

General Risk Assessment

Title COVID-19		23/03/2020. Update 13th May 2020
Short description of task or process	Ensuring safe business continuity through COVID-9	
		All Departments
Location	Arrowsmith Engineering	A Watson / D Bell / J Aldridge

Describe the situation, as it is now(insert more rows and expand as needed.)

#	List each hazard in the task or process	What Harm Could result?	What are the existing controls?	Current risk rating index L S R
1	Germs spread from person to person via equipment	Increased number of cases of COVID-19 within the workforce	Additional cleaning controls put in place - employees to keep and use their own cup & only make drinks for themselves, kettle and kitchen equipment to be wiped before and after each use. The last 15 minutes of each shift to be spent cleaning all equipment and work areas. All employees to wash hands regularly (using soap provided) and only dry hands using paper roll rather than electric driers, (Hand sanitiser, barrier cream and gloves to be used when possible). Ensure hand cleaner, cleaning equipment, fluids, hand sanitiser and toilet roll is in constant supply	4 3 12
2	Germs spread from person to person via equipment and air borne	Increased number of cases of COVID-19 within the workforce	All employees to ensure they are following the government guidelines for social distancing, keep a 2 metre distance between all employees where possible , All physical meetings cancelled in house – including Production / Capacity / Management / Business / Board - information will still be added to SQD boards and agendas / minutes emailed, no informal meetings or group discussions where possible. Windows open in offices and factory to allow ventilation. All employees to take responsibility for personal hygiene and daily washing of clothes. Lunch and breaks to be staggered to avoid congregating in break rooms. Canteens use to be restricted numbers. Access to smaller work areas to be limited such as Canteens, NDT, part mark, inspection , debur, stores, dispatch. Signs to be erected controlling numbers., Working from home policy to be enforced for any employees able to work from home and flexible working hours to be introduced for those who cannot in order to minimise human interaction. Ensure any employees who have symptoms or have been in contact with persons that have had symptoms stay away from work to avoid risk of spreading	4 3 12
3	Financial hardship of employees leading them to attend work rather than self isolating	Increased number of cases of COVID-19 within the workforce	Ensure that statutory sick pay is topped up for 2 weeks maximum so employees are covered financially for proven period of isolation. A government isolation sheet is required	2 2 4
4	Employees contracting the COVID-19 virus	Loss of workforce within critical areas	Enact contingency plans for key employees to minimise business risk - Andy Woolley to cover for operative in NDT, recruitment agencies on hand to supply inspectors at short notice if required	4 4 16
5	Employees with pre existing health issues, Ethnicity risk or over 65 contracting the COVID-19 virus	Increased severity of Covid 19 infection to staff	Employees with pre existing health issues or over 65 are to be furloughed, work from home or to have increased vigilance whilst working at premises. Score reduces to 4 if Furloughed or work from home.	4 4 16
6	Germs spread from person to person due to close proximity	Increased number of cases of COVID-19 within the workforce	If 2m can not be regularly maintained masks to be worn . Employees are aware that the masks protect the other employee - containing any infection in the mask.	4 3 12
	Germs spread from person to person due to close proximity in office	Increased severity of Covid 19 infection to staff	Prevent desks facing each other. Move desks or fit screens	4 3 12

Determine likelihood (L) and assign index. Determine severity (S) and assign index. Risk rating R= L x S

Likelihood (L)	Index	Severity of Harm (S)	
Rare (very unlikely to occur in a 5 year period)	1	Slight(self first aid treated/minimal lost time/no or minimal damage)	Trivial
Unlikely (unlikely to occur in a 2 - 3 year period)	2	Minor(first aid treatment/some lost time/minor damage)	Low risk
Possible (could occur this year)	3	Moderate(RIDDOR/significant lost time/significant damage)	Medium risk
Likely (could occur several times each year)	4	Major(major injury/long term absence/major damage)	High Risk
Almost certain (Very likely to occur each year and could happen at any time)	5	Catastrophic(fatality/multiple injuries/damage>£1m)	

Now decide what further controls are required, matching the hazards above and the effect on the risk rating

