

RISK ASSESSMENT RECORD

Location		Metalliform Holdings Ltd		SEVERITY	
Activity		Covid 19 assessment		1	Insignificant - no injury
Risk Assessment No		001 COVID-19		2	Minor - minor injuries needing first aid
Date		5/12/20		3	Moderate - up to 3 days absence
Assessed by		C Bristow		4	Major - More than 7 days absence
Accepted by				5	Catastrophic - death
Reviewed By		R Palmer		LIKELIHOOD	
Date		5/12/20		1	Very unlikely - 1 in a million chance of something happening
Brief description of work activity		Risk Assessment Coronavirus Disease 2019 (COVID-19) Exposure		2	Unlikely - 1 in 100,000 chance of something happening
Risk Assessment Coronavirus Disease 2019 (COVID-19) Exposure				3	Fairly likely - 1 in 10,000 chance of something happening
Risk Assessment Coronavirus Disease 2019 (COVID-19) Exposure				4	Likely - 1 in 1,000 chance of something happening
Risk Assessment Coronavirus Disease 2019 (COVID-19) Exposure				5	Very Likely - 1 in 100 chance of something happening
Risk Assessment Coronavirus Disease 2019 (COVID-19) Exposure					

INCREASING CONSEQUENCE	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

INCREASING LIKELIHOOD

17-25 Unacceptable
Stop activity and make immediate improvements

10-16 Tolerable
Look to improve within specified timescale

5-9 Adequate
Look to improve at next review

1-4 Acceptable
No further action, but ensure controls are maintained

Hazards Identified	Persons at risk	Risk Evaluation without controls			Actions to Reduce Risks	Additional Controls Required Yes / No	Risk Evaluation with controls		
		S	L	R			S	L	R
Travel to and from work	All Employees, Visitors and Contractors	4	5	20	Employees to be encourage to walk, cycle or come in the car to work avoiding public transport When placing cycle in rack ensure two meter distance is maintained with other employees Car sharing is not encouraged Employees are encouraged to remain on site during breaks to ensure local facilities (supermarkets, takeaways etc) are not overwhelmed All non essential travel to be minimised	N	4	1	4
Entry and exit to sites (start and end of day as well as for breaks)	All Employees, Visitors and Contractors	4	5	20	Floor markings painted on internal and external floors to allow 2m gap between employees when queuing to gain entry/exit from site Hand sanitisers to be available at the entrance area. Clear sign 'Use sanitiser before entering the factory' to be displayed at the entrance. Temperature to be checked by infrared thermometer on entry to the site. Employees exhibiting high temperatures will be asked to leave site and will be referred to HR. All employees are to use hand sanitiser at point of entry into the workplace Washrooms must maintain hot water, liquid soap (no bar soap) and paper towels or hot air dryers. Before each break thoroughly wash hands with soap and hot water for 20 seconds. To wash properly there must be a soap lather and each finger and fingernail separately cleaned. All employees are to use hand sanitiser at point of exit from the workplace Doors to be wedged open at the start of each day. Checks to be made at end of each day to ensure they are shut.	N	4	1	4
Site Welfare and Cleaning	All Employees, Visitors and Contractors	4	5	20	Cleaners to prioritise workstations, kitchens, toilets, office tea areas/ kitchens, handrails on stairs, offices, desks, IT equipment, printers and photocopiers, everything touched on the main access into site Workstations to be cleaned throughout the day by operator using antibacterial wipes Desks and work surfaces are to be left clear each night so that they can be cleaned and disinfected. Toilets will operate under a "one in and one out" system. Signs will be placed at the entrance to remind employees	N	4	1	4

Canteens	All Employees, Visitors and Contractors	4	5	20	<p>Signage to be utilised to ensure high standards of hygiene from users.</p> <p>Staggered breaks in place to reduce overcrowding.</p> <p>Wipe down table and equipment before and after use with antibacterial/alcohol wipes.</p> <p>Wash hands before eating, drinking and smoking.</p> <p>Employees to bring in own cutlery, plates, cups etc and take home each day</p> <p>Certain seats in canteen have been isolated allow social distancing to take place.</p> <p>One way system in place in the canteen</p> <p>One person only in office and lower metal kitchen areas.</p> <p>Signage to remind employees of expectations.</p> <p>Tables to be placed outside to allow employees to socially isolate during breaks</p> <p>If requested by employee, they will be allowed to eat at their workstation during their break.</p> <p>Vending machines have been taken out of operation, however water dispensers are still in use - ensure they are cleaned before use.</p>	N	4	1	4
People at higher risk	All Employees, Visitors and Contractors	5	5	25	<p>Working from home in place for those at risk, including pre existing conditions and clinically vulnerable individuals at high risk</p> <p>People should stay at home if they have coronavirus symptoms. These are:</p> <ul style="list-style-type: none"> • A high temperature • A new, continuous cough <p>They should not go to a GP surgery, pharmacy or hospital, or come to work. They do not need to ring 111 to tell them they are staying at home.</p> <p>People should use the NHS 111 online coronavirus service if:</p> <ul style="list-style-type: none"> • They feel they cannot cope with the symptoms • Their condition gets worse • Their symptoms do not get better after 7 days. <p>It is not necessary to close the site or office or workshop just because someone goes home with suspected symptoms.</p>	N	5	1	5
Daily working on site	All Employees, Visitors and Contractors	4	5	20	<p>Staying COVID-19 secure in 2020 poster displayed.</p> <p>Employees with a "high risk status" or caring for those at risk must inform the HR manager</p> <p>Minimum numbers of staff to be onsite at anyone time.</p> <p>Meetings should be restricted to essential ones only and held in an outside location, with the minimum level of participants standing 2 meters apart.</p> <p>Where assistance is sought mobile phone must be used in the first instance rather than face to face contact.</p> <p>Face visors/coverings (if chosen) and disposable gloves to be used while working</p> <p>Workstations have been defined and marked with a two meter gap between workers.</p> <p>Walkways have been marked with 2 meter intervals, employees must respect other employees' personal space</p> <p>Where 2 meter working is not possible (loading and unloading tables onto the paintline and loading vehicles), use back to back or side working. Fixed partnering will be in place to reduce contact with others. And working will be limited to 15 minutes before a break has to be taken. Face visors MUST be worn</p> <p>Employees are encourage to speak to their line manager with any and all concerns they have.</p> <p>Give way at all times to individuals coming up the stairs</p> <p>One person at a time in the smoking area</p> <p>One person to be nominated to cut metal in lower metal work to reduce job rotation.</p> <p>Minimal sharing of tools/equipment to take place - shared items e.g. FLT's, pallet trucks etc must be cleaned down before each use. If split shifts are put on workstation and tools must be thoroughly cleaned down before use.</p> <p>Bin lids will be opened at the start of each day</p> <p>In the event of a fire or other emergency situation the immediate threat must be controlled. If it is unsafe to be 2m apart ensure that sanitation measures are applied immediately afterwards.</p>	N	4	2	8
Daily working off site	Employees	3	3	9	<p>Any employee who can work at home will work from home</p> <p>DSE assessment to be undertaken by all staff working from home</p> <p>Weekly updates will be obtained from all staff working from home on their welfare, mental and physical health and personal security.</p> <p>Equipment will be provided to these working at home to enable them to work safely.</p>	N	3	1	3

Contractors	All Employees, Visitors and Contractors	4	5	20	Contractors must provide their COVID-19 risk assessment and provide proof that they understand our risk assessment and site rules. Contractors must be kept to a minimum on site and only undertake work necessary to keep the factory running or if required by law (statutory inspections etc). If possible work should be arranged out of hours to reduce contact with employees	N	4	1	4
Transport and deliveries	All Drivers, Customers, Members of the Public	4	5	20	One driver per vehicle Vehicles to be cleaned at the end of the shift, using antibacterial hand wipes especially in between users. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, fuel pumps and vehicle keys Drivers encouraged to wash their hands before boarding vehicles Drivers encouraged to clean hands with sanitisers and hand wipes after each drop off Drivers are provided with hand sanitisers and antibacterial wipes Drivers to implement social distancing of 2m and avoid person to person contact Drivers to minimise contact during exchange of paperwork and electronic sign on glass Drop off points to be agreed during route planning Contactless re-fuelling in place at petrol stations All waste to be disposed off in bins provided	Y - Separate assessment completed	4	2	8
Business Continuity	All Employees, Visitors and Contractors				In addition to the health and safety matters mentioned above, we would like to take the opportunity to let you know that Metalliform are continually working to improve safety measures on site. We value your input into safety and would appreciate any suggestions to improve social distancing/safety on site. We appreciate this is a difficult time for all concerned and would like to remind employees they can contact the employee assistance scheme in total confidence on 0800 328 1437 or online at employeeassistance.org.uk This helpline is available to you or any family member over 16 at your home address.				