





GENERAL RISK ASSESSMENT								
	Site:	Department:	Area:	Task:	Site Reference	COV02RA		Document owner – site level:
	All Sites	All Departments	All Areas	COVID-19 General Working	Version	2020.01		
					Revision	Rev.0		Senior Operational Management

PERSONS WHO MAY BE AFFECTED				<i>Hazard – anything that has the potential to cause harm or ill-health</i>	L X S = R (RISK RATING)		
Employees carrying out the task / activity	√	Contractors	√		Likelihood (1 – 5)	1 – 1	Insignificant – No action required
Other employees	√	Visitors	√	2 – 4		Tolerable – Monitor controls	
Members of the public	√	Visiting drivers	√	Severity (1 – 5)	5 – 9	Moderate – take reasonable steps to reduce risk	
Others (specify)					10 – 15	Substantial – immediate action to reduce risk	
					16 – 25	Intolerable – prohibit continuation of task / activity and escalate immediately to relevant persons	

HAZARD	HAZARD EFFECTS	CONTROLS	RESIDUAL RISK RATING			SITE SPECIFIC / ADDITIONAL CONTROLS	REVIEWED RESIDUAL RISK RATING				
			L	S	R		L	S	R		
Person to person interaction	Persons coming into close contact with others in the workplace. Potential consequences: <ul style="list-style-type: none"> - Infection spread from person to person through direct contact - Infection spread from person to person through airborne contamination 	<ul style="list-style-type: none"> - Employees required to inform their management if they, or any person they are in close contact with, are displaying COVID-19 symptoms - Any employee where they, or any person they are in close contact with, are displaying symptoms instructed not to attend work and stay at home to self-isolate - Any person displaying symptoms (new continuous cough/high temperature/loss of sense of taste or smell), must leave the workplace for home to self-isolate <ul style="list-style-type: none"> ➤ Employee not allowed to return to work until end of isolation period or where NHS testing has confirmed they are clear of infection ➤ Where an employee has tested negative for the virus they must provide evidence to their management - Hand sanitising stations in place for use when arriving at / leaving work - Social distancing (minimum 2m apart) to be applied where practicable 	2	3	6 (T)						

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		<ul style="list-style-type: none"> - Where social distancing at 2m apart is not practical, all instructed to; <ul style="list-style-type: none"> ➢ Avoid face to face working positions ➢ Avoid physical contact with others ➢ Wear an appropriate face covering, (minimum two layers of material), where close proximity of employees required, (e.g. maintenance requiring more than one person) - Employees allocated a workstation / task for entire shift to minimise interaction with others - Work stations separated by physical barrier where practicable - Break times staggered to limit number of employees in rest areas to maintain social distancing - Where it is necessary for more than one person is required to travel in the same vehicle, all parties required to wear an appropriate face covering and windows to be open if practicable - Signage in place as necessary 						
Contact surfaces	<p>Persons touching surfaces that others have touched.</p> <p>Potential consequences:</p> <ul style="list-style-type: none"> - Infection spread from person to person through touching contaminated contact surfaces 	<ul style="list-style-type: none"> - Cleaning materials provided to allow on-going cleaning of surfaces - Where an employee is sent home/has to stay at home due to symptoms personally or in close contact persons, machinery / equipment they have used thoroughly cleaned prior to another person using it - Hand sanitising stations in place for use before entry and when leaving the building - gloves made available to safeguard against skin contact with surfaces 	2	3	6 (T)			

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		<ul style="list-style-type: none"> - Shared machinery and equipment required to be wiped down by the employee who has used it, immediately before and after use - Employees carrying out maintenance must wear disposable gloves at all times when working (particularly when using shared tools) - Cleaning materials / sanitising wipes made available in welfare facilities (rest room, toilets, showers, etc) for employees to use before and after use of facilities - Signage in place as necessary 						
Foreign travel	<p>Employees travelling to other countries for holidays, etc. Potential consequences:</p> <ul style="list-style-type: none"> - Risk of contracting the disease due to visiting or travelling to / from a country designated by the Government as high risk leading to possible infection of others 	<ul style="list-style-type: none"> - Employees required to inform the business of any personal circumstances that may affect their own safety or the safety of others - Employees required to provide details of what country / countries they will be visiting / have visited - Upon request, the employee is required to provide evidence of which country they have visited 	2	3	6 (M)			
Contractors and visitors	<p>Contractors and visitors attending site. Potential consequences;</p> <ul style="list-style-type: none"> - Infection spread from person to person through direct contact - Infection spread from person to person through airborne contamination - Infection spread from person to person through touching contact surfaces 	<ul style="list-style-type: none"> - Visitors provided with relevant information regarding Company safety measures - Contractors controlled by Permit to Work system - Contractor and Plasmor COVID safety measures discussed and agreed prior to allowing contractor to begin work (PtW- Part 2 – Site Specific Permitting) - Contractor monitored during time on premises (PtW – Part 2 – Site Specific Permitting) 	2	3	6 (T)			

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Local affected areas	<p>Employees travelling into local affected areas.</p> <p>Potential consequences:</p> <ul style="list-style-type: none"> - Exposure to infection due to high infection rate in a particular area leading to possible further infection spread 	<ul style="list-style-type: none"> - All employees made aware of general safety measures for self-protection and protection of others - Employees required to adhere to COVID-19 safety measures in place at the site being visited - Persons travelling on business informed of local affected areas to allow them to take appropriate measures to stay safe 	2	3	6 (M)			
Roadside breakdowns	<p>Attending a roadside breakdown of delivery vehicle.</p> <p>Potential consequences:</p> <ul style="list-style-type: none"> - Infection spread from person to person through direct contact - Infection spread through contact with contact surfaces - Infection spread from person to person through airborne contamination 	<ul style="list-style-type: none"> - Maintenance vehicle to be wiped down prior to use - Social distancing from driver and others to be maintained when attending breakdown - Maintenance fitter to wear disposable gloves when dealing with the breakdown - Where driver contact surfaces have been handled by the fitter, these to be wiped down prior to driver using them 	2	3	6 (M)			
Compliance management	<p>Non-compliance with COVID-19 safety precautions.</p> <p>Potential consequences:</p> <ul style="list-style-type: none"> - Spread of infection through non-compliance 	<ul style="list-style-type: none"> - Operational management to monitor compliance with safety precautions on Company premises - Disciplinary procedures may be applied to employees who fail to follow COVID-19 safety measures 	2	3	6 (T)			
Pre-existing medical issues	<p>Employees having pre-existing medical issues.</p> <p>Potential consequences:</p> <ul style="list-style-type: none"> - Employees with known vulnerability placed at higher risk of infection 	<ul style="list-style-type: none"> - Additional safety measures applied in respect of clinically vulnerable employees - Management required to confirm additional safety measures applied in respect of clinically vulnerable employees 	2	3	6 (T)			