

General Risk Assessment Form – Working during the Covid19 Pandemic

Risk Assessment Number: COVID-19 Version 3		Date of Assessment: 19/10/2020		Task / Work Activity / Work Area Assessed: General risk of exposure to Coronavirus at First Circle Packaging HQ & 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.	<p>Self-isolation and absence arrangements</p> <ul style="list-style-type: none"> In line with UK / Irish government guidelines all higher risk / susceptible workers, i.e. those with underlying health conditions, or who are defined under national guidance as being at greater risk should work from home if possible, and if they are able to do so safely. If this is not possible, they must be provided with the safest possible roles in which 2m social distancing can be maintained. All employees have been notified that anyone showing any ill health signs or symptoms associated with coronavirus, or who has a person in their household showing signs or symptoms, or who has been instructed to stay at home under their respect Government's contact tracing programme, or who has returned from a country which is not on their Government's travel exemption list, or who is asked to stay at home as part of a local or national lockdown arrangement must stay away from site in self-isolation for the appropriate period in line with current Government guidelines. Specific advice on what to do if anyone is ill at work has been given to all sites. 						Fatality (10)	Unlikely (2)	Medium (10x2=20)	Yes See action plan below

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		<ul style="list-style-type: none"> Any employee with coronavirus symptoms must arrange to have a test via the NHS (UK) or the HSE (Ireland) and then follow the health advice given on self-isolation or return to work 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 Group HR will act as the single point of contact with the relevant national public health authorities if this is required due to an outbreak (2 or more cases) in a company workplace <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. Account must be taken of personal circumstances when deciding on return to work, including health, caring responsibilities, and other individual considerations. There should be individual consultation where necessary and no-one should feel unsafe at work. A record of the personnel on each of the work shifts shall be kept for at least 21 days by HR to allow information to be provided to the appropriate national contact tracing system if needed 				

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		<ul style="list-style-type: none"> • No visitors are to be allowed on any site without a scheduled appointment. • Only contractors who are required to be on site for safety reasons or essential maintenance should be present during normal working hours and then only if social distancing can be maintained. Contractors will be asked to submit RAMS before attending site, stating how they propose to comply with Covid19 controls • Visitors and contractors who do attend site must follow social distancing requirements and should be asked to confirm they are free of Coronavirus symptoms on arrival • 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 				

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		<ul style="list-style-type: none"> • 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 • 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 workstations to be wiped down as required • The majority of crockery and cutlery has been removed or put out of use and employees are encouraged to bring their own each day. A small stock of items remains on some sites but must be sanitised after each use in the dishwasher • Where possible outside catering such as buffets is only permitted where food is provided in pre-packaged form that does not involve the possibility of multiple people touching a food item, e.g. individual wrapped sandwiches not a plate of sandwiches • Kitchen areas will remain open, for employee use with social distancing measures in place, i.e. limit on the number of people allowed into the area at a time. There will be hand sanitising points nearby for employees to use before and after using the facility. <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. 				

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		<ul style="list-style-type: none"> • 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 ○ 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"> • Where a Company facility is on a site controlled by others, Company employees will follow any additional requirements such as the wearing of PPE, which may be applied by the site 				

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		<p>controller, while they are within the part of the premises under their control. It will be for Company management to decide if the additional requirements apply to the Company’s own part of the premises or not</p> <ul style="list-style-type: none"> • Where a Company site is required to follow a specific requirement under local or national legislation or guidance that does not apply across the whole of UK and Ireland (e.g. face coverings indoors, limits on gatherings, closure of some aspects of the business), it will do so in accordance with the appropriate national or local guidance and local procedures will be developed as necessary • Key information on these precautions is to be displayed on site in prominent locations. • Where Government requirements include the display of a Covid19 secure poster, it will be completed and prominently displayed in accordance with the appropriate guidance • 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. <p>Working from Home (where deemed appropriate)</p> <ul style="list-style-type: none"> • Guidance for those who work from home has been issued, with good practices and tips to keep themselves safe 				

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		<ul style="list-style-type: none"> Departmental Managers are to ensure there is regular contact with all employees working from home As the length of time that employees are working from home is extended, the HR department should contact employees to ensure they are still able to work safely and comfortably within their home environment. Consideration should be given to what aids might be needed by an individual employee to ensure this remains the case 				
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Action Required		Further Control Measures Follow up		
		Allocated to (Name)	Target date	Date completed
1. Daily ongoing monitoring of workplace conditions to ensure all employees are adhering to control arrangements.		All line managers	Ongoing	Ongoing
2. 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	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			

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Risk Assessment Reviewed by:	H. Collins	Risk Assessment Reviewed by:	H. Collins (SML), Greg Ward (First Circle)
Date:	12/05/2020	Date:	19 October 2020
Comments:	Review after UK Guidance updated	Comments:	Review to incorporate numerous small guidance changes
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
V3	Cumulative effect of numerous small guidance changes both UK and Ireland	19 Oct 2020