

## Additional Coronavirus – COVID-19 risk assessment

		Probability					Severity				
Probability	5	L	M	H	H	H	1 = Extremely unlikely to happen	1 = No injury, No damage, No effect, No impact			
	4	L	M	H	H	H	2 = Probably will not happen	2 = Minor Injury, or damage, or effect, impact			
	3	L	M	M	H	H	3 = As likely to happen, as not	3 = Major injury / temporary disability, localised damage or effect, considerable impact			
	2	L	L	M	M	M	4 = Probably will happen	4 = Permanent disability, amputation, major effect or impact			
	1	L	L	L	L	L	5 = Almost certain to happen	5 = Fatality, extensive damage, massive effect			
		1	2	3	4	5	Severity				

Risk matrix used in risk assessment below  
RR = revised risk

**Assessment date: 14/05/2020**

**Version: 3**

(Version 2 assessment date 14/10/2020, See version 2 amendments in yellow, also indicated with \*)

(Version 3 assessment date 15/10/2020, See version 3 amendments in green, also indicated with \*)

Description of Hazard/Concern	Risk	Control measures to be followed	RR	Person(s) at risk
Exposure to staff from others due to living with someone with a suspected or confirmed case of COVID-19.	5 x 5 = <b>25</b>	<ul style="list-style-type: none"> <li>Electrix employee will be asked to follow government guidance on self-isolation.</li> <li>Maintain contact with management and to follow company policy / guidance.</li> </ul>	5 x 1 = <b>5</b>	Individual employees
How do we protect a vulnerable member of staff?	5 x 5 = <b>25</b>	<ul style="list-style-type: none"> <li>Electrix will ensure extremely vulnerable persons are shielded by not attending work themselves and following specific medical advice issued to them, until otherwise instructed.</li> </ul>	5 x 1 = <b>5</b>	Vulnerable employees
What do we do if we have an employee who is suspected of having Covid-19 whilst attending work?	5 x 5 = <b>25</b>	<ul style="list-style-type: none"> <li>If a worker develops symptoms as defined by the Government, they should:               <ol style="list-style-type: none"> <li>Report it and return home immediately.</li> <li>Avoid touching anything.</li> <li>Cover their cough or sneeze with a tissue or the crook of their elbow.</li> <li>Follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ol> </li> </ul>	5 x 1 = <b>5</b>	Individual employees

		<ul style="list-style-type: none"> <li>Internally the effected work station should be thoroughly cleaned down and if possible isolated for 3 days before use.</li> </ul>		
How do we control visitors to our site?	<p>5 x 5 = <b>25</b></p>	<ul style="list-style-type: none"> <li>Stop all non-essential visitors</li> <li>All essential visitors will be signed in by an Electrix employee via the iPad in the main reception, they will be asked to wash their hands and observe the social distancing rules. All visitor details will be read out and completed by the Electrix member of staff. The iPad will not be passed to the visitors. All returned visitor ID badges will be sanitised and stored safely for a minimum of 3 days before re-use.</li> <li>Allow plenty of space (two metres minimum) between visitors waiting to enter site.</li> <li>Drivers are to remain outside of the buildings, with the exception of the goods inwards toilet facility.</li> </ul>	<p>5 x 1 = <b>5</b></p>	Visitors, employees and delivery drivers
Hygiene protective measures	<p>5 x 5 = <b>25</b></p>	<ul style="list-style-type: none"> <li>All staff are to wash their hands thoroughly <b>*or sanitise their hands thoroughly</b> when first arriving at work and regularly during the day. Use soap and water adopting the method of hand washing shown above the sinks. Use alcohol-based hand sanitiser in between washing. Face coverings may be worn <b>*generally</b> and are provided; <b>*however, face coverings must be worn during;</b> <ul style="list-style-type: none"> <li>Any face to face conversations within two metres.</li> <li>When moving around any office environment.</li> <li>When an office employee visits another office employee, then both parties must use a face covering.</li> <li>When talking to a visitor.</li> </ul> </li> <li>There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. If you choose to wear one, it is important to use face coverings properly and sanitise your hands before putting them on or taking them off, in addition the following applies;</li> </ul>	<p>5 x 2 = <b>10</b></p>	Individual employees

		<ol style="list-style-type: none"> <li>1. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>2. Change your face covering if it becomes damp or if you've touched it.</li> <li>3. Continue to wash your hands regularly.</li> <li>4. Change your face covering daily.</li> <li>5. If the material is washable, wash it daily in line with manufacturer's instructions; if it's not washable, dispose of it carefully in your usual waste.</li> <li>6. Practise social distancing.</li> </ol> <ul style="list-style-type: none"> <li>• Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue or the crook of your elbow.</li> <li>• We have provided suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Extra supplies of soap, hand sanitiser, bin bags and paper towels are securely stored and monitored.</li> <li>• We have restricted the number of people using toilet facilities at any one time. Put in place extra cleaning regimes for toilet facilities particularly door handles, locks and the toilet. We regularly clean the hand washing facilities and check soap and sanitiser levels.</li> <li>• We clean regularly any shared equipment, i.e. scanning stations, photocopiers, this list is not exhaustive.</li> <li>• Hand cleaning facilities and hand sanitiser stations are available at key points around the factories and office buildings. Staff are encouraged to use them when moving from one area to another.</li> </ul>		
<p>Canteen facilities (exposure from large numbers of persons)</p>	<p>5 x 5 = <b>25</b></p>	<ul style="list-style-type: none"> <li>• All canteen facilities are closed for use including vending machines.</li> <li>• Staff are encouraged to stay on site once they have entered it and not use local facilities.</li> <li>• Eating areas are away from groups of people to reduce potential contamination.</li> </ul>	<p>5 x 1 = <b>5</b></p>	<ul style="list-style-type: none"> <li>• Individual employees</li> </ul>

		<p>Social distancing rules are in place. Staff must sit a minimum of 2 metres apart from each other whilst eating and avoid all contact.</p> <ul style="list-style-type: none"> <li>• Break times are staggered to reduce congestion and contact.</li> <li>• All employees are asked to bring pre-prepared meals and refillable drinking bottles from home.</li> <li>• Drinking water is provided from sink taps, the taps have enhanced cleaning measures.</li> </ul>		
The use of Changing areas, lockers for boot changing etc.	$5 \times 5 = 25$	<ul style="list-style-type: none"> <li>• Locker areas will remain closed until further notice.</li> </ul>	$5 \times 1 = 5$	Individual employees
What do we do if our employees have specific activities that require working within 2 metres of another member of staff?	$5 \times 5 = 25$	<ul style="list-style-type: none"> <li>• Always consider if the task can be performed differently without having to breach the 2m social distancing rule.</li> <li>• Workers are to limit face to face working to an absolute minimum and work facing away from each other when possible.</li> <li>• We will limit the frequency of working within 2m to an absolute minimum and ensure it is for work where exposure to this distance is less than 15 mins.</li> <li>• Any such work must be 100% Supervised to ensure distancing rules are followed and close proximity working is kept to the absolute minimum.</li> <li>• PPE must be used at all times, disposable gloves/face mask/ coverall and safety glasses must be worn.</li> <li>• Single use PPE should be disposed of so that it cannot be reused.</li> </ul>	$5 \times 2 = 10$	Individual employees
What else do we need to do?	$5 \times 5 = 25$	<ul style="list-style-type: none"> <li>• Working from home is implemented whenever possible.</li> <li>• Electrix publish information reminding employees of their obligations around the</li> </ul>	$5 \times 1 = 5$	Individual employees

		<p>site.</p> <ul style="list-style-type: none"> <li>• Teleconferencing is used for meetings if possible.</li> <li>• Where an employee has recently (within 14 days) visited other countries, they should self / home isolate themselves as per government guidance – (for as long as these measures apply).</li> <li>• We will continue to follow any further government advice provided.</li> <li>• All staff are to limit their use of public transport. Where travel is essential, please use a private single occupancy vehicle, walk or cycle if possible.</li> <li>• Glass or Acrylic screening is in place between every office desk.</li> <li>• *Office environments have been split into multiple 'zones' with the use of screening, staff activities are limited from one zone to another. Whenever possible electronic documents are used, and teams calls replace face to face communication.</li> <li>• Employees desks are cleaned with antiviral chemical regularly by themselves.</li> <li>• Walkways are clearly marked in line with the social distancing rules.</li> <li>• We will consider, when staffing levels increase to &gt;75%, Introducing staggered start and finish times to reduce congestion and possible person to person contact. *Staggered start times have been implemented, with staff beginning work at either 7:45am or 8:00am.</li> <li>• We are monitoring site clocking areas to ensure avoiding congestion.</li> </ul>		
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• **Important Notes**

- All staff must be made aware of reporting requirements and that all cases confirmed or suspected are reported to the management team.

- Information notes are to be sent out and any updates communicated in a timely manner to all staff, this must include letting staff know about symptoms and actions that medical professionals are advising people to take.
- This assessment is to be reviewed regularly in order to ensure compliance.
- We must remind staff verbally and visually that in order to minimise the risk of spread of infection, we rely on everyone in the company taking responsibility for their actions and behaviors.
- We encourage open discussions between staff where any issues can be openly discussed and addressed, WE ARE IN THIS TOGETHER.

Review the assessment annually and if circumstances change significantly/there is reason to suspect that it is no longer valid. This additional assessment must be kept with the main Risk assessment document.

Review information;

Date	Signature	Details
14/10/2020	<i>Stewart Beer</i>	Various updates.
15/10/2020	<i>Stewart Beer</i>	Office environments split into zones.