

Department	All departments
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Assessed by	Richard Knight
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Likelihood	9	L	M	H	H	H
	7	L	M	M	H	H
	5	L	M	M	M	H
	3	L	L	M	M	M
	1	L	L	L	L	L
		1	3	5	7	9

Severity

Job title	Covid - 19 specific Risk Assessments
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Date	May 2020
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L	No action required
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M	Look at additional safety actions
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H	Immediate action required
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This risk assessment is specific for risks associated with Covid – 19.

Departmental and task specific risk assessments are also in place. These documents must be read in conjunction with each other.

What are the hazards?	What are you already doing?	Risk rating LxS	Do you need to do anything else to control this risk?	New risk rating LxS
Travel to and from workplace	<ul style="list-style-type: none"> Avoid public or shared transport wherever possible. If you need to share transport, follow government advice 	1x9=9		
Symptomatic employee exposes colleagues to disease	<ul style="list-style-type: none"> Follow NHS, GP, and government advice 	3x9=27	<ul style="list-style-type: none"> Notify your manager Do not attend work 	1x9=9
Inclement weather – cold temperature allows disease to survive	<ul style="list-style-type: none"> Facilities provided to shelter from the elements if retest of temperature is required 	1x9=9	<ul style="list-style-type: none"> All persons to dress appropriately for the weather 	1x9=9
Any employee/Asymptomatic employee exposes colleagues to disease	<ul style="list-style-type: none"> Taking temperatures of employees/site visitors before entering workplace One-way systems have been introduced, 	3x9=27	<ul style="list-style-type: none"> Any employee / site visitor with temperature over 37.8 degrees Celsius sent home to self-isolate in line with government guidelines. 	1x9=9

	<p>where possible</p> <ul style="list-style-type: none"> • 2m markings are in place on walkways and employees are reminded of the importance of adhering to these rules as part of return to work induction • Hand sanitisers are in place throughout the mill • Adequate hand washing facilities available • Employees issued with face coverings to use where the 2m cannot be adhered • Employees encouraged to reduce the number of journeys they make within the mill • Face coverings must be worn by employees if they are moving away from their own workstations and also with any face to face conversations • Canteen areas have restricted numbers to ensure social distancing with break times communicated to staff • Smoking shelters have had numbers and times restricted to avoid over crowding • Cleaners schedule has been reviewed to increase regular cleaning of touch points on doors, handrails etc. throughout the mill 		<ul style="list-style-type: none"> • Adhere to the 2-meter (6 feet) rule for social distancing • Employees are required to ensure workstations are cleaned down with disinfectant wipes • Adhere to the government advice of washing hands often for at least 20 seconds • Ensure security of the buildings (doors locked/closed) to avoid non-essential visitors 	
Fan at head height propels moisture droplets beyond 2 meter social distancing limit	<ul style="list-style-type: none"> • All fans at head height either repositioned onto floor or removed. 	3x9=27	<ul style="list-style-type: none"> • Where fans are required to be at head height (due to heat/humidity and the existing control measure is deemed to be insufficient), a specific task based risk assessment is to be conducted to fully assess risks. This must mandate the wearing of face coverings throughout the task. 	1x9=9
Crowding at access / egress to site	<ul style="list-style-type: none"> • Where possible, we have implemented the following practices: • Stopped all non-essential visitors • Introduced staggered start and finish times to reduce congestion and contact and to reduce inter-shift contact. 	3x9=27	<ul style="list-style-type: none"> • Appoint Marshalls to monitor clock in/out stations and car parks to avoid employees congregating and breaching social distancing rules. 	1x9=9

	<ul style="list-style-type: none"> • Advised all workers on the importance to wash or clean their hands before entering or leaving the site • Allow plenty of space (two metres) between people waiting to enter site • Reduced the number of people in attendance at site inductions 			
Control of site visitors	<ul style="list-style-type: none"> • Only essential visitors permitted 	3x9=27	<ul style="list-style-type: none"> • All visitors to receive Covid-19 specific site induction. • All visitors to comply with JoE site rules/risk assessments. 	1x9=9
Suspected cases whilst working on site	<ul style="list-style-type: none"> • If a worker develops a high temperature or a persistent cough while at work, they are to: <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 	3x9=27	<ul style="list-style-type: none"> • Ensure Managers are aware of the procedure if anyone is suspected of having symptoms of Covid – 19 onsite and informed of the occurrence. • Clean the appropriate workstation / areas the individual may have come into contact with. 	1x9=9
Employees moving between areas within or between departments on site	<ul style="list-style-type: none"> • Follow all walkways and one way systems unless otherwise directed. 	3x9=27	<ul style="list-style-type: none"> • Wear face coverings whenever moving around site. 	1x9=9
People at High Risk - Clinically extremely vulnerable employees – i.e. those who have received a shielding letter.	<ul style="list-style-type: none"> • Follow NHS, GP, and government advice (see appendix) 	3x9=27	<ul style="list-style-type: none"> • Company to ensure extremely vulnerable persons who have received a shielding letter following specific medical advice issued to them have a risk assessment carried prior to their return 	
People at Moderate Risk Clinically vulnerable employees – these people may have one of more of the listed conditions	<ul style="list-style-type: none"> • Follow NHS, GP and government advice to remain at home as much as possible but you can go out to work (if you cannot work from home). (see appendix) 	3x9=27	<ul style="list-style-type: none"> • Individual to engage with manager to conduct a risk assessment based on the tasks expected of them on their return 	1x9=9
Pregnant employees	<ul style="list-style-type: none"> • Employees have a pregnancy risk assessment 	1x9=9	<ul style="list-style-type: none"> • Existing pregnancy risk assessments to be 	1x9=9

	<p>carried out once the company has been informed of pregnancy by the employee</p> <ul style="list-style-type: none"> ● A separate pregnancy during Covid - 19 guidance document has been issued to address the Covid-19 aspects of the risk assessment. 		<p>reviewed regularly taking into account updated government guidance.</p>	
Poor hygiene	<ul style="list-style-type: none"> ● Employees advised to wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available ● Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. ● Suitable and sufficient rubbish bins for hand towels with regular removal and disposal. ● Restrict the number of people using toilet facilities at any one time. Wash hands before and after using the facilities 	3x9=27	<ul style="list-style-type: none"> ● Regularly clean the hand washing facilities and check soap and sanitiser levels ● Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. ● Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush 	1x9=9
Exposure from large numbers of persons in constricted spaces	<ul style="list-style-type: none"> ● Dedicated eating areas are identified on site ● Break times have been staggered to reduce congestion and contact at all times ● Furniture (tables and chairs) have been removed from canteens and reconfigured in line with social distancing guidelines (2 metres apart) ● Hand cleaning facilities or hand sanitisers are available where people eat and are to be used by workers when entering and leaving the area ● The workforce has been asked to bring pre-prepared meals and refillable drinking bottles from home ● Drinking water is provided with enhanced cleaning measures of the tap introduced ● Workstations are cleaned before and after use ● All rubbish is put straight in the bin and not left for someone else to clear up ● Numbers using toilets is restricted and controlled in line with 2 metre social distancing rules to a maximum of 2 people 	3x9=27	<ul style="list-style-type: none"> ● The workforce should also be encouraged to stay on site once they have entered it and not use local shops. ● All areas used for eating must be thoroughly cleaned at the end of each break ● Vending machines touch points are to be cleaned before each use by the employees using the machines. 	1x9=9

Social distancing may prove impossible to maintain during fires or fire practices.	<ul style="list-style-type: none"> When fire alarms sound all employees are to evacuate workplace and move to fire assembly points 	3x9=21	<ul style="list-style-type: none"> During Covid-19 pandemic Fire Practices are notified in advance to workforce. When alarm sounds employees are required to utilise face coverings during evacuation and at any stage where 2 metre social distancing cannot be achieved / maintained. 	1x9=9
Work related stress	<ul style="list-style-type: none"> Employees can speak to either a member of the Management team or HR and can be referred to OH for assistance in how to cope with undue pressures. Mental Health First Aiders trained and available to talk to. Employee Assistance Program helpline available 24/7 Toolbox talk H400416 has been communicated 	3x7=21	<ul style="list-style-type: none"> Report any issues to line manager immediately 	1x7=7
First Aiders exposure to Covid – 19 risks	<ul style="list-style-type: none"> Johnstons of Elgin have issued an advice document for First Aiders. 	3x9=27	<ul style="list-style-type: none"> First Aiders should familiarise themselves with latest UK advice on casualty handling and resuscitation on a regular basis. 	1x9=9
General work environment	<ul style="list-style-type: none"> Personnel adhere to all onsite signage. Use designated walkways at all times. Seek advice from department managers before entering an area they are unfamiliar with. Use appropriate PPE when necessary. Familiarize themselves with fire exits routes and assembly points. First aiders and first aid equipment are available in various departments 	5x5=25	<ul style="list-style-type: none"> Personnel are to be aware of their surroundings Ensure workplace is comfortable Employees encouraged to report any cleaning issues or requirements to Maintenance Manager 	1x5=5
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has	<ul style="list-style-type: none"> Following government advice Travel to mill in own vehicle, where possible Reduce the amount of time using public transport Do not to travel in groups of more than 2 unless it is immediate family Employees advised to stay at home if they feel unwell and phone NHS line (111) if further advice is required Staff are reminded to follow good hygiene 	1x9=9	<ul style="list-style-type: none"> Any existing individual risk assessments (disability, young persons, or new / expectant mothers) to be reviewed 	1x9=9

occurred.	measures at all times as part of their return to work induction			
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Management

- Employees within support functions are to be encouraged to work from home if this is possible and the business can support this.
- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to the HS&E Manager.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate ‘fit note’ documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 3 months or where significant change has occurred.

Review date: August 2020 (3 months after date of writing)

This risk assessment should be shown to all employees and should be signed and dated to show that it has been read and understood. Pass a copy of the signed risk assessment to Richard Knight.

All employees should read this Risk Assessment and if you have any comments and/or concerns you should contact your manager or Health & Safety Representative.

On return to work, you will be asked to sign that you have have read, understood and agree to use the documented control measures detailed in this document to reduce the potential risks set out in this risk assessment.

Who's at higher risk from coronavirus

Coronavirus (COVID-19) can make anyone seriously ill. But for some people, the risk is higher. There are 2 levels of higher risk:

- high risk (clinically extremely vulnerable)
- moderate risk (clinically vulnerable)

Appendix

The lists below may not include everyone who's at higher risk from coronavirus and may change as we learn more about the virus. Please see link below for current updated list.

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

People at high risk (clinically extremely vulnerable)

People at high risk from coronavirus include people who:

- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor they you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids)
- have a serious heart condition and are pregnant

What to do if you're at high risk

If you're at high risk from coronavirus, you're advised to take extra steps to protect yourself.

This includes not leaving your home for any reason (called shielding).

Information:

If you're at high risk from coronavirus, you should have received a letter from the NHS. Speak to your GP or hospital care team if you have not been contacted and think you should have been.

People at moderate risk (clinically vulnerable)

People at moderate risk from coronavirus include people who:

- are 70 or older
- are pregnant
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)

What to do if you're at moderate risk

If you're at moderate risk from coronavirus, it's very important you follow the advice on social distancing.

This means you should stay at home as much as possible. But you can go out to work (if you cannot work from home) and for things like getting food or exercising.

Unlike people at high risk, you will not get a letter from the NHS advising you to stay at home at all times.