

Europe

RISK ASSESSMENT TEMPLATE

RA No: Gen COVID

Person Assessed	Activity/ Process Assessed	Location	Date	Assessed by
All	COVID-19	PCC sites	14 May 2020	Jeff Landels

Hazards	Groups of people exposed	Current Controls	Risk Ranking with controls in place	Additional controls for consideration (should be moved over to the “current controls” column if implemented)	Risk ranking after additional controls
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Staff Visitors Cleaners Contractors Visiting Drivers Those defined as vulnerable Anyone else who physically enters a PCC site 	<p>Social Distancing</p> <ul style="list-style-type: none"> Clear communication of Public Health England 2m social distancing guidance Reducing the number of persons in any work area to comply with the 2m guidance Changing and splitting breaks and working areas so that people reduce the time spent in close proximity Meetings changed from face to face to video technology/phone – if needed to have a face-to-face then must maintain 2m distance. Stopped face to face meetings that are any longer than 15 mins - call or Skype whenever it is possible Reducing footfall to site by reviewing who could work from home and remove from site Removal of vulnerable employees from sites as per Gov guidance 	Low	<ul style="list-style-type: none"> Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Restriction and reduced capacity in the use of lifts Phased return of employees WFH, to be based on criteria of critical/non critical status Investigate introduction of one way systems in buildings Install sneeze screens in open office environments 	Low

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		<ul style="list-style-type: none"> • Offering vulnerable workers alternative roles where possible and reasonable • Canteen areas - one person per table; Stagger breaks to minimise number of people in canteen at one time; utilise other areas for breaks where possible to maintain social distance • Changing office layouts to maintain social distancing • Changing processes to maintain social distancing • Changing production layouts to maintain social distancing • Introduction of 10 minutes gap between shifts • Splitting shifts • Creation of SWP as an additional control where the nature of essential task do not allow for full social distancing • Provision of PPE • Use of signage to visually demonstrate 2m distance • Use of barrier screens <p>Hygiene</p> <ul style="list-style-type: none"> • Machine and desk cleaning – cleaning after each shift with disinfectant/wipe • Air gap cleaning – 10 minutes gap between shifts • Doors opened where possible to minimise transfer of virus via contact points, Dorgards 		<ul style="list-style-type: none"> • Use of Gov COVID “5 steps” poster • Consideration around use of floor markings where appropriate to aid employees in maintaining 2m social distance. • Guidance on use of company vehicles during working hours e.g. one person only in company vehicle/ van where possible • Temporary avoidance of fire alarm drills. Replace with desktop drills, additional coms/ reminders of fire evac process • Social distancing signage at smoking areas/ shelters <ul style="list-style-type: none"> • Ban delivery of personal items to PCC sites e.g. Amazon 	
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		<p>used as appropriate</p> <ul style="list-style-type: none"> • Workstation cleaned down and end of shift and at beginning of shift, by each shift • Temporarily disabled biometric access systems – fingerprint access • No licking of envelopes • Pallet trucks, FLT, MHE cleaned down and beginning and end of use • Enhance cleaning of desks and workstations • Enhanced shared area cleaning – extra cleaning of communal places such as canteens, toilets, etc. • Increased the number of hours worked by cleaning company to ensure additional cleaning of communal areas and door handles for be cleaned at least 3 times per day Mon – Fri and twice per day at weekends. • Hand sanitizer readily available • Hand sanitiser to contain at least 60 percent alcohol content • Plentiful supply of liquid soap and hot water • Installation of addition wash/sanitise points • 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. <p>Verification of controls</p> <ul style="list-style-type: none"> • COVID audits conducted by GRC • Introduction of daily departmental COVID 		<ul style="list-style-type: none"> • Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels (Avoid use of automatic hand dryers). Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. • Actions associated with formally changing an employee from site based to home based, main H&S considerations will be around duty of care and DSE workstation set up • Encourage employees to call out COVID related issues/ failure of controls 	
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		<p>audits</p> <ul style="list-style-type: none"> • Daily central monitoring of COVID related absence • Virtual auditing of the departmental audits by GRC • Rigorous checks by out by line managers to monitoring and enforce social distancing and hygiene measures <p>Consultation & Communication</p> <ul style="list-style-type: none"> • Staff communication – re-enforcing the hand washing protocol • Staff communication – re-enforcing the social distancing guidance • Staff communication – use of Paragon Learning training platform to provide COVID information and guidance • Multi media frequent coms, such as email, notice boards, LED signs in sites, global announcements, verbal briefings and updates • Arrangements in place to readily communicate current guidance and information • Employee survey • Arrangements discussed in safety committees <p>Visitors & Contractors</p> <ul style="list-style-type: none"> • Remote meetings using technology solutions • Pre-screening of visitors & contractors prior to site attendance 		<p>etc. via formal COVID step backs.</p> <ul style="list-style-type: none"> • Actions associated with re-opening of closed reduced use locations such as – service and maintenance of ventilation & air handling systems; temporary opening of windows; L8 testing measures and controls (including flushing of water systems); enhanced cleaning of external surfaces; use of pest control services; cleaning of fridges, dishwashers, etc. • Back to work induction and training <ul style="list-style-type: none"> • Investigate use of anti- 	
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Risk Rating Matrix		Likelihood		
		Low Where harm will seldom occur	Medium Where harm will often occur	High When it is certain or near certain that harm will occur
Severity	Major Death, major injury or illness causing long term disability	Medium Risk	High Risk	High Risk
	Serious Injuries or illness causing short-term disability	Low Risk	Medium Risk	High Risk
	Slight All other injuries or illness	Low Risk	Low Risk	Medium Risk