing. Again, the wearing of masks in the workplace is optional. <p>https://www.hse.gov.uk/respiratory-protective-equipment/basics.htm</p> <p>https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>	3	3	9

		<p>Symptoms of Covid-19:</p> <p>If anyone becomes unwell with any of the following:</p> <ul style="list-style-type: none"> • A high temperature - feel hot to touch on your chest or back (temperature taken daily by our H&S Co-ordinator) • A new, continuous cough – coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours • A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>They will be sent home and advised to follow the stay at home guidance and book a Covid-19 test. Line managers will maintain regular contact with staff members during this time. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p>	3	3	9
		<p>Mental Health:</p> <p>Management will promote mental health & wellbeing awareness to all staff during the Coronavirus outbreak and will offer whatever support they can to help. Regular communication of mental health information and open door policy for those who need additional support. Line managers will regularly contact 'at home workers' to discuss requirements, progress and any additional support needed. All line managers are trained in Mental Health Awareness.</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ https://www.hse.gov.uk/stress/mental-health.htm</p>	3	3	9

Young persons	Pregnant workers	Disabilities	Others
<p>The factory is a controlled environment with restrictions on access. Young persons are not permitted on site during the Covid-19 outbreak.</p>	<p>A risk assessment of each individual pregnant worker's working environment will be conducted, including their mental and physical health, and the role they play.</p>	<p>If disability does not impair a persons' ability to understand the findings of this risk assessment, there are no restrictions. Any disability to be independently assessed, as required.</p>	<p>This factory is a highly controlled area. No members of the public are permitted to gain entry. Visitors and contractors currently are not allowed to enter the site unless they are fully aware of the precautions we have put into place and adhere to them.</p>

PRIORITY RISK ASSESSMENTS

Risk assessments providing details of periodic or regular controls are necessary for items with a risk assessment scoring 6 or higher. See 'Rating System' at the bottom of the page.

ACTIONS TO BE TAKEN IN TO ACCOUNT WITH REGARDS TO HIGH RISK COVID-19 CONSIDERATIONS:

All staff to receive continuous updates regarding the government guidelines in conjunction with Covid-19, along with thorough monitoring and support from senior management.

Rating system

Assessments have been made with regards to the following scales:

Severity	Scale	Likelihood
Minor injury, insignificant property or equipment damage.	1	Remote. Has never happened.
Non-reportable injury, minor loss of process or slight property damage. Deep cuts, minor burns, eye skin or lung irritation, small electric shock, temporary problems from repetitive tasks, small scalds. Short term infection risks which will not lead to lost time. Broken finger / toe. One or two day bad back pain. Multiple people experiencing multiple level 1 cases.	2	Unlikely. Happened once.
Reportable injury, moderate loss of process, limited property damage. Broken limb, potential short-term eye or lung damage or minor repetitive problems, sensitisation, short term back pain (> 2 days), large electric shock, infection risks which whilst not life threatening may lead to lost time. Chemical burns to skin with lasting effects for up to one month, multiple level 2 cases.	3	Possible. Happened once, a few near-misses.
Major injury, single fatality, critical process loss, critical property damage. Total/Partial disablement, loss of fingers, serious head, long term eye injury, long term lung damage, long term / chronic health effects Inc. back problems, hearing damage, potentially serious long term health risks from infection, coma, chemical burn with permanent scarring, multiple level 3 cases.	4	Probable. Injury has resulted a few times.
Multiple fatalities, catastrophic business loss. Death, major fire, explosion, multiple level 4 and 5 cases.	5	Near certain. Injuries happen regularly.

Items requiring action to be planned using a balance of available resources versus overall risk level

· Items rated 1 to 5. Very low risk. Consider remedial action only where excessive costs are not incurred.
· Items rated 6 to 10. Low to medium risk. Plan remedial action over the medium term, balancing costs and risk.
· Items rated 12 to 15. High risks. Treat as a priority for action to reduce to eliminate the risk.
· Items rated 16 to 25. Extremely high risk of imminent serious injury. Recommend prohibiting the work until remedial action undertaken.

0-5 Low risk 6-10 Moderate risk 11-15 High risk 16-25 Unacceptable	Minor injury, insignificant property or equipment damage	Non-reportable injury, minor loss of process or slight property damage	Reportable injury, moderate loss of process, limited property damage	Major injury, single fatality, critical process loss, critical property damage	Multiple fatalities, catastrophic business loss
	1	2	3	4	5
5 Near certain	5	10	15	20	25
4 Probable	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Remote	1	2	3	4	5