

Risk Assessment No 195

Area: : ALL

Activity : COVID 19- Designplan Key operating controls.

Assessed by : TF

Date:
20/12/2020

Severity	Likelihood							Severity	
	0	1	2	3	4	5	0	1	
5	0	5	10	15	20	25	Rating 0 = No injury impact	Rating 5 = Fatality, disabling injury, etc.	
4	0	4	8	12	16	20	Rating 1 = First aid injury or illness		
3	0	3	6	9	12	15	Rating 2 = Minor injury or illness		
2	0	2	4	6	8	10	Rating 3 = "3 day" injury or illness		
1	0	1	2	3	4	5	Rating 4 = Major Injury or illness		
0	0	0	0	0	0	0	Rating 5 = Fatality, disabling injury, etc.		
	0	1	2	3	4	5			

Risk = Likelihood x Severity

Acceptable
 Further review
 Unacceptable Risk

Activity / Hazard. Please include frequency & length of task, etc.	Factors of Harm		Risk Multiple of columns 1 x 2	CONTROL MEASURES adopted / required for reduction of risk. NOTE ; - Where control measures are required add target date for completion.	Likelih`d	Severity	Residual risk	Control Measure Responsibiliy + any supplementary Risk Ass/COSHH Ass ref.
	Likelih`d	Severity						
20/12/20 :- site location control rating changed to TIER 4.				20/12/20 :- site location control rating changed to TIER 4 onsite controls deemed to be adequate in line with GOVUK GUIDANCE.				Monitoring of latest GOV-UK guidelines
1) Personal interaction with Work colleagues. Risk of cross infection of COVID-19 virus during normal work activity etc.	4	4	16	Planning :- Reduce contact potential by Identifying everybody who can possibly work from home by considering :- <ul style="list-style-type: none"> Who is essential to be on site Minimum number of people needed to operate safely & effectively Those in current GOV UK vulnerable categories. Establish an ongoing reduced "Onsite Office" attendance regime combining onsite/WFH work pattern where viable. 	2	3	6	Monitoring of latest GOV-UK guidelines
2) Personal Interaction with Work colleagues & External Business Contacts. Risk of cross infection of COVID-19 virus during normal work activity contact.	4	4	16	Planning : - Review interaction & contact possibilities between Dp staff & external business contact with the business. Identify strategies to reduce close contact & institute Social Isolation in line with GOV-UK guidelines. Affected :- All Dp personnel. Actions :- <ul style="list-style-type: none"> Business Travel cancelled as per Fagerhult Group guidelines Non-essential Training (internal & external) cancelled Non-essential or not business critical internal meetings cancelled. All non-essential, or non-urgent visitors cancelled/excluded. 	2	3	6	Monitoring of GOV-UK guidelines + other reputable sources (ACASS, IOSH etc) for revised Social Isolation best practice, etc.

				<ul style="list-style-type: none"> • Social distancing protocols implemented including physical barriers/screens in Production/Office areas. • Institution of regular COVID-19 communication updates to all staff + underlining control signage. • Reduction of onsite working staff through identification of offsite working options/protection of “vulnerable personnel” & “Furlough” of nonessential staff whilst maintaining onsite operating capability. • Conversion of Meeting areas into Office workstations to allow more effective social isolation. • Staggered shifts & closure of Staff Restaurant catering operation to limit individual contact potential. • Provision of Desktop Deli service for individual catering (daily deliveries) • Establish an ongoing reduced “Onsite Office” attendance regime combining onsite/WFH work pattern where viable 				
<p>3)Staff commute to work. Risk of cross infection of COVID-19 virus during work commuting journeys</p>	4	4	16	<p>Planning :- HR Manager to carry out staff survey on all staff commute methods,to identify potential contact levels with other commuters & take up requirement if mini – bus made available. Affected :- All Dp staff. Actions :-</p> <ul style="list-style-type: none"> • For all staff who have no other option but Public Transport - Anti-viral masks to be made available. • Staff to be encouraged to walk/cycle to work as an alternate to Public Transport. • Although with Furlough scheme & Home Working car parking capacity should be adequate,this to be monitored by Facilities Manager • If Mini-Bus option proves viable then bus capacity must allow for social distancing during commute. • Consistent driver-passenger groups to be encouraged during car-sharing. 	2	2	4	<p>HR Manager/Facilities Manager.</p>
<p>4)Contact with contaminated surfaces/equipment ;- 20/12/20 :- Risk of cross infection of COVID-19 virus during normal work activity contact & 1 to 1 essential training etc.</p>	4	4	16	<p>Planning :- Identify strategies for reducing contact with potentially contaminated surfaces during normal work activities. Affected :- All Dp staff. Actions :-</p> <ul style="list-style-type: none"> • Increase cleaning regime & frequency to cover Door Handles, Bins, Stair rails, intercom buttons, shared equipment etc. • Social distancing protocols implemented including physical barriers in Assembly/Office areas. • Reduce Job/Equipment rotation as far as is practical. Allocate machines to single/small group operators (Primary 	2	3	6	<p>Controls produced as per GOV-UK Document “COVID 19- Cleaning in</p>

				<p>Shop)</p> <ul style="list-style-type: none"> • Where possible & practical institute Work Stations/Work Areas to individuals/specific teams. (Assembly/Office) • Where Equipment is required to be “shared” between individuals or shifts institute surface cleaning regimes between changeovers. • Where 2 metre distancing/screens cannot be maintained, during working, staff should avoid face to face contact by working Back to Back or Side to Side. • If tasks require 2 person teams, institute consistent 2 person teams. Where practical. • Personnel that are carrying out tasks that require equipment/components to be physically transferred between personnel (order picking etc) must be provided with Nitrile Gloves to prevent cross contamination. • Introduction of “COVID19 ONLY” notice boards to enable clearer visibility of COVID19 operational controls/precautions to be identified & followed. • Operation of Track & Trace logs at Main Reception & Goods Inwards access points. • Where practical contact during Goods receipt activities to be minimised/contactless. • 20/12/20 :- Anti-viral masks to be worn when carrying out essential 1 to 1 Competence/Safety training for New/Temporary staff or staff extending their expertise/competence. 				<p>Non-Healthcare Settings. If in doubt ,This document should be referred to match controls vs situation</p>
<p>5)Contact with contamination sources during use of shared facility :- Risk of cross infection of COVID-19 virus during use of Company “Pool car”.</p>	4	4	16	<p>Planning :- Pool car control to continue with Production & Logistics Manager or HR Manager. Pool car to be booked via existing booking form. Particular attention to be paid to reason for journey & number of travellers. All potential travellers to follow COVID hand washing protocols BEFORE taking control of the vehicle. Affected :- All Dp staff. Actions :- All use of Company Pool Car must be as per “Pool Car Guidelines” document. Particular attention should be paid to :-</p> <ul style="list-style-type: none"> • Before Journey Planning section • Vehicle Operation Precautions/PPE section • Returning Vehicle section including Hand Washing protocol • Pool Car PPE/Cleaning kit section • Reporting of PPE/Cleaning kit stock status to Facilities Manager. 	2	3	6	<p>Production & Logistics Manager/HR Manager/Facilities Manager + ALL USERS of Company Pool Car</p>

				<p>Communication :-</p> <ul style="list-style-type: none"> • Pool Car Guideline Document to be displayed in Pool Car. • Hand washing reminder to be displayed in Pool Car. • Social distancing reminder to be displayed in Pool Car. <p>Disposal :- . All PPE/CLEANING MATERIALS TO BE DOUBLE BAGGED- then disposal can be with General Waste.</p>				
<p>6)CLEAN-UP of potentially contaminated areas :-Risk of contamination by contact with affected surfaces when symptomatic suspect has had extended contact .</p>	4	4	16	<p>Immediate action :- Prevent all access to identified potentially contaminated areas for 72hrs if possible to reduce contamination risk significance. Affected :- Work colleagues & nominated cleaning team. Clean -up :- All PPE & Precautions as per company "POST COVID 19 Clean-up Process. COVID-19 cleaning kit established Disposal :- All PPE, cleaning materials & items which cannot be cleaned manually (Fabrics, upholstered furniture etc) to be disposed of as per company "POST COVID 19 Clean-up Process. All PPE/CLEANING MATERIALS TO BE DOUBLE BAGGED- If 72 hr quarantine has been maintained then disposal can be with General Waste. If 72hr period is not maintained quarantine & dispose via licenced contractor as per "POST COVID19 Clean-up Process</p>	2	3	6	<p>Controls produced as per GOV-UK Document "COVID 19- Cleaning in Non-Healthcare Settings. If in doubt ,This document should be referred to match controls vs situation</p>
<p>7)CLEAN-UP of potentially contaminated areas :-Risk of contamination by contact with affected surfaces when a suspect with no symptoms has had extended contact & IS IN SELF-ISOLATION</p>	3	4	12	<p>Immediate action :- Where suspect has not demonstrated any symptoms (coughing etc) & there is no evidence of bodily fluids on surfaces etc Prevent all access to identified potential contaminated surfaces for minimum 3hrs.. Affected :- Work colleagues & nominated cleaning team. Clean -up :- All PPE & Precautions as per company "POST COVID 19 Clean-up Process. Normal thorough deep clean using anti bacterial surface cleansing. COVID-19 cleaning kit established Disposal :- . All PPE/CLEANING MATERIALS TO BE DOUBLE BAGGED- then disposal can be with General Waste.</p>	2	3	6	<p>Controls produced as per GOV-UK Document "COVID 19- Cleaning in Non-Healthcare Settings. If in doubt ,This document should be referred to match controls vs situation</p>
<p>8)CLEAN-UP of potentially contaminated areas:- Risk of contamination by contact with affected surfaces when symptomatic suspect has passed through an area & had transient contact</p>	3	4	12	<p>Immediate action :- Where suspect has passed through an area with minimal contact & there is no evidence of bodily fluids on surfaces etc Prevent all access to identified potential contaminated surfaces for minimum 3hrs.. Affected :- Work colleagues & nominated cleaning team. Clean -up :- All PPE & Precautions as per company "POST COVID 19 Clean-up Process. Normal thorough deep clean using antibacterial surface cleansing. COVID-19 cleaning kit established Disposal :- . All PPE/CLEANING MATERIALS TO BE DOUBLE BAGGED- then disposal can be with General Waste.</p>	2	3	6	<p>Controls produced as per GOV-UK Document "COVID 19- Cleaning in Non-Healthcare Settings. If in doubt ,This document should be referred to match controls vs situation</p>

<p>9)CLEAN-UP of potentially contaminated areas:- Risk of contamination by contact with affected surfaces when A suspect with no symptoms has passed through an area & had transient contact</p>	3	4	12	<p>Immediate action :- Where suspect has passed through an area with minimal contact & there is no evidence of bodily fluids on surfaces etc Prevent all access to identified potential contaminated surfaces for minimum 3hrs.. Affected :- Work colleagues & nominated cleaning team. Clean -up :- All PPE & Precautions as per company “POST COVID 19 Clean-up Process. Normal thorough deep clean using antibacterial surface cleansing. COVID-19 cleaning kit established Disposal :- . All PPE/CLEANING MATERIALS TO BE DOUBLE BAGGED-then disposal can be with General Waste.</p>	2	3	6	<p>Controls produced as per GOV-UK Document “COVID 19- Cleaning in Non-Healthcare Settings. If in doubt ,This document should be referred to match controls vs situation</p>
<p>10)Risk of infection during First Aid assistance :- Risk of infection through treatment of a Symptomatic person</p>	4	4	16	<p>Immediate action :- Isolate person receiving treatment from anybody not directly involved in assistance (2 metre exclusion zone) , Treat in First Aid Room. Affected :- First Aider (Trained),Work colleagues. Assistance :- Utilise PPE protection as per “COVID-19 First Aider Guidance” document. Provide assistance as per training & experience. CPR - Proceed as per “COVID-19 First Aider Guidance” document. Report Accident etc as per D011- Accident Reporting & Investigation procedure. Clean -up :- All PPE & Precautions as per company “POST COVID 19 Clean-up Process. Normal thorough deep clean using antibacterial surface cleansing Disposal :- . All PPE/CLEANING MATERIALS TO BE DOUBLE BAGGED-then disposal can be with General Waste</p>	2	3	6	<p>Controls produced as per GOV-UK Documents “ Guidance for First Reponders & Others In close contact with symptomatic people with potential COVID-19. “COVID 19- Cleaning in Non-Healthcare Settings If in doubt ,These documents should be referred to match controls vs situation</p>
<p>11)Risk of infection during First Aid assistance :- Risk of infection through treatment of a person with no symptoms of COVID-19.</p>	3	4	12	<p>Immediate action :- Based upon experience & training decide upon treatment plan for affected person,consider if a 2 metre exclusion zone is appropriate or treat in First Aid Room. Affected :- First Aider (Trained),Work colleagues. Assistance :- Utilise PPE protection as per “COVID-19 First Aider Guidance” document if considered necessary. Provide assistance as per training & experience. CPR - Proceed as per “COVID-19 First Aider Guidance” document. Report Accident etc as per D011- Accident Reporting & Investigation procedure. Clean -up :- All PPE & Precautions as per company “POST COVID 19 Clean-up Process. Normal thorough deep clean using antibacterial surface cleansing Disposal :- . All PPE/CLEANING MATERIALS TO BE DOUBLE BAGGED-then disposal can be with General Waste</p>				<p>Controls produced as per GOV-UK Documents “ Guidance for First Reponders & Others In close contact with symptomatic people with potential COVID-19. “COVID 19- Cleaning in Non-Healthcare Settings If in doubt ,These documents should</p>

								be referred to match controls vs situation
<p>12) Essential Face to Face meetings :- Risk of COVID 19 cross infection through contact during Face to Face meetings</p>	3	4	12	<p>Planning :- Allocate a single Meeting Room (Partitioned Meeting room 1) with dedicated furniture (capacity 6, NOT TO BE EXCEEDED).Diagram to be displayed in room showing 2m isolation chair positions. 03/11/2020 :- Designated meeting rooms identified with socially distanced capacities NOT TO BE EXCEEDED. Sanitizer to be placed at entry point (Single entry point) Affected :- All Dp staff. Actions :-</p> <ul style="list-style-type: none"> • Before deciding that meeting is essential options for telephone/SKYPE meeting to be considered in preference. • All meetings to be pre-booked – attendees MUST NOT exceed stated capacity & compromise social distancing parameters. • Attendees to bring & take away their own materials/drinks etc. • 20 second hand sanitisation at entry & exit to the meeting room. • Where considered essential larger meetings will be subject to specific control protocols incorporating effective Social Distancing, Cleansing , Cross Contamination & Track & Trace measures. 	2	3	6	<p>Meeting “ chairman” & attendees.</p>
<p>13) Essential attendance by external service/inspection & other similar personnel Risk of cross infection of COVID-19 virus during normal work activity contact</p>	4	4	16	<p>Planning :- Visits by external Engineers, Inspectors ,trainers etc must only be arranged if essential, ie ,Production is likely to be compromised, Essential regulatory inspections must be completed, training is required for regulatory requalifications etc. Affected :- Facilities Manager, Health & Safety & Environmental Coordinator, Production Manager, Production Engineering Staff etc Actions :-</p> <ul style="list-style-type: none"> • Organiser of the Essential visit must formally establish that COVID 19 precautions & controls being operated by the visiting organisation are inline with Designplan COVID controls. • Operation of Track & Trace logs at Main Reception & Goods Inwards access points. • Visit organiser must create a record of the visit containing :- Name of visiting organisation Name/names of visiting personnel Contact details Purpose of visit Date of visit Area/machine etc 	2	3	6	<p>Visit Organiser`s</p>

				Time on site. This record to be retained until advised by Designplan H&S representative.				
14) Home workers:- Monitoring the General Health & well being of Home Workers & furloughed staff.	2	3	6	Planning :- Produce a “Well Being Survey” for distribution to all Home Working staff. Maintain contact with all furloughed staff. Affected :- All Home Workers & furloughed staff Actions :- HR Manager to circulate a Well Being Survey/company communication updates to all Home working staff . Line Managers to maintain fortnightly telephone contact with all furloughed staff.	2	2	4	H.R Manager/Line Managers
15) Attendance to Customer sites by Designplan Service Engineer, External Sales Staff & other similar personnel Risk of cross infection of COVID-19 virus whilst on Customer site	4	4	16	Planning :- Service Engineer :- All essential visits to be planned in advance & Customer site COVID Secure arrangements requested & complied with. All controls & precautions to be followed as per 10/06/20 issue of RA116 – OFF SITE SERVICE/MAINTENANCE ENGINEER ACTIVITIES – Risk #9 -Risk of Infection to Self & Others whilst working on Customer Sites. PPE – COVID19 PPE added to Service Engineer standard kit. External Sales Staff etc :- All essential visits to be planned in advance & Customer site COVID Secure arrangements requested & complied with. All Sales staff advised on minimum precautions & COVID19 PPE. Stock available upon request from Facilities Manager	2	3	6	Service Engineer & External Sales Staff.
16) Customer Guided Tours of Designplan Facility :- Risk of cross infection of COVID-19 virus whilst visitors are on site	4	4	16	Controls :- <ul style="list-style-type: none"> • Tours MUST always be requested in advance (including booking of Meeting Room 1 for tour members to meet & await collection. • Operation of Track & Trace log at Main Reception. • All Tour members must provide:- Name, Company, Contact Details. • To reduce contact potential Tour Organisers will NOT take part in tour • Tours only to be led by Designplan Authorised Tour Guides. • Tour Members to follow Hand Sanitiser/Washing precautions BEFORE the tour.Face Masks to be made available if requested. • Tour Party (customers etc) to be limited to 4 members maximum using 2M Social Distancing precaution. • Tour Guide MUST use Microphone & Tour party MUST be issued with headsets. • Tour route will be via Main Gangways ONLY. • Only contact/communication will be with Tour Guide. No other communication with other Designplan Staff during tour. 	2	3	6	Tour Guides & Tour Organisers

Yes								

In order to determine the risk of a hazard, multiply its likelihood rating by its severity rating. The higher the score, the higher the risk and the higher the hazard's priority for user/patient precautions or other actions.

These ratings have to be subjective. They depend on your judgment given your knowledge at the time. Further, they are not absolute, 0 does not mean it can never happen,

Note that if there is zero likelihood **or** zero severity, the hazard will have zero risk.

The law says that risks should be reduced “so far as is reasonably practicable”.

Since risk = likelihood x severity, there are only three basic ways of reducing risk.

1. Reduce the likelihood
2. Reduce the severity
3. Reduce both the likelihood & the severity