

<b>Date</b>	12/05/2021		<b>Assessed by</b>	Danielle Harris (SHEQ Officer)			<b>Location</b>	Cordek site		
<b>Task</b>	Controlling the spread of Covid-19 (corona virus)					<b>Reference</b>	GRA15		<b>Review Date</b>	22/11/21
<b>How was the risk assessment done?</b>			The risk assessment was conducted by observing operations onsite and considering each department's activities including those not based on site. Documentation provided by the government on the gov.uk website was used to determine which measures should be in place, this included the Working safely during coronavirus (COVID-19) Factories, plants and warehouses guidance, covid 19 response-spring 2021, and the (COVID-19) Coronavirus restrictions: what you can and cannot do guidance amongst others on face masks, social distancing and testing.							
No.	Activity / Plant / Materials	HAZARD	Persons in Danger	Severity (S) 1-5 Scale	Likelihood (L) 1-5 Scale	Risk Rating (S x L)	Measures / Comments / Action required	Severity with controls (SC) 1-5 scale	Likelihood with controls (LC) 1-5 Scale	Residual Risk Rating with Controls
1	Transmission of the virus	Out of date guidance	Employees	5	2	10	<p>Government guidance is regularly reviewed. HSE updates are received via email</p> <p>Staff are kept informed of any changes via email, notices and meetings.</p> <p>Risk assessment is reviewed as required based on government advice, change in operation and changes in covid-19 levels.</p>	4	1	4
		Symptomatic staff	Employees and visitors	5	2	10	<p>Posters informing staff of Covid-19 symptoms are displayed around the site.</p> <p>Staff must self-isolate immediately if they develop symptoms and get tested as soon as possible. They are to inform work and self-isolate for 10 days if they test positive. If an employee develops symptoms at work, they will be sent home immediately and a deep clean will be initiated.</p> <p>If a member of staff's household develops symptoms they must self-isolate for 10 days unless the household member tests negative. The isolation period will restart if the member of staff develops symptoms.</p> <p>Avoid moving staff between departments where possible.</p>	4	1	4

# FORM

HS4-CF1

## Risk Assessment Form



		Asymptomatic staff	Employees and visitors	5	2	10	<p>Covid-19 can be transmitted by people not showing symptoms.</p> <p>Staff are encouraged to get vaccinated as this reduces transmission and severity of symptoms.</p> <p>PCR tests are provided to site based staff for bi-weekly self-testing. If positive the member of staff must inform Cordek and follow government guidance on getting tested and isolating.</p> <p>Masks can be worn by staff if it makes them feel more comfortable but is not mandatory on Cordek's site as other protective measures are in place. Including; screens, hygiene stations, social distancing.</p>	4	1	4
		Poor hygiene	Employees and visitors	5	3	15	<p>Regular hand washing is encouraged as per government guidance.</p> <p>Signage has been put up to raise awareness and advice on hand washing technique.</p> <p>Cleaning stations have been put in place around all buildings and in all communal areas. Cleaning facilities have been provided to drivers.</p> <p>Staff should avoid touching their face and when sneezing or coughing use a disposable tissue.</p>	4	1	4
		Temp Staff	Employees and visitors	5	2	10	<p>Temp staff are to confirm they have had no symptoms in the last 10 days or have had no contact with anyone who has tested positive in the last 10 days.</p> <p>Covid-19 protocols are to be included in the health and safety induction.</p>	4	1	4

							<p>Numbers of staff in communal areas minimised to allow 2m distancing. Staggered start, finish and break times to reduce the amount of people in communal areas. Office staff can eat at their desks. Second smoking shelter and maximum occupancy have been implemented.</p> <p>Good ventilation should be achieved by opening doors and windows. Doors have been opened to reduce contact points.</p> <p>Cleaning facilities are provided and staff should clean down surfaces after use. Cleaners attend site every evening</p> <p>Floor markings to stop congregation around the clocking in machine and lockers. Lockers provided for personal belongings.</p>	4	1	4
		<p>Congregation of staff in communal areas</p>	<p>Employees and visitors</p>	5	2	10				
		<p>Office staff returning</p>	<p>Employees and visitors</p>	5	2	10	<p>Staff should be 2m apart or where this is not possible 1m plus additional measures implemented. Distancing measures are not required between members of the same household or bubble. Screens are used between desks which are opposite one another</p> <p>Tables to be moved to allow 2m distancing or screens provided between desks where 2m distancing is not possible.</p> <p>Good ventilation should be achieved using open windows at all times.</p> <p>Meetings should take part in rooms where 2m distancing is possible or via Microsoft teams. Rooms should be well ventilated and cleaned between use.</p> <p>Hot desks are not used at Cordek, each member of staff has designated desks. By staying at one desk, social interactions are reduced.</p>	4	1	4

# FORM

HS4-CF1

## Risk Assessment Form



							<p>Public transport is avoided due to remote location.</p> <p>Use of bicycles is encouraged by providing bike shelters and shower facilities.</p> <p>2m distancing is encouraged</p> <p>Chairs have been removed from communal areas.</p> <p>Breaks have been staggered.</p> <p>Second smoking shelter and maximum occupancy of 2 people per shelter has been implemented</p> <p>Work stations are more than 2m apart or 1m with additional precautions.</p> <p>When at customer's site staff ensure 2m distancing and follow any site specific rules.</p> <p>Where working in pairs is required, duration is kept to a minimum and set pairs are used to reduce interactions.</p> <p>Regular walk arounds by team leaders and SHEQ to ensure social distancing is being adhered to.</p> <p>Remind staff of the importance of social distancing and good hygiene in controlling the spread of the virus.</p> <p>Staff should follow government guidance when outside of work.</p>			
		Social distancing not being maintained	Employees and visitors	5	2	10		4	1	4

# FORM

HS4-CF1

## Risk Assessment Form



		Visitors	Employees	5	2	10	<p>Visitor numbers are controlled and inductions in place</p> <p>Visitors should not attend site if they have symptoms or have been advised to self-isolate.</p> <p>Cordek staff welfare facilities are not to be used by visitors. Separate visitor hygiene facilities</p> <p>Visitor book moved from reception desk</p> <p>Cleaning stations on reception and goods in</p> <p>Visitors must wear a face covering at all times whilst on Cordek's site.</p>	4	1	4
		Visiting customer's sites	Employees and Public	5	2	10	<p>Government guidance should be followed by Cordek staff at all times.</p> <p>Hand sanitizer and cleaning wipes are provided by Cordek and should be used before and after each visit.</p> <p>2m social distancing should be maintained at all times.</p> <p>Face covering should be worn on customer sites and in indoor public places such as service stations.</p>	4	2	8

		Musculoskeletal disorders, isolation and mental health issues as a result of working from home.	Employees	4	2	8	<p>Staff are returning to the office which reduces the number of people working from home. Working from home on a temporary basis has no increased risk to health, however correct posture should still be maintained.</p> <p>DSE advise should be provided to anyone working from home long term.</p> <p>Regular Microsoft teams meeting held within departments. With regular communication between management and home workers.</p> <p>Communication about mental health between employees and management is encouraged. People living on their own are not encouraged to work from home.</p> <p>Set working hours, set break times and taking annual leave encouraged to reduce work related stress.</p>	2	1	2
		Vulnerable staff	Employees	5	3	15	<p>Members of staff who are fall into the vulnerable category are monitored by the SHEQ officer.</p> <p>Shielding is no longer advised by Government for Extremely vulnerable members of staff. Vulnerable members of staff are told to be extra cautious and strictly follow government guidelines.</p> <p>Cordek ensures they can follow 2m distancing at all times.</p> <p>Separation of visitors from receptionist using screens and signage.</p> <p>Member of production who are considered vulnerable should maintain social distancing at all times and not work in close proximity with others.</p>	4	1	4

# FORM

HS4-CF1

## Risk Assessment Form



		Emergency situations	Employees	5	4	20	In the event of a fire, social distancing measures are to be disregarded.  In the event of a first aid emergency SJA guidance will be followed  Some first aiders and fire wardens are still on site in case of emergencies.	4	2	8
--	--	----------------------	-----------	---	---	----	--	---	---	---

Risk Rating using Scales from BS 8800 Risk Assessment. Residual Risk Rating for works to be carried out after control measures have been introduced reduces the average risk value for this work to <4. In terms of suitable and sufficient control measures, I considered that this is satisfactory for this work with all controls in place and a managed safety regime.

Risk Calculation Grid							
	Multiple Death	Single Death	Major Injury	Lost Time Injury	Minor Injury/Delay	SEVERITY	LIKELIHOOD
Certain	25	20	15	10	5	5 (Multiple Death)	5 (Certain)
Likely	20	16	12	8	4	4 (Single Death)	4 (Likely)
May Happen	15	12	9	6	3	3 (Major Injury)	3 (May happen)
Unlikely	10	8	6	4	2	2 (Lost Time Injury)	2 (Unlikely)
Very unlikely	5	4	3	2	1	1 (Minor Injury)	1 (Very unlikely)

Risk Factor		
16 – 25 (VH)	Very High Risk	Urgent Action Required
10 – 15 (H)	High Risk	High Priority
5 – 9 (M)	Medium Risk	Medium Priority
1 – 4 (L)	Low Risk	Low Priority