

RISK ASSESSMENT – CORONAVIRUS

Company Name:	Penny Hydraulics Ltd									
Location:	Whole factory. Clowne, Derbyshire, S43 4AB									
Date of Assessment:	03/08/2020	Review Date:	Situation monitored daily in line with government recommendations see below				Revision No:	3		
Persons Exposed:	Employees:	✓	Other Workers:	✓	Public / Visitors:	✓	Young Persons:	✓	Estimated total number of persons at risk:	100
	New / Expectant Mothers:			✓	Vulnerable Persons:	✓	Other:			

Task Description:	Risk assessment for the possible transmission of Coronavirus / COVID-19.
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Key:

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood						

Likelihood	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 5 = Low
2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	

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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Lack of Information	3	5	15	<p>The company has subscribed to information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none"> The UK Government (UK Gov) (https://www.gov.uk/coronavirus), Public Health England (PHE) (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19), Department for Education (DfE) (https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19), National Health Service (NHS) (https://www.nhs.uk/conditions/coronavirus-covid-19/) Health and Safety Executive (HSE) (https://www.hse.gov.uk/news/coronavirus.htm) <p>Updates are passed to all staff members to ensure that they are kept informed. There are daily news broadcasts on terrestrial and satellite television and so it is likely that all employees are keeping up to date with updates on the virus.</p>	1	5	5	<p>Situation is being monitored daily by directors and managers</p> <p>Guidance taken from Gov site https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do#im-not-a-critical-worker-and-i-cant-work-from-home-what-should-i-do</p> <p>The PHE information poster be displayed in a location that staff can easily observe it. Click here for the poster</p>	✓	

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	L	S			L	S			Yes	No
Transmission of Virus / Hygiene	4	5	20	<p>All employees are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none"> washing hands with soap and water often – do this for at least 20 seconds. washing hands when you get home or into work. using hand sanitiser gel if soap and water are not available. covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. putting used tissues in the bin straight away and wash hands afterwards. not touching eyes, nose or mouth if hands are not clean. <p>All persons are instructed to obey ‘social distancing’ wherever possible. This means maintaining a 2m separation wherever practicable.</p> <p>Supplies of soap and hand sanitiser are available for use.</p> <p>Hand sanitiser, or similar, is available in the reception and all visitors and staff are instructed to use this on arrival to the building.</p>	2	5	10	<p>Notices are displayed requiring all persons arriving on site to use hand sanitiser, or similar, before entering the main building.</p> <p>Restrictions in the toilets, washrooms and kitchen areas in place.</p>	✓	
Housekeeping	3	5	15	<p>Adequate supplies of cleaning materials are kept on site.</p> <p>Cleaning staff have been instructed to increase the frequency of cleaning wherever possible.</p> <p>Surfaces where regular contact is likely, such as door handles, tables etc. are being prioritised to ensure that they are cleaned.</p> <p>Housekeeping staff are trained in the correct use of cleaning equipment and chemicals.</p> <p>The building is subject to regular cleaning by trained and competent persons. If required a ‘deep clean’ is able to be requested.</p>	2	5	10	<p>Provision of cleaning / sanitising products are made available, washing with soap is encouraged due to reduced availability of sanitiser.</p>	✓	
Emergency Procedures	3	5	15	<p>The company has formulated an emergency plan to follow should closure be required.</p> <p>Employees have been made aware of the emergency plan.</p>	1	5	5	<p>Detailed plan Not Required, however monitoring of the situation and government advice will determine the path.</p>	✓	

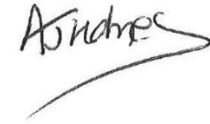
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Persons Becoming Unwell	4	5	20	The symptoms of the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and it's symptoms. Employees are instructed to remain at home at the first onset of any symptom. Employees are instructed to follow official Government guidance on isolation procedures and the time that they are to remain away from work. If employees develop symptoms on site, they should be sent home to self-isolate and seek advice from NHS 111 (seek urgent medical assistance if symptoms are severe).	2	5	10	Senior Leadership remain vigilant for employees displaying the signs of symptoms of Coronavirus. Any employee showing symptoms will be sent home to isolate as per government advice.	✓	
Vulnerable Persons	4	5	20	The company is able to access the list of those persons classified as a 'vulnerable person' at any time from the UK Government: <ul style="list-style-type: none"> For people identified on medical grounds: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 The company's policy on Vulnerable Persons will follow the official advice as above.	1	5	5	Consideration to those more vulnerable categories is considered, and discussed with each individual (where vulnerability is known).	✓	
Social Distancing	3	5	15	Employees are instructed to maintain social distancing where possible. Employees must ensure that personal hygiene standards are maintained to a high standard. Employees must ensure that handwashing facilities are available. Infection control techniques must be increased to include regular washing of surfaces using a sanitiser with an alcohol content >60%.	2	5	10	Social distancing methods implemented, some work stations moved to provide distancing, limits on more public areas i.e. toilets / washrooms implemented and posted.	✓	

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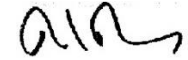

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Visitors	4	5	20	<p>Only essential visitors should be permitted to attend if possible. All unessential visitors, meetings or appointments should be postponed, or the use of teleconference or videoconference facilities should be considered.</p> <p>Visitors are instructed to wash hands on arrival at the site and when leaving.</p> <p>Visitors must follow the same infection control and hygiene rules as all other persons on site.</p> <p>If a visitor refuses to follow the company's policies in any way then they are to be removed from site immediately.</p> <p>Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.</p>	2	5	10	Information posters and notices are prominently displayed in reception areas.	✓	
Outbreaks in the Workplace	4	5	20	<p>Steps that will usually be needed are as follows:</p> <p>1.As part of this risk assessment, we have ensured we have an up to date action plan in case there is a COVID-19 outbreak. This plan nominates a single point of contact, Ashley Holmes, (SPOC) where possible who will lead on contacting local Public Health teams.</p> <p>2.If there is more than one case of COVID-19 associated with our workplace, we will contact our local PHE health protection team to report the suspected outbreak.</p> <p>Our local PHE health protection team details are:- PHE East Midlands Health Protection Team, Public Health England, Seaton House City Link, Nottingham, NG2 4LA Telephone 0344 2254 524</p> <p>If the local PHE health protection team declares an outbreak, we will record details of symptomatic staff and assist with identifying contacts. We have already ensured all employment records are up to date.</p> <p>PHE will provided us with information about the outbreak management process, which will help us to implement control measures, assist with communications to staff, and reinforce prevention messages.</p>	2	5	10	Senior Leadership remain vigilant for employees displaying the signs of symptoms of Coronavirus. Any employee showing symptoms will be sent home to isolate as per government advice.	✓	

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Name of Assessor:	Ashley Holmes - Finance Director	Signature:	
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This risk assessment is to be reviewed daily in line with latest government advice and working practices.

Revision History

Rev	Date	Reasons for Revision	Revised By	Signature
2	18/05/2020	Minor corrections and formatting only. No amendments to risks or mitigating practices made or required.	Robin Penny – Managing Director	
3	03/08/2020	Added a section on how to deal with an outbreak in the workplace and appointed a single point of contact to deal with Public Health England.	Ashley Holmes – Finance Director	

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Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority

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Signing Sheet

By signing this document below, I confirm that I have read and understood the content of the risk assessment above. I understand that the company requires me to comply with all controls and policies described in the risk assessment and that failure to adhere to the contents may result in disciplinary action against me.

Name	Signature	Date