

### RISK ASSESSMENT FORM

Date: 02/06/2020

Assessed by: R. Kerry (desktop review)

Location: Site

Task: Risk to persons on site from Corona Virus (Covid-19), after latest easing of the lockdown by government.

Hazard	Who might be harmed and how?	Existing Measures	Severity 0 – 10	Likelihood 0 – 5	Rate	Additional Measures Required
<p>Corona Virus after easing of lockdown</p>	<p>More potential for the Camvac "bubble" to be breached putting all persons on site at risk of virus, also there may be a 2<sup>nd</sup> "spike"</p>	<p>Infrared camera has been installed at main clocking in point to constantly monitor temperature of personnel. Government has started "track &amp; trace" &amp; guidelines if persons come into contact with a confirmed infected person or if living with an infected person. Face shields have been issued to all personnel who go into production, whilst it is not yet mandatory to wear them at all times they are required when it is not possible to maintain social distancing.</p>	2	3	6	<p>Put in place a protocol for the infrared camera, set up an isolation room/aera &amp; make sure 1<sup>st</sup> aiders are fully aware of the policy &amp; required actions Publish guidance for personnel regarding "track &amp; trace" &amp; gov. guidance on living or being ion contact with an infected person. Policy to be published for dealing with essential visitors/contractors</p>
<p>Corona Virus (general)</p>	<p>All persons on site</p>	<p>All persons who can have been relocated electronically to work from home. Those who cannot have been specific advice on social distancing. For most areas of the factory it is reasonable to carry out the tasks whilst maintaining social distancing of 2m. Extra supplies have been obtained &amp;</p>	1	3	3	<p>Consider further marking floor to aid social distancing.  Consider a policy change concerning the men's locker room. -</p>

		<p>gloves are available. Chairs have been rearranged in canteen to maintain 2m between person using it. All personnel have been given government advice on the importance of hand washing. Advice has been given on meetings, with only those that are essential going ahead &amp; video conferencing is used where possible. All visits to customers are other offsite activities have been suspended. All non-essential visitors or contractors have been suspended. Smoking shelter has been, temporarily extended to allow 2m spacing for a maximum number of 4 persons. Break routines have been established to minimise social contact in both canteen &amp; smoke areas.</p> <p>Communication is possible on shopfloor whilst still maintaining a separation of 2m. A programme of keyboard/mouse replacement is underway for shared PC's</p> <p>A thermometer has been purchased for 1<sup>st</sup> aiders to use to check symptoms. signage around the factory on social distancing.</p> <p>Memo issued advising on car sharing. Additional PPE is on order (face shields &amp; masks)</p> <p>A one-way system has been put in place to assist social distancing at the main wash sink at the entrance to the production area.</p> <p>Personnel are encouraged to report any symptoms that fall within Gov guidelines</p>				<p>discussions are underway about the practicalities of using the emergency exit as a 2<sup>nd</sup> door.</p> <p>Staff to be encouraged to stay on site during working hours.</p> <p>Consider a "clean desk policy"</p>
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Corona Virus (Met shop operators)	Persons in met shop, or visitors to it.	<p>When servicing a metalising machine the roller end is more than 2m from the heater end enabling one operator to work on the roller end whilst the other services the heater end.</p> <p>Published policy/procedure for getting those with symptoms tested now that Camvac is registered on Gov website, persons are now being tested as required.</p> <p>Process managers office has had floor marked to ensure social distancing</p>	1	3	3	
Corona Virus (RTM 1 operators)	Persons in RTM 1 room, or visitors to it.	<p>RTM 1 has a 4-person crew but is a very large machine. Roller/NIP barrows are a 2-person operation but are wider than 2m so should be able to be moved whilst maintaining a 2m gap between persons. There is sufficient room between the workstations for operators to keep more than 2m apart</p>	1	3	3	Consider marking floor to aid social distancing.
Corona Virus (RTM 2 operators)	Persons in RTM 2 room, or visitors to it.	<p>RTM 2 has a 2-person crew but has sufficient space for operators to maintain a 2m spacing between them.</p>	1	3	3	Consider marking floor to aid social distancing.
Corona Virus (slitting operators)	Persons in slitting shop, or visitors to it.	<p>Slitting poses the greatest risk as the machines are smaller so consequentially persons are closer</p>	2	3	6	Consider allowing persons to work on their own if they prefer

		together. 2 people should still be able to maintain 2m from each other.				to do so (in any case Atlas 4 is 1-person machine) Consider marking floor to aid social distancing.
Corona Virus (packing operators)	Persons in packing area or visitors to it	Packing area has enough space for persons to be more than 2m apart.	1	3	3	Consider marking floor to aid social distancing.
Corona Virus (Warehouse)	Persons in warehouse area or visitors to it	Greatest risk is office, 1 person is working from home, there should be sufficient space for persons to keep 2m distance. Drivers are subject to social distancing rules, 2m apart from any Camvac personnel. Warehouse shall wash their hands after handling driver paperwork & this will be stored for 3 days in the office (with no persons touching it) for 3 days before being filed.	1	3	3	There are tea making facilities in the warehouse persons need to maintain utmost hygiene of these.
Corona Virus (QC lab)	Persons in lab/office area or visitors to it	At risk person is working from home, lab is big enough to maintain social distancing, office space is restricted so meetings should not be held in it. Persons sharing a computer have means to clean the keyboard & mouse. A programme of keyboard/mouse replacement for shared PC's is underway. QC shift inspectors are now using the factory office giving more room in the lab offices.	1	3	3	Continue to monitor.
Corona Virus (Engineering)	Persons in engineering area or visitors to it or	Workshop area allows at least 2m social distancing. However, offices are small. Some tasks outside of workshop will require persons to work closer than to	2	3	6	Minimise the frequency & time workers are within 2m of each other &

	engineers working on machines outside of workshop	each other than 2m, where possible these are being postponed where not RK to be consulted 1 <sup>st</sup> . Offices restricted to 1 person only. <b>Face shields have been issued.</b>				minimise the number of persons involved with these tasks. Engineers should work side by side without facing each other.
Corona Virus (technical/development/sales)	Persons working in technical/development area & persons from development/technical carrying out production trials	Where possible home working has been enabled & social distancing made possible by moving persons to alternative offices. Shopfloor is large & persons should be able to maintain 2m rule whilst carrying out machine trials	1	3	3	Consider a "clean desk policy"
Corona Virus (finance)	Persons working in finance office	Desks have sufficient spacing to permit 2m separation of personnel. Personnel are working from home where possible.	1	3	3	Consider a "clean desk policy"

LIKELIHOOD:	SEVERITY:
0.5= Almost Impossible	0 = Not Applicable
1 = Not Likely	1 = Very minor
2 = Possible	2 = Minor
3 = Quite Possible	3 = Moderate Injury or Disease
4 = Likely to Happen	4 = High (Serious Injury)
5 = Very Likely to Happen (100% Certainty)	10 = Very High (Death)

RATING:	URGENCY:
1 – 3	Monitor Only
4 – 9	Minor – Discuss with Manager
10 – 14	Bring to Managers Attention. Decide on course of Action.
15 – 19	Serious – Should have Safe System of Work
20 – 50	Catastrophic – Report Immediately. Prohibits Activity Until Risk Reduced.

PERSON RESPONSIBLE FOR FOLLOW UP ACTION: RK/JO

COMPLETED BY DATE: ASAP

NEXT REVIEW: One week, or if new information is published by Government/NHS