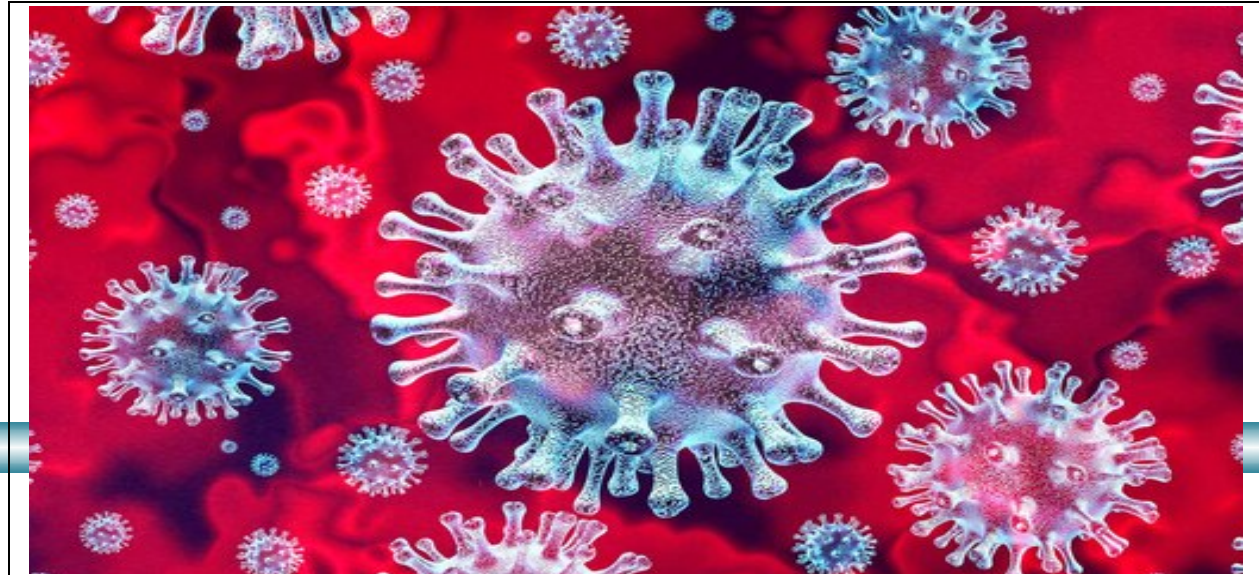


COVID-19 Assessment of Risk

Description of Task:	To assess the risk to Centek employees at the Brunel site from coming into contact with the coronavirus.(COVID-19)		
Date of Assessment Review:	19/01/2021 Update		
Review Date:	Significant Change		
Assessor(s):	Graham Randall / Gary Hodge		
Signature(s):			
Area Managers:	Jon Lawson, Walley Easterbrook, Peter Hinton		
Managers Signature:		Ext:	



Risk assessment matrix

Hazard severity	Using the following six headings, consider the severity of the consequences of the occurrence: 1: Negligible 2: Minor 3: Moderate 4: Significant 5: Severe 6: Fatality
Probable frequency (likelihood)	Using the following six headings, assess the probability & likelihood of harm occurring from the hazard: 1: Zero to very low 2: Very unlikely 3: Possible 4: Likely 5: Very likely 6: Almost certain

		Severity					
		Rating	6	5	4	3	2
Likelihood	6	36	30	24	18	12	6
	5	30	25	20	15	10	5
	4	24	20	16	12	8	4
	3	18	15	12	9	6	3
	2	12	10	8	6	4	2
	1	6	5	4	3	2	1

Hazard rating:	Estimated risk:	Risk rating:	Level of risk:
0 - 5	Minor Risk	1	Low
6 - 12	Acceptable Risk	2	
13 - 17	Moderate Risk	3	Med.
18 - 20	Significant Risk	4	
21 - 25	High Risk	5	High
26 - 36	Extreme Risk	6	

Task Risk Assessment

Ref. No.	Significant hazards <small>(Record specific hazard as identified above)</small>	People or property at risk	Current 'Control measures in place'	Risk rating (with control measures in place)	Additional controls required	Risk reduction (with controls in place)	Completion date & signature																						
1	There is a potential risk of the COVID-19 virus being brought into the factory & deposited on surfaces or airborne droplets from breathing, coughing & sneezing being spread around. This could result in a major respiratory illness or possible fatality.	Employees, contractors, visitors to site, family members	<ul style="list-style-type: none"> * All employees are asked not to attend work if they or a member of their household have symptoms that may be from the virus. * Prior to any return (furlough or screening) employees are taken through a questionnaire by their manager to confirm that the risk of them bringing in the virus is negligible * Contractors / visitors are only allowed on site if there is a real business need. Updated procedures in place * Only employees that cant work from home are coming on site to minimise the risk. * All government advise being adhered to, to maintain hygiene levels and social distancing where possible. 	<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td>1</td> <td>5</td> <td>5</td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating	1	5	5	Likelihood x severity = risk rating			<table border="1"> <tr> <td>Y/N</td> <td>To be actioned by?</td> </tr> <tr> <td>NO</td> <td></td> </tr> </table>	Y/N	To be actioned by?	NO		<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating				Likelihood x severity = risk rating			
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2	There is a potential risk of the COVID-19 virus being contracted due to airborne droplets from breathing, coughing & sneezing being inhaled while being in close proximity to an infected person, resulting in major respiratory illness or possible fatality. The new variant is more infectious increasing the risk.	Employees, contractors, visitors to site, family members	<ul style="list-style-type: none"> * Floor markings in place to advise on maintaining social distancing in compliance with government guidelines. * Remaining office based staff have been repositioned to avoid employees working too close to each other. * Any operations where social distancing can't be avoided i.e 2 person lifting, has been risk assessed and additional measures such as the wearing of face coverings (mask / visor) is in place. * Where practical, one way systems are in place. * Staff levels are low due to reduced orders, there are minimal staff on site, making segregation easy in built up areas such as canteens, locker rooms & toilets. 	<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td>3</td> <td>6</td> <td>18</td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating	3	6	18	Likelihood x severity = risk rating			<table border="1"> <tr> <td>Y/N</td> <td>To be actioned by?</td> </tr> <tr> <td>YES</td> <td>Audit</td> </tr> </table>	Y/N	To be actioned by?	YES	Audit	<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td>2</td> <td>6</td> <td>12</td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating	2	6	12	Likelihood x severity = risk rating			G.Randall 10/09/2020
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2	Continued...	Employees, contractors, visitors to site, family members	<ul style="list-style-type: none"> * Meeting are to be held using technology where possible. Where not possible, a maximum of 4 people in a well ventilated area large enough to self distance. * Where possible, 2 man lift operations are being engineered out (eg. A conveyor/table to support parts being loaded on the paint line). * Office staff that are having to share an office should open a window if possible to aid ventilation. * Dially shopfloor pre-shift meetings with the managers ask personnel if they have any symptoms. * Office staff are working from home where possible. 	<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating				Likelihood x severity = risk rating			<table border="1"> <tr> <td>Y/N</td> <td>To be actioned by?</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Y/N	To be actioned by?			<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating				Likelihood x severity = risk rating			
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Task Risk Assessment

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3	There is a potential risk of the COVID-19 virus being contracted due to contact with contaminated surfaces. The hand contact can then transfer the virus to routes of entry into the body (eyes, mouth, nose).	Employees, contractors, visitors to site, family members	<ul style="list-style-type: none"> * Increased cleaning regimes - Employees clean machines after each rotation, regular contact points on a regular basis and contract cleaners clean common areas including canteen, toilets, stairwells & office touch points. * Toilets have additional cleaning of touch surfaces (twice a day) in addition to the contract cleaning. * Canteen users clean where they have touched. * Fire doors are held open on main routes with Dorgard auto closers in the event of the alarms going off. * All PPE needs to be handled carefully & cleaned. Disposable respirators & mask need to be removed holding the straps & placed straight into a bin, then wash the hands (Visual guides displayed). 	<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td>3</td> <td>6</td> <td>18</td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating	3	6	18	Likelihood x severity = risk rating			<table border="1"> <tr> <td>Y/N</td> <td>To be actioned by?</td> </tr> <tr> <td>YES</td> <td>H&S with contributions from Production Managers & Operators</td> </tr> </table>	Y/N	To be actioned by?	YES	H&S with contributions from Production Managers & Operators	<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td>2</td> <td>6</td> <td>12</td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating	2	6	12	Likelihood x severity = risk rating			G.Randall / J.Lawson 28/09/2020
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3	There is a potential risk of the COVID-19 virus being contracted due to contact with contaminated surfaces. The hand contact can then transfer the virus to routes of entry into the body (eyes, mouth, nose).	Employees, contractors, visitors to site, family members	<ul style="list-style-type: none"> * Hand sanitiser is supplied at the entry & exit points. * The clocking in hand scanner has been replaced by swipe boards. * Latest government / NHS guidance is displayed throughout the factory. * Increased hand washing / sanitising is being encouraged with additional hand sanitising stations & cleansing instructions * Fork Lift Trucks's & the company vehicle touch points are wiped off after each use. 	<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td>3</td> <td>6</td> <td>18</td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating	3	6	18	Likelihood x severity = risk rating			<table border="1"> <tr> <td>Y/N</td> <td>To be actioned by?</td> </tr> <tr> <td>YES</td> <td>H&S department</td> </tr> </table>	Y/N	To be actioned by?	YES	H&S department	<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td>2</td> <td>6</td> <td>12</td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating	2	6	12	Likelihood x severity = risk rating			
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4	Should an employee be especially vulnerable to COVID-19, they are at particular risk of becoming seriously ill or becoming a fatality. Wearing of PPE & respirators can also put extra strain on the heart & lung function.	Employees, contractors, visitors to site, family members	<ul style="list-style-type: none"> * The management team have details of those that are at particular risk & manage accordingly (work from home, paid to stay home, shielded at work). * Employees will be taken through a questionnaire by their manager before returning to work, which includes the question as to whether their health has changed and they could be at risk. It will be at this point that a decision will be made as to whether they are fit enough to come to work or will work from home or not return. A flow chart detailing this has been produced. 	<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td>2</td> <td>6</td> <td>12</td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating	2	6	12	Likelihood x severity = risk rating			<table border="1"> <tr> <td>Y/N</td> <td>To be actioned by?</td> </tr> <tr> <td>NO</td> <td></td> </tr> </table>	Y/N	To be actioned by?	NO		<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating				Likelihood x severity = risk rating			
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Task Risk Assessment

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5	There is a potential for employees suffering from raised anxiety during the pandemic. This may be even worse if they have suffered personal loss of a family member or friend. This may result in stress related illness.	Employees	<p>* Information on mental health issues & where to get help & advice is displayed around the factory and has been sent out to all employees.</p> <p>* Communications about the companies precautions are display around the factory, with precautions taken discussed about with the employees.</p> <p>* Jon Lawson is appointed to manage factory personnel and as a result liaises with all employees on a one to one basis and manages any anxieties as they arise. Jon has training and experience of these issues</p>	<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td>2</td> <td>4</td> <td>8</td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating	2	4	8	Likelihood x severity = risk rating			Y/N	To be actioned by?	<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating				Likelihood x severity = risk rating			
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6	There is a potential for employees to be exposed to the COVID-19 virus while travelling to & from work, especially on public transport.	Employees, family members & visitors	<p>* Existing employees have been informed of the companies latest guidelines on social distancing. This includes travel to work.</p> <p>* Latest government guidance does allow car sharing due to risks on public transport, but occupants should try & distance from one another, with the windows open.</p> <p>* The company encourages the use of the government cycle to work scheme.</p> <p>* Employees are informed of the latest government guidance that states " Unless exempt, face coverings must be worn on public transport".</p>	<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td>2</td> <td>6</td> <td>12</td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating	2	6	12	Likelihood x severity = risk rating			Y/N	To be actioned by?	<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating				Likelihood x severity = risk rating			
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		Employees, family members & visitors	<p>* Returning employees to be sent company information on 'safely getting to work', the new procedures that are being put in place to reduce the exposure risk.</p>	<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating				Likelihood x severity = risk rating			Y/N	To be actioned by?	<table border="1"> <tr> <td>Likelihood</td> <td>Severity</td> <td>Risk rating</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Likelihood x severity = risk rating</td> </tr> </table>	Likelihood	Severity	Risk rating				Likelihood x severity = risk rating			
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Task Risk Assessment

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			<p>* As soon as the employee displays or says they have symptoms they will be sent home immediately.</p> <p>* Any areas they have been will have all surfaces cleaned with immediate effect.</p>	<table border="1"> <tr> <td>likelihood</td> <td>severity</td> <td>rating</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	likelihood	severity	rating				Y/N	To be actioned by?	<table border="1"> <tr> <td>likelihood</td> <td>severity</td> <td>rating</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	likelihood	severity	rating				
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7	There is a risk of an outbreak within the factory should we get a positive case confirmed on site.	Employees, family members & visitors	* The remaining staff will be informed that there is a suspected case on site & should inform their manager if they develop any symptoms. * The point of contact in the HR department (Liz Lyden) will contact the Public Health England.	Likelihood 3	Severity 6	Risk rating 18	YES	P.Hinton	Likelihood 3	Severity 6	Risk rating 18	PH/GR 08/10/2020
				Likelihood x severity = risk rating							Likelihood x severity = risk rating	

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Task Risk Assessment

Risk assessment action plan					
Significant hazard identified	Additional control/Actions required	Priority <small>(High/Medium/Low)</small>	Target date:	To be completed by:	Completed by & date
2 Potential risk of the COVID-19 virus being contracted due to airborne droplets from breathing, coughing & sneezing being inhaled while being in close proximity to an infected person, resulting in major respiratory illnesses	1. Audit the worksite to identify whether any additional measures are required to maintain social distancing and increase hand hygiene to reduce spread of contamination	HIGH	June	H&S with contributions from Production Managers & Operators	Iandall 10/09/2020

person, resulting in major respiratory illness or possible fatality.					G.Re
2 There is a potential risk of the COVID-19 virus being contracted due to airborne droplets from breathing, coughing & sneezing being inhaled while being in close proximity to an infected person, resulting in major respiratory illness or possible fatality.	2. Plan for increased employee numbers and what additional measures will need to be put in place including managing the risk within shared offices, shared communal areas such as kitchens within the offices, rest rooms, locker rooms and welfare facilities within production. This might include staggered start, finish & break times. Spread out facilities including kettles, microwaves. Increase seating areas outside if possible. Utilise the disabled & ladies toilets whilst no female's on shop floor.	Medium	As projected orders are expected	H&S With support by the senior management team and departmental managers	IL / GR Ongoing
2 There is a potential risk of the COVID-19 virus being contracted due to airborne droplets from breathing, coughing & sneezing being inhaled while being in close proximity to an infected person, resulting in major respiratory illness or possible fatality.	Update procedures for 2-person lifting in compliance with COVID-19 and the use of mechanisation where possible	HIGH	1 Week	H&S Manager	G.Randall 15/09/2020
2 There is a potential risk of the COVID-19 virus being contracted due to airborne droplets from breathing, coughing & sneezing being inhaled while being in close proximity to an infected person, resulting in major respiratory illness or possible fatality.	Write information sheets on cleaning plans for returning employees to be taken through on their re-induction to site.	Medium	June	H&S Manager with support from Production Managers	See HRF - 39 & 40
2 There is a potential risk of the COVID-19 virus being contracted due to airborne droplets from breathing, coughing & sneezing being inhaled while being in close proximity to an infected person, resulting in major respiratory illness or possible fatality.	Write information sheets on the importance of personal hygiene, including coughing and the use of a tissue or your sleeve and the cleaning of hands, and when & where they should be cleaning their hands i.e. before and after entry and breaks.	Medium	June	H&S Manager with support from Production Managers	Government Posters Used

Task Risk Assessment



Reviewed: 2016.10
 Created by: Ian Cousins
 Version: 3.0
 Doc No. HSF-01-06

Risk assessment action plan

Significant hazard identified	Additional control/Actions required	Priority (High/Medium/Low)	Target date:	To be completed by:	Completed by & date
3 There is a potential risk of the COVID-19 virus being contracted due to contact with contaminated surfaces. The hand contact can then transfer the virus to routes of entry into the body (eyes, mouth, nose).	1. To retain all the fire doors closed and install hands free door handles to allow hands free opening.	HIGH	1st July	H&S Manager	Quotes for Doorbards received.

<p>3 There is a potential risk of the COVID-19 virus being contracted due to contact with contaminated surfaces. The hand contact can then transfer the virus to routes of entry into the body (eyes, mouth, nose).</p>	<p>2. To write information sheets on internal cleaning regimes for machines, contact points and communal areas. These can then be communicated to all employees as they return.</p>	<p>Medium</p>	<p>June</p>	<p>H&S with contributions from Production Managers & Operators</p>	<p>G.Randall / J.Lawson 21/09/2020</p>
<p>3 There is a potential risk of the COVID-19 virus being contracted due to contact with contaminated surfaces. The hand contact can then transfer the virus to routes of entry into the body (eyes, mouth, nose).</p>	<p>3. To increase sanitisation stations outside the building so that employees can clean their hands prior to and after leaving the premises. To also increase the number of moisturising stations to combat dry skin from the increased washing and sanitisation.</p>	<p>Medium</p>	<p>June</p>	<p>H&S Manager</p>	
<p>1&2 There is a potential risk of the COVID-19 virus being contracted due to airborne droplets from breathing, coughing & sneezing being inhaled while being in close proximity to an infected person, resulting in major respiratory illness or possible fatality.</p>	<p>1. As numbers increase start to look closer at shift patterns, staggered breaks and start & finish times, teams to reduce contact times between employees and more entry points or one way systems. It would also be a good opportunity to look at processes that could improve social distancing as well as efficiency, for example; communication with procurement, which seems to be a source of gathering for a number of people all requesting their time.</p>	<p>Medium</p>	<p>As projected orders are expected</p>	<p>H&S With support by the senior management team and departmental managers</p>	<p>JL Ongoing</p>
<p>7 There is a risk of an outbreak within the factory should we get a positive case confirmed on site.</p>	<p>The Single Point of Contact for reporting to the PHE needs to be confirmed.</p>	<p>Medium</p>	<p>Oct-20</p>	<p>P.Hinton</p>	<p>Liz Lyden confirmed as single point of contact. 08/10/2020</p>



Task Risk Assessment

Risk assessment acceptance & understanding record

Each Health & Safety risk assessment has been developed to provide guidance for the company/organisation/business and it's clients & suppliers as to how persons comply with each relevant applicable set of regulations

It is the responsibility of each H&S nominated person (Health & Safety director/manager/co-ordinator) to recognise and control significant risks and therefore read, understand and implement the requirements of these risk assessments

Each employee, client or relevant subcontractor nominated responsible person is therefore required to sign below to confirm that they have read, understood and will effectively recognise the hazards and implement the control measures in a timely manner as required and review and audit their effectiveness

Ref No.	Name	Employer	Position/Title	Date	Signature

Note also that these risk assessments are subject to regular review and that any updates should be recorded and logged so as to be effective and current at all times