

RISK ASSESSMENT FORM

Date: 04/11/2020

Assessed by: R. Kerry (desktop review)

Location: Site

Task: Risk to persons on site from Corona Virus (Covid-19), after updates received from within the Gil group.

Hazard	Who might be harmed and how?	Existing Measures	Severity 0 – 10	Likelihood 0 – 5	Rate	Additional Measures Required
Corona Virus (general)	All persons on site	<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 & gloves are available. Chairs have been rearranged in canteen to maintain 2m between person using it & a “max number of persons sign” has been put up. 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 & video conferencing is used where possible. All non-essential 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</p>	1	3	3	<p>Consider further marking floor to aid social distancing.</p> <p>Consider a policy change concerning the men’s locker room & site toilets.</p> <p>Issue guidance on alcohol hand sanitiser</p> <p>Consider screens for canteen tables as they are not 2m across</p> <p>Extend/make a new smoking shed to enable more people to use the facility thus adding social distancing, fit “footprints” to show people where to stand</p>

minimise social contact in both canteen & smoke areas.
 Communication is possible on shopfloor whilst still maintaining a separation of 2m. A programme of keyboard/mouse replacement is underway for shared PC's
 A thermometer has been purchased for 1st aiders to use to check symptoms.
 signage around the factory on social distancing.
 Memo issued advising on car sharing.
 Personnel are encouraged to report any symptoms that fall within Gov guidelines
 "teams" IT technology is being used for meetings where there is not enough space to ensure 2m rule. This technology is also being used for meetings with persons working from home.
 Infrared camera has been installed at main clocking in point to constantly monitor temperature of personnel.
 Protocol has been put in place for infrared camera & all 1st aiders have been instructed in the procedure.

One-way system has been remarked out.
 Message has been sent advising staff to keep clean desks.
 Site cleaning arrangements have been reviewed & sign offs are available for each section.

		<p>Personnel have been issued with either, face shields, face mask or snoods. It is now mandatory to wear one of these.</p> <p>Policy has been formalised for dealing with essential visitors/contractors, a screen has been fitted in reception. Purchased an additional thermometer for reception & the warehouse.</p> <p>More meeting rooms have had “number of persons” notices & offices have been moved round to aid social distancing. Cleaning products are available in meeting rooms, photocopier stations & tea machines.</p>				
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</p>	1	3	3	Consider marking floor to aid social distancing.

		between the workstations for operators to keep more than 2m apart				
Corona Virus (RTM 2 operators)	Persons in RTM 2 room, or visitors to it.	RTM 2 has a 2-person crew but has sufficient space for operators to maintain a 2m spacing between them.	1	3	3	Consider marking floor to aid social distancing.
Corona Virus (slitting operators)	Persons in slitting shop, or visitors to it.	Slitting poses the greatest risk as the machines are smaller so consequentially persons are closer together. 2 people should still be able to maintain 2m from each other.	2	3	6	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. Put cleaning materials on Forktrucks & add cleaning of interior fittings to check list.
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 engineers working on machines outside of workshop	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 each other than 2m, where possible these are being postponed where not RK to be consulted 1 st . Offices restricted to 1 person only. Face shields have been issued.	2	3	6	Minimise the frequency & time workers are within 2m of each other & 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
Government/NHS

NEXT REVIEW: One month, or if new information is published by