

GENERAL RISK ASSESSMENT WORK SHEETS.

Section 1: Task Overview.			Serial No: BWB.COVID-19		
Location: Bradford	Dept / Area: Unit 5 & unit 6	Date of Assessment: 29/03/2020			
Assessor/s: Emergency Response Team	Machine / Equipment	Asset Number:	Next Annual Review Date: This is an open assessment and will be reviewed daily		
			Additional Review	Additional Review	Additional Review
<p>Description of Task / Area Being Assessed: Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19. People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. This Risk Assessment is for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each employer should consider their own unique circumstances.</p>					

Section 3: Action Diary:							
Hazard Ref No's.	Corrective Actions.	Risk Ranking	Owner	Target Completion Date	Actual Date Completed	New Risk Ranking	Comments.
All	Improvements on continue ongoing						

Management ~Sign - Off:		
Name: Andrew Ambler	Position: Health & Safety Advisor	Date: 01/04/20

Section 2: Hazard Identification – General

Ref no	Hazards	Risk	At Risk	Controls	Probability Severity x Likelihood = rate			Additional Help & Advice
					S	L	R	
1	Spread of Covid-19 Coronavirus	Death / illness	<p>Employees Visitors to your premises Cleaners, Contractors Delivery Drivers Vulnerable groups, Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to the business</p>	<p>Hand Washing Hand washing facilities with soap and hot water in place. Stringent hand washing taking place. Paper towels/hand dyers for drying of hands Hand washing guidance posters at every wash location. Gel sanitisers in any area where washing facilities not readily available, or they are high use areas. Posters, leaflets and other materials are available for display on notice boards , TV around the plant.</p> <p>Sanitiser placed on every entrance into the building and outside every toilet door.</p>	5	2	10	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>
2	Spread of Covid-19 Coronavirus	Death / illness	<p>Employees Visitors to your premises Cleaners, Contractors Delivery Drivers Vulnerable groups, Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to the business</p>	<p>Visitors & Contractors Only essential visitors and contractors will be allowed on site, this will be agreed by the facilities manager and immediate line manager / health & safety advisor. All visitors will be pre booked and a self-declaration form prior to attending site. Visitors will book in at the gatehouse and wait for their host. See procedure BWB.COVID.03 All contractors and visitors must wear masks and gloves while on site. All Contractor procedure are in. place</p>	5	2	10	<p>See dynamic risk assessment</p> <p>A contact areas will be cleaned down after use by security.</p> <p>The wearing of masks is mandatory.</p>

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3	Spread of Covid-19 Coronavirus	Death / illness	<p>Employees Visitors to your premises Cleaners, Contractors Delivery Drivers Vulnerable groups, Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to the business</p>	<p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. Where possible office employees will remain working from home. Segregation in the offices will be monitored to ensure that social distancing is carried out. Distance marking on all walkways and areas. Canteen / rest area segregation through limited tables/ seating, restricted number of people in areas. Staggered shifts for breaks, start and finish. Screening where social distancing can not always be implemented</p> <p>Changing rooms Additional changing areas introduced to prevent social gatherings. Lockers spaced to prevent close contact</p> <p>Canteen Additional canteen in place to prevent social gathering. (<i>one person per table</i>) Staggered break times in place to prevent overcrowding.</p>	5	2	10	<p>Pre return to work pack for all employees on information the plant has taken to reduce/ eliminate COVID-19.</p> <p>Screens are been placed around work areas where required to safe guard employees</p> <p>See dynamic risk assessment</p> <p>All departments are managed by department managers to monitor.</p>
4	Spread of Covid-19 Coronavirus	Death / illness	<p>Employees Visitors to your premises Cleaners, Contractors Delivery Drivers Vulnerable groups, Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to the business</p>	<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Doors – where possible doors will be propped open, fire safety must be taken into account. Toilet doors – fitted with foot openers Vending machines, and other appliance will be regularly cleaned by Sodexo and people who use the equipment signage displayed.</p>	5	2	10	<p>The facilities team along with the contracting company Sodexo will manage the cleaning throughout the plant, a schedule of cleaning will be lead by the facilities manager.</p> <p>See dynamic risk assessment</p>

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4	Spread of Covid-19 Coronavirus	Death / illness	<p>Employees</p> <p>Visitors to your premises</p> <p>Cleaners, Contractors</p> <p>Delivery Drivers</p> <p>Vulnerable groups, Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to the business</p>	<p>Cleaning Conti.....</p> <p>Signage placed around the plant for cleaning area. <i>'Cleaning of microwaves etc after use'.</i></p> <p>Sanitisations placed around the plant and in the offices for clean down after shift.</p> <p>All clinical waste removed by contracting company.</p> <p>Hand Sanitisation stations placed around the plant on every entrance and outside all toilets</p>	5	2	10	The facilities have a schedule to check and replenish all sanitisation units.
5	Spread of Covid-19 Coronavirus	Death / illness	<p>Employees</p> <p>Visitors to your premises</p> <p>Cleaners, Contractors</p> <p>Delivery Drivers</p> <p>Vulnerable groups, Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to the business</p>	<p>Walkways/ entrances</p> <p>Where practicable one way systems have been put in place to prevent close contact.</p> <p>Where this is not practicable then employees must ensure common sense is invoked to ensure that social distancing is maintained.</p> <p>2 metre lines placed on walkways with signage and advisory directional arrows.</p>	5	1	5	The walkway are continuing to be reviewed with alternative solutions.

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6	Spread of Covid-19 Coronavirus	Death / illness	<p>Employees Visitors to your premises Cleaners, Contractors Delivery Drivers Vulnerable groups, Elderly Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to the business</p>	<p>Mandatory Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Due to the reduces access to gloves due to the COVID-19 situation, all glove will be issued out 1 pair per operator on a daily bases or where required 1 pair At a time.</p> <p>Mandatory wearing of masks Masks are not mandatory only if specified in the risk assessment, but available on request by operators.</p>	5	2	10	<p>Pre return to work pack for all employees on information the plant has taken to reduce/ eliminate COVID-19.</p> <p>Managers of the department will manage and monitor the issuing of gloves.</p> <p>Controlled by facilities</p>
7	Spread of Covid-19 Coronavirus	Death / illness	<p>Employees Visitors to your premises Cleaners, Contractors Delivery Drivers Vulnerable groups, Elderly Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to the business</p>	<p>Drivers /deliveries</p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work – Reference BWB.CIVID.01</p> <p>https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</p> <p>COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Mandatory wearing of masks is required prior to drivers getting out of vehicles. (provided is they do not have on by BorgWarner.</p> <p>Area restricted when vehicle is inside the plant.</p> <p>Courier driver entrance restricted for main entrance to prevent bottle neck area.</p>	5	2	10	

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8	Spread of Covid-19 Coronavirus	Death / illness	Employees Visitors to your premises Cleaners, Contractors Delivery Drivers Vulnerable groups, Elderly Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to the business	Maintenance / Facilities Personnel All maintenance and facilities employees are equipped with the required PPE for their duties. Procedures in place for cleaning down, social distancing. When working in close quarters with others masks and gloves are mandatory, this will be within the maintenance RA.	5	2	10	Pre return to work pack for all employees on information the plant has taken to reduce/ eliminate COVID-19.
9	Spread of Covid-19 Coronavirus	Death / illness	Employees Visitors to your premises Cleaners, Contractors Delivery Drivers Vulnerable groups, Elderly Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to the business	Company vehicles The use of company vehicles should be restricted if not removed from service. If the pool cars or van is required then the vehicle must be sanitized immediately after use by the driver. Authorisation must be sort by the senior manager for usage.	5	1	5	Sanitizing equipment must be left in the car.

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10	Spread of Covid-19 Coronavirus	Death / illness	<p>Employees</p> <p>Visitors to your premises</p> <p>Cleaners, Contractors</p> <p>Delivery Drivers</p> <p>Vulnerable groups, Elderly Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to the business</p>	<p>Departmental employees / office staff</p> <p>Employees who are deemed high risk are prevented from returning to work, these include employees with health conditions or ailments.</p> <p>Where possible people able to work from home are instructed to do so, this will be monitored by management/ HR.</p> <p>Social distancing markings on all main walkway around both sites.</p> <p>PPE available for employees if they feel the need to require a mask, gloves.</p> <p>Mandatory PPE applies accordance with site procedures and risk assessment as previously.</p> <p>Employees have been through the return to work presentation on the new requirements for social distancing and cleaning regime.</p>	5	3	15	Pre return to work pack for all employees on information the plant has taken to reduce/ eliminate COVID-19.
11	Spread of Covid-19 Coronavirus	Death / illness	<p>Employees</p> <p>Vulnerable groups, Elderly Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to the business</p>	<p>Department work stations</p> <p>Social distancing in place where practicable, where employees are less that 2mtrs further precautions are required.</p> <p>Review of areas of concern with dept managers, facilities manager and health & safety.</p> <p>Areas of concern will be screened with clear Perspex or alternative screens.</p>	5	1	5	<p>The screening is ongoing with the Facilities team.</p> <p>All areas have been reviewed and agreed actions in place.</p>

If there is not sufficient room for all the hazards please use a separate section 2 sheet and attach it to this one

Section 2: Hazard Identification – Vending Machines

Ref no	Hazards	Risk	At Risk	Controls	Probability Severity x Likelihood = rate			Additional Help & Advice
					S	L	R	
10	Spread of Covid-19 Coronavirus Spread of Covid-19 Coronavirus From high use and handling money returned /rejected.	Death / illness Death / illness	Employees Visitors to your premises Cleaners, Contractors Vulnerable groups, Elderly Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with from using vending machines	<p>Using vending machine</p> <p>The vending machines are frequently used across the plant daily. They are managed by Sodexo who have a cleaning regime for all areas of the plant.</p> <p>Cleaning:</p> <p>Sanitising wipes to be made available with signage, <i>'wipe before and after use'</i>.</p> <p>As extra precautions Sodexo cleaning staff working in that area will sanitise after every break time all fronts of machines</p> <p>Hatched out areas for social distancing</p> <p>To prevent people coming into contact with contaminated coins see Coin Mechanism-, see below</p>	5	2	10	<p>Pre return to work pack for all employees on information the plant has taken to reduce/ eliminate COVID-19.</p> <p>The screening is ongoing with the Facilities team.</p> <p>All areas have been reviewed and agreed actions in place.</p>

Coin Mechanism- How they work:

Coins placed into the coin slot on the front of the machine drop into either the coin mechanism that holds the machine float.

OR

If the coin mechanism is full the coin drops into the cash box at the bottom of the machine. (See Pic 1)

This is the box that is emptied when cashing up the machine.

Daily clean of coin hopper (See Pic 2) that feeds the coins in to the coin mechanism with a sanitizing wipe (see Pic 3). These are kept in the machines. Please see below. Sodexo operator must wear disposable gloves for this process.

Coins sat in coin mechanism are dispensed from the bottom as change. New coins are at the top.

Signs can be put on the machine to use correct change only.

20p Millicano

10p All other drinks

This way the coin mechanism would always be full and drop straight into the cash box. No change given. Sodexo staff will check the coin mechanism daily and ensure this is full.



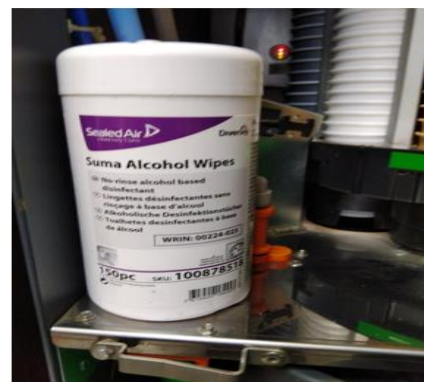
Cash Box Coin Mechanism

Picture 1



Coin Hopper

Picture 2



Picture 3

Section 4: Assessment Risk Rating Chart

	L5 Certain	L4 Very likely	L3 Likely	L2 May happen	L1 Unlikely
S5 Death	25	20	15	10	5
S4 Major injury	20	16	12	8	4
S3 Up to three day off site	15	12	9	6	3
S2 Minor injury - treatment off site	10	8	6	4	2
S1 Minor injury - first aid on site	5	4	3	2	1

Score	Priority	Action
1-4	Low	Action may be required to further improve. The risk is low priority. Time, effort and cost should be proportional to the risk.
5-10	Medium	Action should be reviewed to further control the risk, if possible. Interim measures may be necessary in the short term.
11-25	High	Action required urgently to control the risks. Further resources may be needed

S = Severity
L = Likelihood