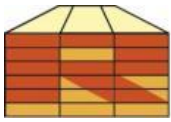
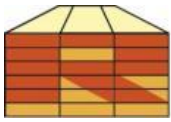


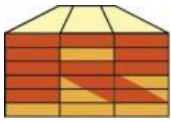
Location		Task – Whole Site				Date: -		Review Date: -			
Charles Ransford & Son Ltd Love Lane Industrial Estate, Station Road Bishops Castle Shropshire SY9 5AQ		Outbreak of Coronavirus (Covid-19),				12 th May 2020		12th June 2020			
Details of Hazard		Persons/ Plant at risk	S	P	R	Control Measures/Comments	S	P	R	Further controls needed?	
Spread of COVID -19 Coronavirus (in the workplace)		<ul style="list-style-type: none"> • Employees • Delivery Drivers (raw materials) • Contractors • Visitors 	5	5	25	<ul style="list-style-type: none"> • Safe working practices applied, following government guidance. • Employees encouraged to work from home, where applicable. • Contractors prohibited from site, excluding emergency, critical services (by pre-approval) • Prohibit visitors to site. • Handwashing facilities, alcohol hand sanitising gel issued & readily available throughout site. • Distance markings (2 meters). • Disposable nitrile gloves readily available. • Face shields, PPE readily available. • Split break times to maintain social distancing. 	5	1	5	<ul style="list-style-type: none"> • Update/ inform employees of changes to government guidance as and when published. 	
Infection/ Spread of COVID – 19 Coronavirus due to lack of understanding/ Information		<ul style="list-style-type: none"> • Employees • Delivery Drivers (raw materials) • Contractors 	5	3	15	<ul style="list-style-type: none"> • COVID – 19 Information notices also site safety procedures and rules posted throughout site and only taken from government guidance notes and advice. 	5	1	5	<ul style="list-style-type: none"> • Update notices as and when changes are announced by the Government 	



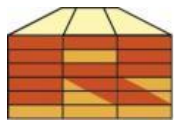
Details of Hazard	Persons at risk	S	P	R	Control Measures/ Comments	S	P	R	Further Controls needed?
Spread of COVID – 19 Coronavirus (outside of the workplace)	<ul style="list-style-type: none"> Employees Immediate family Anyone else who you may come into contact with. 	5	4	20	<ul style="list-style-type: none"> Maintain social distancing in the workplace, follow company rules. Keep employees updated with government guidance. Encourage good hand hygiene. Encourage reporting of COVID – 19 symptoms of employees and members of household to HR. Support self-isolation where applicable 	4	2	8	<ul style="list-style-type: none"> Keep in touch with employees who are self-isolating/ shielding for updates.
Spread of COVID – 19 Coronavirus (from external sources)	<ul style="list-style-type: none"> Employees Delivery Drivers Contractors Anyone else who you may come into contact with. 	5	3	15	<ul style="list-style-type: none"> Designated delivery point for all parcels and packages. Signing for deliveries not permitted. PPE to be worn when handling/ opening parcels Rigorous hand washing regime encouraged after handling unknown packages. Alcohol based sanitising gel readily available. 	5	1	5	<ul style="list-style-type: none"> Designate one person to handle parcels delivered from external sources.
Spread of infection throughout site	<ul style="list-style-type: none"> Employees Contractors Anyone else who you may come into contact with. 	5	4	20	<ul style="list-style-type: none"> Hard surface cleaner and disposable paper towel located throughout site. Notices to encourage cleaning of hard surfaces frequently. Cleaning staff carrying out additional cleaning of hard surfaces throughout the day/ shift. Supervisors/ Managers to encourage safe working practices 	5	1	5	




<p>Social Distancing in the workplace</p>	<ul style="list-style-type: none"> • Employees • Contractors 	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> • Government/ Public Health England approved guidance notes/ posters displayed throughout the site. • 2 meter markers in areas where employees congregate <ul style="list-style-type: none"> ❖ clock machine ❖ toilets ❖ re-saw supervisor's office ❖ machines in re-saw • restrict the cutting of short timber lengths as much as possible to prevent breach of the 2 meter distancing guidance • where the above isn't possible PPE provided <ul style="list-style-type: none"> ❖ face shields ❖ disposable/ work gloves ❖ face masks • Alcohol based hand sanitiser really available. • Employees encouraged to split breaks and social distance during break times. • Employees encouraged not to car share into work unless travelling from the same household. • Reporting of issues/ breaches of social distancing to be documented on site health & safety issues forms, located in each department. 	<p>4</p>	<p>1</p>	<p>4</p>	<ul style="list-style-type: none"> • Supervisors/ manager to frequently check the rules are adhered to.
-------------------------------------------	--------------------------------------------------------------------------------------	----------	----------	-----------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------	----------	----------	------------------------------------------------------------------------------------------------------------------------

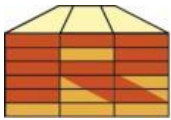


<p>Reporting of Symptoms of Covid-19</p>	<ul style="list-style-type: none"> • Employees • Contractors 	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> • Public health England posters displayed throughout site • Posters giving various signs and symptoms of Covid-19 • Contractors questionnaire completed before approval to site. • Employees encouraged to call 111 for advice if showing signs/ Symptoms and to stay away from the workplace until confirmed either way. • Follow Public Health England guidance on self-isolating if diagnosed with Covid-19. • Immediately report possible symptoms to supervisor/ manager. • Advise employer of any work colleges you may have come into contact with prior to diagnosis. 	<p>5</p>	<p>2</p>	<p>10</p>	
<p>Drivers (Own)</p>	<ul style="list-style-type: none"> • Employees • Customers • General Public 	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> • Drivers are aware and familiar with social distancing rules. • Contact is made with domestic customer pre-delivery and notified of any issues applying social distancing rules. • Drivers equipped with hand sanitising gel and anti-bacterial wipes in the cabs. • Disposable/ work gloves available and used. • Drivers not permitted to carry 	<p>5</p>	<p>2</p>	<p>10</p>	<ul style="list-style-type: none"> • Provide drivers with face shields.



Drivers (Own) Continued					passengers. • Designated lorries assigned to drivers to avoid cross contamination.				
----------------------------	--	--	--	--	---------------------------------------------------------------------------------------	--	--	--	--

ASSESSMENT PREPARED BY:		ASSESSMENT APPROVED BY:	
Name:	Jason Perry	Name:	Craig Leitch
Position:	HSEQ Manager	Position:	Purchasing Director
Signature:		Signature:	
Date:	12 th May 2020	Date:	



Guidance Notes

SEVERITY	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
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.