

Risk Assessment No.	COVID19	Date	29 May 20	Revision Number	2
Task/Area Description	Risk To Employees During COVID19 Pandemic		People who may be harmed	Employees	
Completed by:	Karen Brown				

Risk Rating	RF = Risk Factor = SxP, S = Severity (0-5), P= Probability (0-5) RF 1-3 = Low 4-10 =Use judgement 11-19=Reduce Risk Reassess 20-25=High Risk, Stop activity Responsible Person (RP) M= Manager, S=Supervisor, E=Employee	RR = Residual Risk (rescore S & P after additional control measures in place)
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Hazard	Risk	Control Measure	S	P	RF	Recommended Control Measures	RR (SxP)	RP	Comments
Spread of Covid-19 Coronavirus	Virus could be passed between colleagues	Hand Washing •Hand washing facilities with soap and hot water in place. •Stringent hand washing taking place. •Paper towels/hand driers for drying of hands •Hand washing guidance published through building.	2	2	4	Management to continue to promote the hand washing reminders. Management to speak to anybody identified as not washing hand properly	4	E	
		Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	2	3	6	Increased cleaning regime has been implemented.(contract cleaners twice a day) Internal doors fixed open during operational hours. Sanitising material available to wipe down shared equipment, Forklifts, Trolleys, Tooling, and Desks etc. All office windows are opened for several hours in the evening by the night shift manager. Employees are encouraged to open windows during office hours. Roller shutter doors opened during operational hours.	1	M/E	
		Employee Self- Assessment All employees to assess their own physical wellbeing against the criteria identified by https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/ before beginning work.	3	3	9	Contact manager to inform the change in health condition. If you are showing symptoms of Covid19, you Must not to enter building until confirmation is given via your manager or HR.	4	E	



		<p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Redesigning processes to ensure social distancing in place</p>	5	4	20	<p>Where possible social distancing to be adhered to. Head of Production or Continuous Improvement Manager to identify if process improvement can be made or if there is a technical aid where social distancing cannot be adhered to because of work process. If no improvement can be made the section manager or team leader to ask employees to confirm that, they are not showing any symptoms of COVID19.</p> <p>The employees working within social distance of each other should where possible perform the task as a working team for duration of the working week and kept in the same shift team.</p> <p>Where it is not possible to keep the minimum distance by change in process or technical aid during activities, a surgical mask should be worn. If a surgical mask is required, everyone involved in the task should wear one. Surgical mask are disposable items, which should be replaced when there is visible moisture. Use the surgical mask only in work situations in which the minimum distance cannot be maintained. These masks will be stored with the section manager and distributed as required.</p> <p>All tasks must be performed safely and expediently as possible without putting either themselves or other employees at risk of injury or danger to the component.</p> <p>If an employee is in a higher risk group, they should work from home if possible. Where this is not possible, they should not be allocated tasks that cannot meet the social distancing requirements of 2 metres. It is the employee's responsibility to identify to manager and discuss risk within published framework with manager. Manager to seek clarity with HR if required.</p> <p>Where apprentices and trainees are working under instruction social distancing must be practised. Any concern about the employees own health status must be discussed with area managers at the beginning of each shift.</p>	4	M/S/E	
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		Social Distancing Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.	5	4	20	Shift pattern are adjusted to reduce the risk Employees who can work from home are supporting the business from home.	4	M/S	
		Social Distancing Conference calls to be used instead of face-to-face meetings.	5	4	20	Conference call being used where possible and all large-scale meetings and done with minimum people to maintain social distancing. All non-essential meeting and training cancelled. All meeting rooms have been identified with a maximum occupancy number and a seating layout for occupancy; meeting rooms have sanitising material available. All meeting rooms with insufficient ventilation have been locked to prevent use.	2	M/S/E	
		Social Distancing Ensuring sufficient rest breaks for staff.	0	0	0	No Change		M	Colleagues have no additional workload due to COVID19
		Social Distancing Social distancing also to be adhered to in canteen area and smoking area.	5	4	20	Both areas have been modified for social distancing and posters displayed in both areas. Canteen tables have been identified with maximum occupancy per table and the floor identified for location of the tables. Additional posters have been displayed reminding staff of social distancing. Outside table also available for break time and employees encouraged to take break externally using social distancing measures.	4	E	
		Social Distancing External visitors & Contractors onsite.	3	4	12	Responsible host to ensure that any visitors or contractors have completed the COVID-19 Visitor Welfare Checklist where required and understand the requirements of the Visitor Information for Coronavirus Document. If an Employee of LTLGS cannot maintain social distance with a visitor or contractor than a surgical mask should be worn. If the visitors does not have a surgical mask LTLGS will supply one.	2	M/S/E	
		Social Distancing Maintaining social distancing and control in the office location.	4	4	16	Each Office space has been assessed for a maximum occupancy number. This is identified in document COVID19 Office Layout. Each Department/Area Manager responsible for controlling employee numbers in the office and working from home. An Office Best Practices document will be displayed with office layout	4	M/S/E	Employees must not sit directly opposite across the desk. The preferred layout is diagonally as identified in COVID office layout. Where this cannot be maintained employees should sit back-to-back as the first option or side-by-side.



		<p>RPE (respiratory protective equipment) & PPE Public Health England guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. Wearing a face cover in enclosed places such as public transport may offer limited benefit. The main preventative measures are social distancing measures and practice good hand hygiene behaviours</p>	0	0	0	Where it is not possible while working to keep the minimum distance by change in process or technical aid during activities, a surgical mask should be worn. If a surgical mask is required, everyone involved in the task should wear one. Surgical mask are disposable items, which should be replaced when there is visible moisture. Use the surgical mask only in work situations in which the minimum distance cannot be maintained. These masks will be stored with the section manager and distributed as required.	0	M/S/E	LTLGS will not supply face covers for employees using public transport due to limited supplies. Details of making a face covering has been published internally to all employees.
		<p>Symptoms of Covid-19 If anyone becomes unwell with the symptoms of Coronavirus as identified by webpage http://www.gov.uk or https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/ they must go home and must follow the stay at home guidance. It is the employee's responsibility to identify that they have symptoms and to identify the need to self-isolate. Line managers will maintain regular contact with staff members during this time.</p>	4	4	16	Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.	4	M/S/E	
		<p>Mental Health Management will promote mental health & wellbeing awareness to employees during the Coronavirus outbreak and will offer whatever support they can to help</p>	3	3	9	Regular communication of mental health information and Employee Assistance Programme including support for Bereavement. Information available to all employees via LTLGS Intranet.	3	M/S	
		<p>At Risk Employees Where an employee identifies that they are within a risk group</p>	N/A	N/A	N/A	HR will discuss with the Employee and their manager based on the risk identified and government guidance identified for Clinically Extremely Vulnerable people https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Or if not in above category the current government guidance published https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-	N/A	E	Risk will be assessed separately.



						distancing#protecting-different-groups-of-people All Employee cases will be reviewed individually and documentation provided by the employee's medical professionals will be taken into consideration.			
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Revision	Date Issued	Updated By	Reviewed By	Font Colour for Revision
1 -Initial	24 April 20	Initial Revision Karen Brown	Core SMT*	Black
2	29 May 20	Karen Brown	Core SMT*	Blue

*Core SMT- Sandra Eckstein MD, Christian Rodarius Co-CEO, Catherine Maltby Head of HR, Karl Warren Head of Production, Julia Richter Head of Communication, Karen Brown Head of Quality.