

RISK ASSESSMENT RECORD

Area: **Positive Infectious Disease Notification**
 Risk Assessment Reference No:127

Assessment Completed by: Mark Hayward	
Assessment Date	16/3/20
Review Date	19/5/20

Risk Rating Matrix							Risk Evaluation	
LIKELIHOOD	Very likely	5	10	15	20	25	01 - 09 = Low	(No further action required)
	Likely	4	8	12	16	20	10 - 14 = Medium	(Urgent action required)
	Fairly likely	3	6	9	12	15	15 - 25 = High	(Immediate action required)
	Unlikely	2	4	6	8	10		
	Very unlikely	1	2	3	4	5		
		No injury	First Aid	LTI	Major	Fatal		
SEVERITY								

Insert a brief description of the Task, Hazards and Potential Consequences	Insert a brief description of the Risk Control Measures already in place	Risk Rating Likelihood	Risk Rating Severity	Total Risk rating = L * S	Insert any Recommended Additional Risk Controls 'if required' (Remember ERICP)	Revised Risk Rating L x S = H/M/L
Working Environment • People working regularly in close proximity to others	Contamination of shared airspace with possible airborne infectious droplets. Limited control	3	4	12	Where possible arrange working from home Follow social distancing in all areas where working from home is not possible. Ensure distancing in all break areas and use alternatives rooms. Restrict flow of people around entrances and exits. Create a dedicated entry and a dedicated factory exit point	Low
	Contamination from other people	4	4	16	Ensure strict following of PHE guidelines <ul style="list-style-type: none"> Isolate people with infection Isolate people sharing home with infected people Increase hand washing frequency and ensure duration of at least 20 secs. Ensure distancing wherever possible Extend packing areas in the factory to allow distancing Take daily temperature reading of all members of staff at the start of the shift. Isolate anyone with a high temperature.	

					<p>Respiratory Protective equipment is not recommended at this time and we are following Government and PHE guidelines on all PPE. However this will be reviewed on an ongoing basis.</p> <p>Non factory-based employees should limit the time in the office is they have to be on site and each function must ensure that the number of people from their area on site is reduced to ensure safe distancing.</p> <p>Conduct meetings via Microsoft Teams wherever practical.</p> <p>Any person showing signs of the symptoms of COVID-19 MUST inform their line manager immediately and be isolated from others.</p>	
	Transmission through contact surfaces. Standard cleaning routines	3	4	12	<p>Twice daily sanitisation of contact surfaces listed below with Iso Propyl cleaner (Anti-bacterial and anti-viral wipes)</p> <p>Door handles/plates Telephone handles Stairwell handrails Keyboards Kitchen/Canteen facilities and equipment Break areas Clocking on areas and equipment</p>	Low
High Risk People Identify all high-risk personnel	Increased risk of longer-term health implications	4	5	15	<p>Identify and Isolate</p> <p>Work from home where possible or shield.</p> <p>If not required to shield by medical advice, then close communication with line manager regularly and strict adherence to social distancing and personal measures.</p>	Medium

<p>Transmission from food waste</p> <p>Hazardous waste from food packaging and containers</p>	<p>Bins are emptied daily but through collated waste.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>All food waste to be wrapped and sealed into plastic bags.</p> <p>All bins to be emptied with the bag and double bagged</p>	<p>Low</p>
<p>Transmission via broken skin</p> <p>All cuts and grazes are an entry point for pathogens</p>	<p>First aiders on site</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p><u>Adherence to existing procedure</u></p> <p>All cuts to be covered with a plaster</p> <p>Nitrile gloves also to be worn by anyone with a cut or graze to the hands.</p> <p>Daily colleague checking and support</p>	<p>Low</p>
<p>Visitors/Contractors</p> <p>Possibility to spread the infection further or induce new infection</p>	<p>Visitor signing in process and contractor permit to work system</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Prohibit all visitors and contractors from entering site until all clear has been given.</p> <p>For essential visitors ensure COVID health questionnaire is completed and the person is safe to enter site.</p> <p>Notification sent to all suppliers detailing delivery requirements. SOP issued to warehouse staff.</p>	<p>Low</p>
<p>Other bodily fluids</p> <p>Risk from contamination in high risk areas (toilets)</p>	<p>Cleaned daily</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Complete deep clean, spray and wipe all surfaces twice daily with contact anti-viral</p>	<p>Medium</p>
<p>Communication</p> <p>Risk from poor information sharing</p>	<p>Daily Operational meeting and Short Interval Control</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Daily update from SMT communicated to all line managers</p> <p>Weekly Corona Virus focus group meeting</p> <p>Internal communication channels and cascading of</p>	<p>Low</p>

					<p>messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	
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Additional Control Measures to be implemented <i>(transferred from column 6 of the risk assessment form)</i>	Line Manager responsible for implementing Control Measures	Agreed Implementation Target Date	Actual Implementation Date Completed

<p>This document is to be used to instruct employees and others who may be affected of the appropriate risk control measures when undertaking this task</p>	<p>Task Titled</p>	<p>Risk assessment Reference Number:</p>	<p>Date the Briefing Was Provided</p>
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<p align="center">Employees Risk Controls Briefing Notes</p>	
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Risk assessment signature sheet

Name	Signature	Department	Date

