

General Risk Assessment Form – Working during the Covid19 Pandemic

Risk Assessment Number: COVID-19 Version 2		Date of Assessment: 12/05/2020		Task / Work Activity / Work Area Assessed: General risk of exposure to Coronavirus at Nampak Europe Manufacturing Sites					Assessment carried by: Ian Dakin CMIOSH / Heather Collins CMIOSH Safety Management Limited			
Worst Case Outcome					Likelihood					Risk Rating (Outcome X Likelihood)		
10	8	5	3	1	10	8	5	2	1	High	Medium	Low
Fatality	Severe Injury / Ill Health	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	likely	Unlikely	Remote	50-100	20-49	1-19
Identified Hazards		Persons at Risk	Control Measures Already in Place (see also HR PO 34 – Coronavirus Pandemic Policy)						Outcome	Likelihood	Risk Rating	Further Action Required Yes/No
Exposure to coronavirus whilst at work		Employees, Visitors & Contractors.	Self-isolation and absence arrangements <ul style="list-style-type: none"> In line with UK /Irish government guidelines all high risk / susceptible workers, i.e. those with underlying health conditions, have already been notified that they must not attend site and must place themselves into self-isolation All employees have been notified that anyone showing any ill health signs or symptoms associated with coronavirus, or who has a family member showing signs or symptoms must stay away from site in self-isolation. Specific advice on what to do if anyone is ill at work has been given to all sites. The Company has an HR tracker noting who is self-isolating and when it is safe for them to return. The normal absence reporting system is in use for employees to notify absence Prior to returning to work, anyone who has been self-isolating as above, will be contacted by their line manager the day before they are due to return, to confirm they are free of symptoms and may return to work. Return to work form has been updated to include specific questions on coronavirus 						Fatality (10)	Unlikely (2)	Medium (10x2=20)	Yes Ref. 1&2

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		<p>Attendance at site and at meetings</p> <ul style="list-style-type: none"> • Only those personnel who cannot work from home should be attending site. Office staff should be working from home where possible. • No visitors are to be allowed on any site without the express authorisation of the Plant Manager. • Where possible, meetings will be held by phone or video conferencing. If not possible, meetings will be held in a well-ventilated room and social distancing requirements must be observed (see below) <p>General hygiene</p> <ul style="list-style-type: none"> • On entering or leaving site, entering or leaving the production halls or the warehouse, after coughing or sneezing where hands may have been contaminated, after using the toilet and before and after eating or drinking, employees must wash their hands with soap and water and/or use the hand sanitisers provided. Extra hand sanitising stations have been installed around the workplace in addition to the normal hygiene stations which were already in place at all production entrances • Employees using desks, keyboards or computer mice must make regular use of sanitising wipes to clean them down • Regularly touched objects and surfaces must be cleaned and wiped down. Cleaners have been asked to pay special attention to door handles, handrails, etc. More frequent cleaning is in place 				

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		<ul style="list-style-type: none"> • Items such as phones or pens should not be shared if possible. If they must be shared, then they should be cleaned between each use with disinfectant wipes. Extra cleaning products have been provided in production areas to allow work stations to be wiped down as required • All crockery and cutlery has been removed or put out of use and employees must bring their own each day <p>Social Distancing</p> <ul style="list-style-type: none"> • All workers have been instructed to maintain a safe distance of 2 meters from other persons wherever possible. • Work should be arranged to enable this distancing wherever possible, including arriving at and leaving the workplace and areas such as canteens, break rooms and smoking areas. If necessary, physical markings and signs shall be used to indicate the 2m safe distance. Employees who are concerned about any aspect of social distancing should talk to their line manager or Plant Manager • No gatherings are allowed in the workplace, toilets, kitchens, smoking areas, or canteens. Numbers allowed in these areas at any one time may be restricted and where this is the case, signs will be posted • Any specific areas or tasks where it is not possible to maintain the 2m distancing must be identified at each Company site and controls from the following list must be put in place to mitigate the risk of transmission of the virus <ul style="list-style-type: none"> ○ Stop the activity if it is not essential to the business ○ Increased frequency of cleaning 				

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		<ul style="list-style-type: none"> ○ Activity time to be as short as possible ○ Screen or barriers to physically separate people ○ Back to back or side to side working ○ Reducing the contacts each person has by “fixed teams” or “partnering” ○ PPE only as a last resort <p>Other Controls</p> <ul style="list-style-type: none"> ● Key information on these precautions is to be displayed on site in prominent locations. ● First aiders have been provided with guidance on general precautions to take and on the update advice on CPR from the Resuscitation Council (“compression only CPR”) ● All of the above shall be reviewed on a regular basis and updated as and when required, in line with any new government guidelines (UK and / or Ireland). ● Safety Management Limited are retained to provide H&S advice and support. 				
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Further Control Measures Required	Further Control Measures Follow up		
	Allocated to (Name)	Target date	Date completed
Daily ongoing monitoring of workplace conditions to ensure all employees are adhering to control arrangements.	All line managers	Ongoing	

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Regular review of this assessment to be conducted taking into consideration any new government advice / guidelines issued or updated.		Group HR / Group H&S (SML)	Ongoing	
Risk Assessment Reviews				
Suggested Review Date:	Information to be reviewed daily (SML). RA only to be re-issued if information changes and this has a significant effect on work practices			
Risk Assessment Reviewed by:	H. Collins	Risk Assessment Reviewed by:		
Date:	12/05/2020	Date:		
Comments:	Review after UK Guidance updated	Comments:		
Next Suggested Review Date:		Next Suggested Review Date:		
Risk Assessment Reviewed by:		Risk Assessment Reviewed by:		
Date:		Date:		
Comments:		Comments:		
Next Suggested Review Date:		Next Suggested Review Date:		

Version	Reason for Issue	Date
V1	Initial Issue	27 April 2020
V2	Amendments to social distancing section after new UK Government Guidance issued	12 May 2020