

# RISK ASSESSMENT Assessment No. HSRA 168 v5



DEPT/AREA	<i>Whole UK Facility</i>	ASSESSMENT TITLE	<i>COVID-19</i>	DATE OF ASSESSMENT	<i>31-Dec-20</i>	REVIEW DUE	<i>Ongoing</i>
-----------	--------------------------	------------------	-----------------	--------------------	------------------	------------	----------------

LIKELIHOOD (L)		SEVERITY (S)		OCCURANCE (O)	
5	Almost Inevitable	100	Potential Death	10	Potential to happen once or more per day
4	Highly Likely	40	Serious Injury, Disability	8	Potential to happen once per week
3	Possible	21	RIDDOR Reportable Injury/Disease	6	Potential to happen once per month
2	Unlikely	8	Up to 7 Day Injury/Health effect	4	Potential to happen once in 6 months
1	Remotely Possible	1	Slight Injury / Health effect (First Aid)	2	Potential to happen once per year

PERSONS AT RISK									
Employees	X	Clients	X	Contractors	X	Members of the Public	X	Others	X

**BRIEF DESCRIPTION OF PROCESS:**

This risk assessment covers the known risks associated with the COVID-19 Coronavirus, and the control measures that have been implemented to reduce the risk as far as is reasonably practicable at our UK facility. Due to the nature of COVID-19 as well as employees, clients, contractors, members of the public and others could also be put at risk if control measures are not followed. This risk assessment will be regularly reviewed inline with any change of advice from Public Health England (PHE) with regards COVID-19

It is important to understand the following guidelines, as they help form this Risk Assessment.	
<a href="#">Staying Alert and safe (Social Distancing)</a>	The most important thing we can all do in fighting coronavirus is to stay alert, we must control the spread of the virus, in order to protect the NHS and save lives
<a href="#">Staying Safe Outside your Home</a>	It is our responsibility to adopt these principles where possible. The Government is also using these principles as the basis of discussions with businesses and may other stakeholders, to agree how the principles should apply in different settings to make them safer.
<a href="#">Self Isolation</a>	Anyone who either has a high temperature of a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of COVID-19 they should not come to site, but must follow the guidelines on self-isolation
<a href="#">Shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>	Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from COVID-19, should stringently follow the guidance on Social Distancing and minimise contact outside the home
<a href="#">COVID-19: guidance for first responders (including first aiders)</a>	This guidance is for first responders as defined by the Civil Contingencies Act (2004), and others who may have close contact with individuals with potential coronavirus infection (COVID-19). This includes professionals and members of voluntary organisations who, as part of their normal roles, provide immediate assistance requiring close contact until further medical assistance arrives
<a href="#">bf1systems Coronavirus (Covid-19) Guideline If and Employee Displays Symptoms</a>	Internal guidance of what to do if an employee displays symptoms of COVID-19
<a href="#">COVID-19 Early Outbreak Management</a>	PHE/NHS guidance on COVID-19 Early Outbreak Management for processing and manufacturing, the bf1systems point of contact for Early Outbreak Management is Paul Dance (SHEQ Manager) in his absence this would be delegated to one of the business Owner Directors.
<a href="#">COVID-19: getting tested</a>	Guidance on coronavirus testing, including who is eligible for a test and how to get tested
<a href="#">Tier 4: Stay at Home Guidance</a>	What you can and cannot do in areas with a very rapidly rising level of infections, where tighter restrictions are in place.

If an employee develops a high temperature or a persistent cough or a loss of taste or smell while at work, they should:

- 1, Ensure their manager or supervisor is informed 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 crock of their elbow
- 4, Return home immediately
- 5, Arrange to be tested for COVID-19
- 6, They must follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed, or they receive a negative test result back for COVID-19
- 7, All staff returning to work after any illness or any absence from work of more than 7 days, will have to complete a Return to Work Questionnaire with specific emphasis on COVID-19

This risk assessment was reviewed on 31st December 2020 taking into account the newly communicated strain of COVID-19 which is believed to be significantly more contagious than previous strains, and the fact that the whole of the East of England is now in Tier 4. The business is COVID-19 secure with SDA's in use to aid physical distancing, good access to hand washing facilities/sanitising gel, good cleaning regimes in place where required and the instruction for any staff who can work from home to do so is still in place. However due to the fact that this new strain of COVID-19 is believed to be significantly more contagious, the additional controls of wearing face coverings in certain circumstances, and reducing the use of the outside smoking area to two persons at any one time have been added. A link to Tier 4: Stay at Home Guidance has also been added in the guidelines section above. This Risk Assessment will be reviewed if there is any further change in the CAL, or any significant change within the business.

RISK ASSESSMENT Assessment No. HSRA 168 v5



ITEM REF*	HAZARD AND RELATED ACTIVITIES e.g. trip, falling objects, fire, noise, explosion, dust, etc.	RISK IDENTIFIED Possible outcome and risk e.g. persons at risk	CONTROLS IN PLACE e.g. Guards, Authorized Users, Competent Persons, Safe Systems of Work, Training, Personal Protective Equipment (PPE)	LIKELIHOOD (L)	SEVERITY (S)	OCCURRENCE (O)	SCORE (LRSP)	ADEQUATE CONTROL? (YES/NO)	ACTIONS TO REDUCE RISK	RECALCULATION AFTER RISK REDUCTION ACTIONS TAKEN PLACE				
										LIKELIHOOD (L)	SEVERITY (S)	OCCURRENCE (O)	SCORE (Revised LRSP)	ADEQUATE CONTROL? (YES/NO)
168/01	Contracting COVID-19	Airborne or contact exposure to/from contractors or visitors to site	Site locked down and only business essential visitors or contractors allowed to attend site, before doing so they will have to confirm that they are free from COVID-19 symptoms in line with the guidance from Public Health England	3	100	8	2400	No	All contractors and visitors must confirm as part of the sign in process that they and members of their household are free from COVID-19 symptoms as per the self-isolation guidelines. An instruction will be given for sign in touch-screen device (SCD) to be wiped down with sanitizer wipes before and after each use, a poster will be put up above the SCD giving instruction for the actions above to be completed and hosts will be responsible for ensuring their visitor has adhered to the instruction  All contractors and visitors who will be moving around the site and not staying in one fixed location will be issued with a Safe Distancing Assistant (SDA) by their host, to help ensure they maintain 2 metres physical distancing.  Safe System of Work to be defined and followed for the safe delivery and distribution of goods via couriers  <b>All contractors or visitors to site will be asked to wear a face covering if they are working in any area where they are likely to be unable to maintain a 2 metre physical distance from bf1 systems staff, and at all times when they are in a communal area (corridors, staff room, toilets etc). The only exceptions will be for when employees are eating or drinking, or if they have a medical condition which makes them exempt from wearing a face covering.</b>	1	100	8	800	Yes
168/02	Contracting COVID-19	Airborne or contact exposure to employees and others due to travelling between sites, to suppliers or customers for meetings or work	All business travel has now been suspended, employees must use web based conferencing tools to host/take part in meetings with suppliers or customers	2	100	6	1200	No	Once Government guidelines permit local, national and international work travel, all travel requirements will be risk assessed on an individual basis, and should still only be undertaken if web based meetings are not considered to be an effective alternative. Process introduced for safe use of company pool cars, including limiting to only one occupant at a time and cleaning down of contact surfaces with sterile wipes before and after use.	1	100	6	600	Yes
168/03	Contracting COVID-19	Airborne exposure to employees due to interacting with each other while at UK facility	All staff who are able to work from home are working from home  Where possible shifts have been altered to reduce the number of employees on sites at any one time  All work stations set out so that there is a minimum of 2 metres between each one  All employees advised that they must stay a minimum of 2 metres apart whilst walking around the site and during break times, canteen set out to ensure users can maintain 2 metres distancing.  Group meetings kept to what's essential to run the business, and while in meeting rooms all employees must stay 2 metres apart. If this is not possible multiple meeting rooms should be used, along with Teams web conferencing tool.  Public Health England Guidance with regards self-isolating has been communicated to all staff and these are being followed to minimise the likelihood of employees exposing each other on site  Public Health England Guidance being followed with regards employees in the "vulnerable category", all employees in this category will work from home, or be furloughed for 12 weeks to reduce the potential severity of any exposure.	4	100	10	4000	No	All employees will be issued with an SDA to help continue to ensure physical distancing is maintained with an increased number of employees on site  Canteen to be set out so that only 6 people can sit down for their breaktimes at any one time.  Use of pool table to be prohibited during this time  <b>When not working at their normal work station of desk which has been located at least 2 metres apart, all employees will be instructed to wear a face covering (not considered PPE). This will include all occasions when employees are in communal areas (corridors, staff room, toilets etc). The only exceptions will be for when employees are eating or drinking, or if they have a medical condition which makes them exempt from wearing a face covering.</b>  <b>To ensure physical distancing can be maintained, no more than 2 employees at any one time are permitted to use the outside smoking area.</b>	2	100	10	2000	Yes
168/04	Contracting COVID-19	Airborne exposure to employees and others from employees working from home	It has been clearly communicated that all employees who are working from home, must work from the location that they defined as part of their home working self assessment.  While working from home it is advised that wherever reasonably practicable that employees keep a distance of 2 metres from other members of the household  All employees who are working from home have read and signed the Home Working Policy	1	100	10	1000	Yes					0	
168/05	Contracting COVID-19	Exposure from contact surfaces for employees working in UK facility	Clear guidance issued from World Health Organisation with regards effective hand washing, and posters put up on sites reminding staff of the importance of this.  sanitizer gel has been issued in key areas across the site, for use in areas where hand washing is not practical.  Increased sanitising of communal hard contact areas such as door handles, hand rails, light switches is taking place  Wherever possible employees should only use their own individual hand tools, keyboards etc, where this is not possible hand tools, key boards etc must be sanitised after each use, or if this is not possible all employees are requested to either wash their hands or use sanitizer hand gel immediately after using tools, keyboards etc.  Wherever reasonably practicable to do so production staff must use single use nitrile gloves for all tasks where they are making contact with tools and equipment that other employees may also come in contact with. Single use nitrile gloves must be immediately changed if the employee sneezes, coughs or makes hand contact with their face or head.  Public Health England Guidance with regards self-isolating has been communicated to all staff and these are being followed to minimise the likelihood of employees exposing each other on site  Public Health England Guidance being followed with regards employees in the "vulnerable category", all employees in this category will work from home, or be furloughed for 12 weeks to reduce the potential severity of any exposure.	2	100	10	2000	No	Packs of sanitizer wipes to be located at every workstation/desk to allow employees to effectively clean their work areas at beginning and end of shift  Packs of sanitizer wipes placed by communal equipment such as printers, vending machines, microwaves etc to ensure they can be cleaned down before and after use  Use of pool table to be prohibited during this time  Touch free hand sanitizing dispensers positioned at the entrance to all buildings in Diss, staff and visitors instructed to sanitize their hands before entering any building.	1	100	10	1000	Yes
168/06	Contracting COVID-19	Exposure from contact surfaces for employees working from home	Clear guidance issued from World Health Organisation (WHO) with regards effective hand washing.  WHO hand washing guidance added to the BF1 Home Workers Teams portal  All home working employees advised to routinely sanitise all hard surface areas around their work station, and ensure any equipment provided by bf1 systems is only used by employees.	1	100	10	1000	Yes					0	
168/07	First Aid Incident	Injured person and first aider potentially at increased risk of spreading/contracting COVID-19, due to potential close proximity of one another.	First Aiders all trained to assess potential hazards before treating injured persons, all first aiders are issued with protective gloves as part of first aid kit.	3	100	6	1800	No	First aiders to be instructed to try and maintain safe distancing while ascertaining any potential injuries, only when absolutely necessary should they move within 2 metres of injured person. All first aiders will be issued with an FFP2 (or equivalent) rated face mask, and they must wear these if they have to move to within 2 metres of injured person.	1	100	6	600	Yes
168/08	Emergency Evacuation	Larger amounts of people exiting buildings at the same time and gathering in closer proximity at muster points, therefore increasing potential of spreading/contracting COVID-19	Employees to try and maintain a 2 metre safe distance when ever reasonably practicable, however the emergency evacuation takes precedence as such if there is an increased risk to life 2 metre safe distancing can be temporarily ignored  Use of manual sign in sheets adopted to ensure all bf1 staff and visitors can be accounted for in the case of an emergency evacuation.	3	100	4	1200	Yes					0	

COMPLETED BY – Paul Dance      ACKNOWLEDGED BY – Paul Dance      DATE - 31st December 2020

\*ITEM REF: i.e. 102 / 06  
 Risk Assessment Report Number  
 Risk Number in report i.e. 1,2,3,4 etc