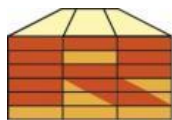
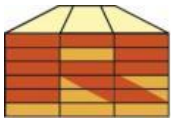


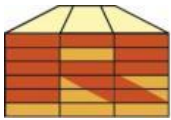
Location		Task – Whole Site				Date: -		Review Date: -	
Charles Ransford & Son Ltd Love Lane Industrial Estate, Station Road Bishops Castle Shropshire SY9 5AQ		Outbreak and controlling of Coronavirus (Covid-19),				25 <sup>th</sup> November 2020		January 2020	
Details of Hazard	Persons/ Plant at risk	S	P	R	Control Measures/Comments	S	P	R	Further controls needed?
Getting, spreading of COVID -19 Coronavirus (in the workplace)	<ul style="list-style-type: none"> <li>Employees</li> <li>Delivery Drivers (raw materials)</li> <li>Contractors</li> <li>Visitors</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Safe working practices applied, following government guidance.</li> <li>Employees encouraged to work from home, where applicable.</li> <li>Contractors restricted from site, excluding emergency, critical services (by pre-approval)</li> <li>Prohibit visitors to site.</li> <li>Handwashing facilities, alcohol hand sanitising gel issued &amp; readily available throughout site.</li> <li>Distance markings (2 meters).</li> <li>Face shields, PPE readily available.</li> <li>Covid – 19 questionnaire to be completed by contractors.</li> <li>Essential contractors only permitted on site.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Update/ inform employees of changes to government guidance as and when published.</li> <li>Observe local lockdown restrictions where deliveries may be sent.</li> </ul>
Infection/ Spread of COVID – 19 Coronavirus due to lack of understanding/ Information	<ul style="list-style-type: none"> <li>Employees</li> <li>Delivery Drivers (raw materials)</li> <li>Contractors</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>COVID – 19 Information notices also site safety procedures and rules posted throughout site and only taken from government guidance notes and advice.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Update notices as and when changes are announced by the Government</li> </ul>



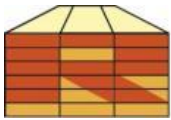
Details of Hazard	Persons at risk	S	P	R	Control Measures/ Comments	S	P	R	Further Controls needed?
Spread of COVID – 19 Coronavirus (outside of the workplace)	<ul style="list-style-type: none"> <li>Employees</li> <li>Immediate family</li> <li>Anyone else who you may come into contact with.</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Avoid the use of public transport to work if possible.</li> <li>Encourage employees to download NHS track &amp; trace app.</li> <li>Encourage good hand hygiene.</li> <li>Encourage reporting of COVID – 19 symptoms of employees and members of household to HR.</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>advise employees showing symptoms to test and isolate until results are received.</li> </ul>
Spread of COVID – 19 Coronavirus (from external sources)	<ul style="list-style-type: none"> <li>Employees</li> <li>Delivery Drivers</li> <li>Contractors</li> <li>Anyone else who you may come into contact with.</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Designated delivery point for all parcels and packages.</li> <li>Signing for deliveries not permitted.</li> <li>Rigorous hand washing regime encouraged after handling packages.</li> <li>Alcohol based sanitising gel readily available.</li> </ul>	5	1	5	
Spread of infection throughout site	<ul style="list-style-type: none"> <li>Employees</li> <li>Contractors</li> <li>Anyone else who you may come into contact with.</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Hard surface cleaner and disposable paper towel located throughout site.</li> <li>Notices to encourage cleaning of hard surfaces frequently.</li> <li>Additional cleaning carried out throughout the day/ shift.</li> <li>Supervisors/ Managers to encourage safe working practices</li> <li>PHE evidence suggests a well-ventilated working environment reduces the risk of contracting Covid – 19 is reduced by up to 70%</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Set up “Covid-19” diary to monitor testing and related events</li> </ul>
					Continued on P. 3				




<p>Social Distancing in the workplace</p>	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Contractors</li> </ul>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Government/ Public Health England approved guidance notes/ posters displayed throughout the site.</li> <li>• 2 meter markers in areas where employees congregate               <ul style="list-style-type: none"> <li>❖ clock machine</li> <li>❖ toilets</li> <li>❖ re-saw supervisor's office</li> <li>❖ machines in re-saw</li> </ul> </li> <li>• restrict the cutting of short timber lengths as much as possible to prevent breach of the 2 meter distancing guidance</li> <li>• where the above isn't possible PPE provided               <ul style="list-style-type: none"> <li>❖ face shields</li> <li>❖ disposable/ work gloves</li> <li>❖ face masks</li> </ul> </li> <li>• Alcohol based hand sanitiser really available.</li> <li>• Employees encouraged to split breaks and social distance during break times.</li> <li>• Employees encouraged not to car share into work unless travelling from the same household.</li> <li>• Reporting of issues/ breaches of social distancing to be documented on site health &amp; safety issues forms, located in each department.</li> </ul>	<p>4</p>	<p>1</p>	<p>4</p>	<ul style="list-style-type: none"> <li>• Additional hand sanitising dispensers to be purchased.</li> </ul>
					<ul style="list-style-type: none"> <li>• Public health England posters displayed throughout site</li> <li>• Posters giving various signs and symptoms of Covid-19</li> </ul>				

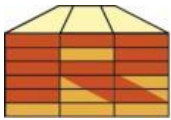


<p>Reporting of Symptoms of Covid-19</p>	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Contractors</li> </ul>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> <li>• Contractors questionnaire completed before approval to site.</li> <li>• Employees to call 111 for advice if showing signs/ Symptoms and to stay away from the workplace until confirmed either way.</li> <li>• Follow Public Health England guidance on self-isolating if diagnosed with Covid-19.</li> <li>• Obtain a Covid-19 test if showing symptoms and isolate until results have been received.</li> <li>• Act as advised by Public Health England upon receiving results and notify employer</li> <li>• Encourage employees to download the “NHS Track &amp; Trace” app.</li> </ul>	<p>5</p>	<p>2</p>	<p>10</p>	
<p>Dealing with positive Covid – 19 cases in the workplace</p>	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Contractors</li> <li>• Drivers</li> </ul>	<p>4</p>	<p>4</p>	<p>16</p>	<ul style="list-style-type: none"> <li>• Encourage employees to report any early signs.</li> <li>• Remain at home at the first signs of Covid – 19 and report to work immediately.</li> <li>• Enhanced sick pay to encourage reporting.</li> <li>• Copies of tests results required by employer as confirmation.</li> <li>• Compensated if Covid test booked within working hours</li> <li>• Employees notified of colleagues taking a test.</li> <li>• Employees notified of Colleagues test results.</li> <li>• Extra precautions in place for employees returning to work from isolation.</li> </ul>	<p>4</p>	<p>2</p>	<p>8</p>	



Drivers (Own)	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Customers</li> <li>• General Public</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Drivers are aware and familiar with social distancing rules.</li> <li>• Abide by local lockdown restrictions.</li> <li>• Drivers to wear appropriate PPE</li> <li>• Contact is made with domestic customer pre-delivery and notified of delivery procedures &amp; applying social distancing rules.</li> <li>• Any additional precautions required by the customer?</li> <li>• Drivers equipped with hand sanitising gel and anti-bacterial wipes in the cabs.</li> <li>• Disposable/ work gloves available and used.</li> <li>• Drivers not permitted to carry passengers.</li> <li>• Designated lorries assigned to drivers to avoid cross contamination.</li> </ul>	5	2	10	
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ASSESSMENT PREPARED BY:		ASSESSMENT APPROVED BY:	
Name:	Jason Perry	Name:	Craig Leitch
Position:	HSEQ Manager	Position:	Purchasing Director
Signature:		Signature:	
Date:	25 <sup>th</sup> November 2020	Date:	



## Guidance Notes

<b>SEVERITY</b>	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
	<b>LIKELIHOOD</b>					

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

<b>SEVERITY</b>	
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 <b>LOW</b>	5–9 <b>MEDIUM</b>	10–15 <b>HIGH</b>	16–25 <b>VERY HIGH</b>
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.