

Operation – Biological Hazard (COVID-19)					Severity x Likelihood = Risk Rating (Record Highest Value)		
Dept/Machine: Whole site						Date:19.04.20	
Reason for Assessment: Legal Compliance						Ref No: Kaliber Group	
Personnel at Risk: Staff, Visitors, Contractors & members of public						No. of persons at Risk: Various	
Operation step	Hazard	Severity	Likelihood	Risk Rating	Actions taken to reduce the risk	Residual Risk H.M.L	Further measure needed if Residual Risk is above low
Employee: general working activities around the business  Visitors & Contractors  Delivery / collection drivers' activities  General public protection measures	Exposure to biological hazard (COVID-19) which could lead to illness or Death	5	4	20	<p><b><u>Employees Physical measures implemented:</u></b></p> <p><b><u>Wash Hands:</u></b></p> <ul style="list-style-type: none"> <li>The number of hand sanitizer stations increased across the business</li> <li>Additional sanitisers stations established at main business entry points</li> </ul> <p><b><u>Cleaning:</u></b></p> <ul style="list-style-type: none"> <li>Surface disinfectant wipes made available in the office environment</li> <li>Dedicated cleaning person (twice per shift) who will clean the factories regular contact areas (such as door handles, handrails, WC facilities, canteen area including tables, light switches, reception areas, mobile plant, tools and equipment using appropriate cleaning products and methods)</li> </ul>	M	<p><b><u>Other consideration measures:</u></b></p> <ul style="list-style-type: none"> <li>Cleaning at the start / end of each shift by all employees</li> <li>Controlled entry / exit locations to be assessed on how these will work / be managed in case of need</li> <li>Procedure for dealing with potentially contaminated</li> </ul>

				<ul style="list-style-type: none"> <li>• Individual / area cleaning equipment distributed around the site for employees to use when required.</li> </ul> <p><b><u>Social distancing:</u></b></p> <ul style="list-style-type: none"> <li>• All non-critical business travel cancelled (site director to approve business essential travel in advance only)</li> <li>• All non-critical business visitors cancelled (site director to approve business essential travel in advance only)</li> <li>• Daily meeting numbers reduced</li> <li>• Team brief and H&amp;S meetings cancelled (information distributed by email / letter)</li> <li>• Staggered breaks to minimize numbers in the canteen at any one time</li> <li>• Reiterating that employees can have their breaks in their cars as long as they don't share and smoke in them</li> <li>• Reduction in staffing through home working, self-isolation, Furloughing etc</li> <li>• Minimizing meeting numbers via the use of online meeting forums etc</li> <li>• Floor marking in place on main walkway and signage in place to increase awareness of social distancing</li> <li>• Social distancing to be adhered to across the site. In the canteen chairs to be removed to aid this.</li> </ul>	<p>deliveries of machines / equipment / supplies to be established</p> <ul style="list-style-type: none"> <li>• Partitions to be considered where social distancing is not possible i.e. Perspex partitions &amp; redesigning of process being looked at.</li> </ul>
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					<p><b><u>Other physical measures:</u></b></p> <ul style="list-style-type: none"> <li>• Key functions within the business / cross training implemented to reduce absence impact</li> </ul> <p><b><u>Employee information measures implemented:</u></b></p> <ul style="list-style-type: none"> <li>• W.H.O and P.H.E advisory posters displayed around the business</li> <li>• Staff reminded daily of the importance of social distancing both in the workplace and outside of it via social distancing posters distributed around the site</li> <li>• Group &amp; local business guidelines distributed to all employees via email / post which includes travel advice</li> <li>• Employees with laptops advised to take them home along with charging cables at the end of each day in case of home working requirement</li> <li>• Management team advised of what action to take should they be presented with an employee who has symptoms (sent out via email &amp; meeting held with management team)</li> <li>• Notice of advice sent out to all employees in line with the latest advice from PHE &amp; Gov.uk</li> <li>• Social distancing to be followed when talking to / working with delivery / collection drivers</li> </ul>		
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					<ul style="list-style-type: none"> <li>• Employees reminded on a regular basis to wash their hands for 20 seconds, to catch coughs &amp; to sanitize their hands regularly using the provided equipment verbally and via posters</li> <li>• Working from home guidance document issued</li> </ul> <p><b><u>Employee with underlying health conditions</u></b></p> <ul style="list-style-type: none"> <li>• Employees with underlying health conditions identified and a plan of action generated for their working from home and/or likely absence from work in line with government guidance i.e. older people &amp; vulnerable adults and extremely vulnerable.</li> <li>• employees advised to follow government advice in relation to these categories</li> </ul> <p><b><u>Visitor / Contractor physical measures implemented:</u></b></p> <ul style="list-style-type: none"> <li>• Visitor / contractor medical questionnaire to include key questions in relation to COVID-19, to be filled in prior to their arrival to site or in reception before being allowed further into the business. Information collected will be processed in accordance with GDPR guidance.</li> <li>• The use of contractors during the COVID-19 outbreak will be reduced to a minimum / business critical reasonings only</li> </ul>		
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				<p><b><u>Delivery / collection drivers' physical measures implemented:</u></b></p> <ul style="list-style-type: none"> <li>• Distribution goods signed for by taking drivers name and registration only, no physical signing takes place.</li> </ul> <p><b><u>Other preventative measures:</u></b></p> <ul style="list-style-type: none"> <li>• Isolation rooms established in case of need</li> </ul> <p><b><u>Daily review measures:</u></b></p> <ul style="list-style-type: none"> <li>• HSE manager checks PHE and WHO and GOV websites daily for the latest advice</li> <li>• Daily crisis meeting held with site director/HR/Operations manager &amp; HSE manager</li> <li>• Rigorous checks carried out by supervisors and management to ensure the necessary procedures / social distancing is being adhered to</li> </ul> <p><b><u>Symptoms of COVID-19:</u></b></p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new continuous cough or a high temperature in the workplace the company procedure for such an event will be followed.</li> <li>• Line managers will maintain regular contact with staff members during this time.</li> </ul>		
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				<ul style="list-style-type: none"> <li>• If the crisis management team (CMT) is advised that a member of staff has developed COVID-19 and were recently on the premises the CMT will contact the relevant people/company / authorities to discuss the case, and seek advice on any actions or precautions that should be taken including a deep clean of all areas where the infected person is known to have been or likely to have been.</li> </ul> <p><b><u>Mental Health</u></b></p> <ul style="list-style-type: none"> <li>• Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> <li>• Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support staff who are affected by coronavirus or has family members affected.</li> <li>• The company understands that these are worrying times and will act to reassure employees with regular updates and information on the company performance.</li> </ul> <p><b><u>RPE:</u></b></p> <ul style="list-style-type: none"> <li>• <i>Public health guidance on the use of PPE (personal protective equipment) to protect against COVID-19</i></li> </ul>	
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					<p><i>relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand/respiratory hygiene behaviours. The business accepts that there may be employees who wish to wear their own PPE and will support this where said PPE has been proven to government standards and signed off by relevant management requirements.</i></p> <p><b>Information links:</b></p> <p><a href="http://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">http://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p><a href="http://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">http://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><a href="http://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-forvulnerable-people">http://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-forvulnerable-people</a></p> <p><a href="http://www.mind.org.uk/information-support.coronavirus/coronavirus-and-your-welbeing/">http://www.mind.org.uk/information-support.coronavirus/coronavirus-and-your-welbeing/</a></p>		
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Severity	<p>Moderate Harm</p> <p>Accidents and illness not causing a minor injury or prolonged distress</p> <p>2</p>	<p>Medium harm</p> <p>Accident and illness causing minor harm or prolonged distress (wounds, sprain strains etc)</p>	<p>Extreme harm</p> <p>Accident or illness causing major harm or permanent distress major cuts, sprains, strains, dislocations,</p>
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		4	fractures, dermatitis, hearing loss, cancer etc 6
Likelihood	Highly improbable Appears very seldom and irregularly 2	Probable Appears regularly but not continually 4	Highly Probable Appears regularly and continually 6
Risk Rating	Low = 2 to 8	Medium 10 to 16	High 18 to 36

**Risk Assessor/s**

Mr Paul Hands

Next Review Date: as required