



## Covid-Secure Risk Assessments

# Henkel UK Ltd, and Henkel UK Operations Ltd

This document contains Covid-Secure risk assessments for:

Henkel UK Ltd, Hemel Hempstead (UK HQ)

Henkel UK Operations Ltd, St Neots

Henkel UK Operations Ltd, Winsford

**Assessment date:** 2<sup>nd</sup> April 2020

**Version:** Final

**Review date:** 2<sup>nd</sup> April 2021

**Approved by:** Victoria Hampstead

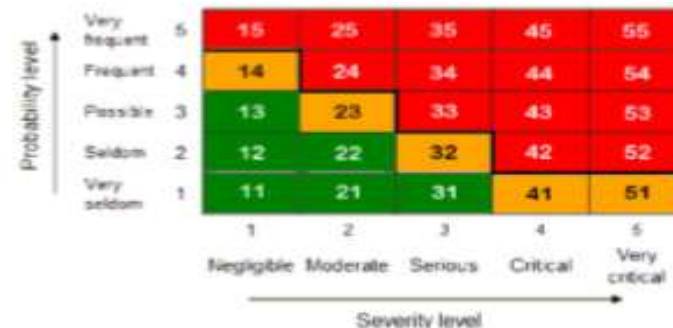
**Peer Review:** Fergal Gilhawley

## Covid-19 Risk Assessment for Henkel Limited

### Introduction:

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Covid-19 is a worldwide pandemic, and a crisis unlike any we have faced in the UK, presenting a new and varied set of challenges to how we do business.

- This risk assessment is based on available information from the WHO, HSE and Henkel's guidelines.
- All risks cannot be eliminated, but they must be reduced so far as is reasonably practicable.
- Clear communication with employees on what we are doing to keep them safe is key.
- PPE is always a last resort, the emphasis being on reducing the risk in the first place.
- Agility is key, new approaches from employees and the business and a huge degree of flexibility and cooperation.



No.	Identified Hazard	Who could be harmed?	Control Measures	Inherent Risk				Controlled		Actual Risk	
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	How harm could arise:	Identify all parties:	Detailed information:	S	P	R	Y / N	S	P	R
1.	Covid-19 transmission	Employees, Visitors and contractors	<p>Site Hygiene systems in place:</p> <ul style="list-style-type: none"> <li>Handwashing facilities at 23 locations.</li> <li>Hand sanitisers at 9 locations.</li> <li>Assigned personnel to re-stock the soap and sanitiser units.</li> <li>Cleaning schedule in place for all buildings provided by Grosvenor Services.</li> <li>Separate cleaning by Baxter Storey for the restaurant – when re-opened.</li> <li>Touchpoint disinfection cleaning added on continuous rotation from 9am – 5pm for sites.</li> <li>3 month stock of soap and gel sanitiser ordered</li> <li>Newly created touchpoint cleaning plan prepared with Grosvenor to include daily sanitization of all desks, chair arms and top frame of chair and IT equipment.</li> </ul>	3	5	35	Y	3	1	31
2.	Covid-19 transmission	Employees, Visitors and contractors	<p>Respiratory Protective Equipment</p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken or where Henkel has advised employees to wear masks the following measures will be followed;</p> <ul style="list-style-type: none"> <li>Wash hands before and after handling mask</li> <li>Face fit testing</li> </ul>	3	5	35	Y	3	1	31

			<b>Recommendations for Henkel employees:</b> <ul style="list-style-type: none"> <li>Sales employees visiting customers, stores, salons and any customer facing activities where social distancing cannot be achieved should wear a mask.</li> <li>Employees working together in close proximity in confined spaces should wear a mask.</li> <li>Employees using public transport for business travel should wear a mask</li> </ul> Reference <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a>							
3.	Covid-19 transmission	Employees, Visitors and contractors	<p>Social distancing measures introduced. Includes phased return to offices, agreed maximum occupancies i.e. &lt;40%</p> <p>Separate plan on phased return created for HH site based on RA.</p> <p>&gt;2m space between employees, if this is not possible in a specific work task in the labs or a technical environment then masks must be worn.</p> <p>Demarcation added to coffee areas, restaurant, lifts, stairwells &amp; hallways.</p> <p>One way system around site – signage added.</p> <p>Single use of small meeting rooms.</p> <p>Larger meeting rooms have chairs set out socially distanced, other chairs removed, signage on door to show maximum occupancy.</p>	3	5	35	Y	3	1	31
4.	Covid-19 transmission	Employees, Visitors and contractors	<p>Regular communication and updates to employees on CV19 and flu prevention steps.</p> <p>Regular communication on Henkel strategy on risk reduction relating to travel, hygiene, risk management etc.</p>	3	5	35	Y	3	1	31

			Sign off required for return of confirmed cases and/or high risk locations in the past 14 days before site access is permitted.							
5.	Covid-19 transmission	Employees, Visitors and contractors	Protocol in place that if an employee becomes a risk case they need to self-isolate for 14 days. This will reduce risk to other employees.	3	5	35	Y	3	1	31
6.	Covid-19 transmission	Employees, Visitors and contractors	Employee has become a risk case due to an exposure that occurred since they were last in work. No risk to other Henkel employees so no cleaning or contact tracing required	3	4	34	Y	3	1	31
7.	Covid-19 transmission	Employees, Visitors and contractors	Employee has become an at-risk case in the office/lab.  Employee follows Henkel process - does not physically attend site 14 days.  Office area 2m around desk and primary lab work area is cordoned off for cleaning by specialist contractor.  Common areas cleaning is completed as per the existing schedule.  Review of activity since symptoms first appeared to identify direct contacts and identify other areas that may require cleaning.	3	5	35	Y	3	1	31
8.	Covid-19 transmission	Employees, Visitors and contractors	Delivery drivers do not enter the goods in office.  Signage explains protocol to leave delivery on table area outside, they can take a photo for proof of delivery.  If the warehouse operative needs to go outside to use the FLT or speak with the driver, they should wear their mask and gloves.  Employees must not visit the warehouse without approval.	3	3	33	Y	3	1	31

			Employees must not enter the goods in office, contactless collection of parcels can be arranged via email for collection from table outside goods in.							
9.	Covid-19 transmission	Employees visiting customers, stores, any external meetings	<p>All external meetings off site should be approved by the business head or line manager.</p> <p>Questions to ask; MUST the meeting be face to face? Could VC be used instead? Do the benefits outweigh the risks? Is it business critical?</p> <p>If the external meeting is approved, the following social distancing protocol should be followed;</p> <ul style="list-style-type: none"> <li>• Avoid shaking hands, or any physical contact</li> <li>• Stay &gt;2m away from people, if this is not possible then a mask should be worn.</li> <li>• Gloves should be available and worn if necessary</li> <li>• Regular hand washing if facilities are available, if not hand gel should be used regularly and particularly after coming into contact with high frequency touchpoints i.e. door handles.</li> <li>• Hand gel should be used again after vacating the premises visited.</li> <li>• If the environment does not meet CV19 safe requirements the employee should leave immediately and report the situation to their line manager.</li> </ul>	3	4	34	Y	3	1	31
10.	Covid-19 transmission	Employees, visitors and contractors	<p><b>Wearing of Gloves</b></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p> <p>Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	3	3	33	Y	3	1	31

11.	Covid-19 transmission	Employees	<b>Mental Health</b> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a>	3	3	33	Y	3	2	32
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<b>Reference No:</b> SNRACOV001	<b>Title:</b> Measures to reduce spread of COVID 19	<b>Authorised by:</b> P. Kurkiewicz
<b>Written By:</b> R. Watts <b>Checked By:</b> P. Kurkiewicz		<b>Date Issued:</b> 24/04/2020
<b>Site:</b> St. Neots	<b>Building/ Room No:</b> Site	<b>Apparatus:</b> Various
<b>Reviewed Dates:</b>		<b>Next Review Due:</b> 24/04/2021
<b>Process Description:</b>  This risk assessment is to help prevent the spread of COVID 19 at the St. Neots site. by increasing social distancing where possible.  Many of the processes carried out on site by production staff are single man processes and as such the distance between workers during normal working practices are sufficient.  This risk assessment will review the interaction with parcel delivery drivers, delivery drivers of bulk goods and drivers collecting finished materials. This assessment will also look at social distancing within the office areas and the mess area as well as control measures to be carried out should an employee contract the virus.  <b>Note: UK Government advice at present:</b> <b>Social distancing is to keep 2m apart where possible.</b> <b>Wash hands frequently with soap and water for at least 20 seconds.</b> <b>Self-isolation should you have signs / symptoms of the virus.</b>		
<b>No of operators effected:</b>  <b>Affected personnel:</b> All workforce on site		
<b>Operator PPE:</b>	Overalls, Hard hat, Eye protection, Safety shoes, appropriate gloves, where required.	
<b>Visitor PPE:</b>	High vis jacket, Hard hat, Eye protection, Safety shoes.	





SEVERITY					
Health	No adverse effect	Slight injuries	Lost time case Minor injuries to multiple workers	Long absence Lost time for multiple workers	Fatality
Environment / Affected Area	Spot	Plant	Site	Neighborhood Industrial Area	Neighborhood Residential Area
Economic loss / Remediation	< 1000 €	< 10.000 €	< 100.000 €	< 1 Mio €	> 1 Mio €

PROBABILITY	Chance to occur	Frequency	Observed occurrence		Negligible (1)	Moderate (2)	Serious (3)	Critical (4)	Very critical (5)
	Certain	Constantly Daily	Often observed	Very frequent (5)	51	52	53	54	55
	Very likely	Frequent Weekly	Has happened often	Frequent (4)	41	42	43	44	45
	Likely	Occasionally Monthly	Happened in our department	Possible (3)	31	32	33	34	35
	Unlikely	Seldom Annually	Somewhere else	Seldom (2)	21	22	23	24	25
	Very little	Very seldom Within years	Never heard	Very seldom (1)	11	12	13	14	15



Ref	Hazard	Potential Cause	Theoretical Risk	Existing Safeguards	Residual Risk	Actions
1.	Biological – Transmitting of Disease	Contact with courier delivery drivers.	43	<p>All courier deliveries are to be placed in a designated area outside the main office.</p> <p>Courier drivers are not permitted into the building. Main office door kept locked.</p> <p>Access to site is restricted keeping numbers visiting site to a minimum.</p> <p>Courier drivers sign on behalf of the company for receipt of goods.</p>	23	
2.	Biological – Transmitting of Disease	Contact with couriers collecting	43	<p>Access to site restricted keeping number of visitors down.</p> <p>Courier driver not permitted in the building. Main office door kept locked.</p> <p>Parcels for collection left in designated area outside the main office.</p> <p>All courier paperwork raised prior to collection and left with the parcels.</p>	23	
3.	Biological – Transmitting of Disease	Truck drivers delivering or collecting from site	43	<p>Drivers remain in cabs where possible. Only allowed to leave cab after direction from a Henkel employee.</p> <p>Drivers that leave cabs must first go and wash their hands prior to working outside their cab.</p> <p>Where possible all paperwork to be carried out by email.</p> <p>Social distancing is to be maintained at all times.</p> <p>Any keys / mobile phone that is required to be handed over must be placed in a bag for the employee to lock away in the office.</p>	23	
4.	Biological – Transmitting of Disease	Site hygiene	43	<p>Hand washing facilities are in place in the 3 toilet facilities provided as well as in the mess room and the laboratory.</p> <p>All visitors to site must wash hands immediately, using the wash facilities in the disabled toilets, prior to visiting or working around the site.</p>	23	



				<p>Hand sanitiser located at strategic positions around the site for personnel to use.</p> <p>Stocks of soap and hand sanitiser kept at good levels</p> <p>Cleaning schedule for main building maintained by contractor.</p>		
5.	Biological – Transmitting of Disease	Social distancing	43	<p>Social distancing measures introduced including keeping 2m gap where possible</p> <p>Working from home for those able to do so, increasing distances between personnel in the office area.</p> <p>Start and finish times staggered throughout workforce to reduce personnel numbers on site.</p>	23	
6.	Biological – Transmitting of Disease	Social distancing in mess area	43	<p>Operators are to maintain distance in the mess area.</p> <p>Reduce numbers using the mess room by either making use of other facilities on site, e.g. conference room.</p>	23	
7.	Biological – Transmitting of Disease	Contact with surfaces	43	<p>Personnel are to use their own pens and not use those belonging to others.</p> <p>Spare pens are to be kept for delivery drivers or visitors that may need to sign paperwork, they can then take the pen with them.</p> <p>Doors are to be kept open where possible to reduce the need to touch handles.</p>	23	
8.	Biological – Transmitting of Disease	Covid-19 transmission	43	<p>Protocol in place that if an employee becomes a risk case they need to self-isolate for 14days. This will reduce risk to other employees.</p>	23	
9	Biological – Transmitting of Disease	Covid-19 transmission - Employee has become a risk case due to an exposure that occurred since they were last in work.	43	<p>No risk to other Henkel employees so no cleaning or contact tracing required.</p>	23	
10	Biological – Transmitting of Disease	Covid-19 transmission - Employee has become confirmed case who works in a single office.	43	<p>Employee follows Henkel process flow - does not physically attend site for 14 days.</p> <p>Office closed for cleaning by specialist contractor.</p>	23	



				Common areas cleaning is completed as per the existing schedule.		
				Review of activity since symptoms first appeared to identify direct contacts and any other areas that may require cleaning.		
11	Biological – Transmitting of Disease	Covid-19 transmission - Employee has become a risk case who works in a multi-person office/lab.	43	Employee follows Henkel process flow - does not physically attend site 14 days.	23	
				Office area 2m around desk and primary lab work area is cordoned off for cleaning by specialist contractor.		
				Common areas cleaning is completed as per the existing schedule.		
				Review of activity since symptoms first appeared to identify direct contacts and any other areas that may require cleaning.		
12	Biological – Transmitting of Disease	Covid-19 transmission – Employee has become risk case who works on a production floor.	43	Employee follows Henkel process flow - does not physically attend site for 14 days.	23	
				Area 2m around primary work area is cordoned off for cleaning by specialist contractor.		
				Common areas cleaning is completed as per the existing schedule.		
				Review of activity since symptoms first appeared to identify direct contacts and any other areas that may require cleaning.		
				Only trained competent personnel to carry out maintenance work.		
				Safe Systems of Work in place.		

Actions identified to be discussed and agreed:



**Authorised Signatures:**

**Author**

**Name: R. Watts**

**Signature:**

**Date:**

## Management

**Name: P. Kurkiewicz**


**Signature:**

Date:

**Operator Signature:**

Signature of the risk assessment indicates receipt and understanding of the hazards identified and the control measures to be used.

[illegible]

 <b>Risk Assessment</b>	Prepared by: Brian Radley - SHE Manager	REF:	Rev 1	Assessment Date:	13 / 05 / 2020	Page 1 of 18	
	Location: <b>Winsford Site</b>	Activity: <b>Impact of COVID-19 on Manufacturing, Warehousing and Administration Operations</b>		Review Date	14 / 05 / 2020	Approval Date	15 / 05 / 2020
				Reviewed by	N. Lloyd	Approved by	G. Newton

Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable  15 -25 = NO	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others									

### Identified Hazard 1 A – Employee Access to Site


- Potential Biological Transmission by Employees

125	-	<ul style="list-style-type: none"> <li>The business has recommended to staff the need to minimise the number of people travelling together in any one vehicle. If solo occupancy is not possible then minimise numbers by using fixed travel partners.</li> <li>Arrival and departure times at work are flexible to reduce crowding into and out of the workplace and takes into account of the impact on those with protected (vulnerable) characteristics.</li> <li>Pedestrian congestion is reduced, by having several entry points to the workplace and numerous Timekeeping stations.</li> <li>Most staff travel to work in their own vehicles and have a choice of parking areas on site – thus avoid close contact transmission.</li> </ul>	5	5	25	<b>NO</b>	<ul style="list-style-type: none"> <li>Defining process alternatives for entry / exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.</li> <li>Additional parking and bike-racks shall be provided if necessary, to help people walk, run, or cycle to work where possible.</li> <li>Crossing the roadway at Zebra Crossing should be done singly but if two people are approaching from different direction then each should keep to their right-hand side of the crossing.</li> <li>"Staying COVID-19 Secure in 2020" UK Government Poster to</li> </ul>	5	3	15
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To calculate the Risk Rating: =  
Severity of Harm X Likelihood of Harm

**ALL HAZARDS IDENTIFIED AS HIGH RISK, MUST BE ADDRESSED PRIOR TO WORK COMMENCING**

		Likelihood				
		1 – Decade	2 - Yearly	3 - Monthly	4 - Weekly	5 - Daily
Severity	1 – Slight	1 - Low	2 - Low	3 - Low	4 - Low	5 - Low
	2 – First Aid	2 - Low	4 - Low	6 - Low	8 - Medium	10 - Medium
	3 - Reportable	3 - Low	6 - Low	9 - Medium	12 - Medium	15 - High
	4 - Major	4 - Low	8 - Medium	12 - Medium	16 - High	20 - High
	5 - Fatal	5 - Low	10 - Medium	15 - High	20 - High	25 - High


<div></div> <div>Risk Assessment</div>	Prepared by: Brian Radley - SHE Manager	REF:	Rev 1	Assessment Date:	13 / 05 / 2020	Page 2 of 18	
	Location: Winsford Site	Activity: Impact of COVID-19 on Manufacturing, Warehousing and Administration Operations			Review Date	14 / 05 / 2020	Approval Date
				Reviewed by	N. Lloyd	Approved by	G. Newton

Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable  15 -25 = NO	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others									
		<ul style="list-style-type: none"> <li>Clinically vulnerable staff have been allowed to work (if practicable) from home or given the option to be "furloughed".</li> </ul>					be displayed in Security Cabin and on Company Notice boards.			
<b>Identified Hazard 1B – Visitor Access to Site</b>										
<ul style="list-style-type: none"> <li>Potential Biological Transmission by Visitors</li> </ul>										
1	1	<ul style="list-style-type: none"> <li>All visitors deemed "Non-essential to business operations" have been prohibited from visiting site since 6<sup>th</sup> March and will be contacted by telephone conference call using Skype / Teams if and as required.</li> <li>Visitors / Contactors attending site to do business critical work are recorded in the Security Visitors Log.</li> <li>All visitors to site must wash hands immediately, using the wash facilities in the designated toilets, prior to visiting staff or working around the site.</li> <li>Visitors / Contractors undertake a Site Induction which provides clear guidance on social distancing and hygiene expectations at the Winsford site.</li> </ul>	4	3	12	YES	<ul style="list-style-type: none"> <li>Visitors / Contactors attending site to do business critical work shall formally confirm that they are free of any illness and have been for a minimum of 14 days prior to arrival at site. This shall be recorded on the Site Entry Log held by Security.</li> </ul>	3	3	9

To calculate the Risk Rating: =  
**Severity of Harm X Likelihood of Harm**

**ALL HAZARDS IDENTIFIED AS HIGH RISK, MUST BE ADDRESSED PRIOR TO WORK COMMENCING**

		Likelihood				
		1 – Decade	2 - Yearly	3 - Monthly	4 - Weekly	5 - Daily
Severity	1 – Slight	1 - Low	2 - Low	3 - Low	4 - Low	5 - Low
	2 – First Aid	2 - Low	4 - Low	6 - Low	8 - Medium	10 - Medium
	3 - Reportable	3 - Low	6 - Low	9 - Medium	12 - Medium	15 - High
	4 - Major	4 - Low	8 - Medium	12 - Medium	16 - High	20 - High
	5 - Fatal	5 - Low	10 - Medium	15 - High	20 - High	25 - High

 <b>Risk Assessment</b>	Prepared by: Brian Radley - SHE Manager	REF:	Rev 1	Assessment Date:	13 / 05 / 2020	Page 3 of 18	
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Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable  15 -25 = NO	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others									
		<ul style="list-style-type: none"> <li>Contractor Activities must minimise contact with company staff and / or other visitors to site by staying out of site buildings so far as reasonably practicable.</li> </ul>								
<b>Identified Hazard 1C – Delivery Driver Access to Site</b> <ul style="list-style-type: none"> <li>Potential Biological Transmission by Delivery Drivers</li> </ul>										
3	1	<ul style="list-style-type: none"> <li>All Raw material deliveries are pre-booked with suppliers (who have been issued with Henkel safe delivery protocols), the time slots are notified to Security staff to ensure unauthorised access is prevented.</li> <li>To minimise unnecessary contact at gatehouse security, arriving vehicle drivers must verbally state their booking reference. Directions and site rules are displayed on laminated sheets (available in multiple language versions) given to Driver and sanitized upon return to Security.</li> <li>Drivers remain in cabs and are only allowed to leave cab after being given explicit</li> </ul>	2	5	10	YES	<ul style="list-style-type: none"> <li>Where possible all delivery paperwork notifications are to be carried out by email</li> <li>Any keys / mobile phones that are required to be handed over (to prevent “drive away” and photography breaches.) must be placed in a bag for the “hosting” employee to lock away in the office.</li> <li>Consider methods to further reduce frequency of deliveries, e.g. by ordering larger quantities less often.</li> </ul>	1	5	5

To calculate the Risk Rating: =  
Severity of Harm X Likelihood of Harm

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		Reviewed by			N. Lloyd	Approved by	G. Newton

Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable  15 -25 = NO	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others									
		instructions from a Henkel employee to do so. <ul style="list-style-type: none"> <li>Drivers that leave cabs must first go and wash their hands prior to working outside their cab.</li> <li>Courier drivers are not permitted into the site unless previously agreed.</li> <li>Large Courier deliveries and ALL Royal Mail deliveries are placed in designated area of "Crush Hall" corridor in MC1.</li> <li>Courier drivers sign electronically that goods have been delivered.</li> <li>Letters &amp; Parcels for Royal Mail collection left in designated Post Pidgeon hole area adjacent to MC1 Reception Area.</li> <li>All courier paperwork is raised prior to collection and left with the parcels.</li> <li>All staff collecting / handling delivered goods wear protective gloves.</li> </ul>								

To calculate the Risk Rating: =  
Severity of Harm X Likelihood of Harm

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Employees	Others									
		<ul style="list-style-type: none"> <li>Should staff and courier meet then "Social Distancing" is to be maintained at all times.</li> <li>Where possible and safe to do so, single FLT Driver Staff shall load or unload HGV vehicles.</li> <li>For HGV loads where more than one person is needed the same pair of people shall undertake the task on that day.</li> </ul>								

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	Location: <b>Winsford Site</b>	Activity: <b>Impact of COVID-19 on Manufacturing, Warehousing and Administration Operations</b>		Review Date	14 / 05 / 2020	Approval Date	15 / 05 / 2020
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Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable  15 -25 = NO	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others									

### Identified Hazard 2 – COVID Transmission in Communal Areas, Corridors and Access Routes


- Contact Transmission due to failures in Site Hygiene Protocols
- Biological Transmission between Staff due to breakdown in Social Distancing

<b>80</b>	-	<ul style="list-style-type: none"> <li>• Hand washing facilities are in place in ALL toilet facilities provided across the site.</li> <li>• ALL employees have been provided with a personal pocket-sized bottle of Hand sanitizer for their use at any time on site.</li> <li>• Hand sanitiser Stations are located at strategic positions around the site for personnel to use.</li> <li>• Stocks of soap and hand sanitiser kept at good levels.</li> <li>• Signs and Posters are in place to raise awareness of good handwashing technique, the need to increase the frequency of hand washing, avoid touching your face; and the requirement to cough or sneeze into a tissue which is disposed of</li> </ul>	5	5	25	<b>NO</b>	<ul style="list-style-type: none"> <li>• To ensure as much social distancing as possible; Toilets are to be used on a one out – one in basis.</li> <li>• Introduce more one-way flow routes through buildings, with regular safe passing points in place.</li> <li>• Where possible provide paper towels as an alternative to hand dryers in handwashing / Toilet facilities.</li> <li>• Where shower and changing facilities are required, the setting down of clear use and cleaning guidance for showers, lockers and changing rooms shall be communicated to staff. To ensure</li> </ul>	2	5	10
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To calculate the Risk Rating: =  
Severity of Harm X Likelihood of Harm

**ALL HAZARDS IDENTIFIED AS HIGH RISK, MUST BE ADDRESSED PRIOR TO WORK COMMENCING**

		Likelihood				
		1 – Decade	2 - Yearly	3 - Monthly	4 - Weekly	5 - Daily
Severity	1 – Slight	1 - Low	2 - Low	3 - Low	4 - Low	5 - Low
	2 – First Aid	2 - Low	4 - Low	6 - Low	8 - Medium	10 - Medium
	3 - Reportable	3 - Low	6 - Low	9 - Medium	12 - Medium	15 - High
	4 - Major	4 - Low	8 - Medium	12 - Medium	16 - High	20 - High
	5 - Fatal	5 - Low	10 - Medium	15 - High	20 - High	25 - High


 <b>Risk Assessment</b>	Prepared by: Brian Radley - SHE Manager	REF:	Rev 1	Assessment Date:	13 / 05 / 2020	Page 7 of 18	
	Location: <b>Winsford Site</b>	Activity: <b>Impact of COVID-19 on Manufacturing, Warehousing and Administration Operations</b>		Review Date	14 / 05 / 2020	Approval Date	15 / 05 / 2020
				Reviewed by	N. Lloyd	Approved by	G. Newton

Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable  15 -25 = NO	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others									
		safely OR into the crook of the arm should a tissue not be available. <ul style="list-style-type: none"> <li>Cleaning schedule for main building maintained by contractor.</li> <li>Social distancing measures have been introduced (including keeping 2m gap where possible).</li> <li>Social distancing awareness Posters are in place at key strategic locations</li> <li>Breaks / Lunch Start and finish times have been staggered throughout workforce to reduce the number of staff visiting site canteen to collect Lunches or Drinks at any one time.</li> <li>All hand to hand cash transactions for purchasing food at break times have been banned.</li> <li>Eating areas are physically separated by location and distance from Canteen Kitchen food preparation area in keeping with current COVID Legislation.</li> </ul>					they are kept clean and clear of personal items and that social distancing is achieved as much as possible. <ul style="list-style-type: none"> <li>The use of the pool car is to be restricted to essential travel only when no other option is viable i.e. a physical inspection has to be completed for legal reasons.</li> </ul>			

**To calculate the Risk Rating: =  
Severity of Harm X Likelihood of Harm**

**ALL HAZARDS IDENTIFIED AS HIGH RISK, MUST BE ADDRESSED PRIOR TO WORK COMMENCING**

		Likelihood				
		1 - Decade	2 - Yearly	3 - Monthly	4 - Weekly	5 - Daily
Severity	1 - Slight	1 - Low	2 - Low	3 - Low	4 - Low	5 - Low
	2 - First Aid	2 - Low	4 - Low	6 - Low	8 - Medium	10 - Medium
	3 - Reportable	3 - Low	6 - Low	9 - Medium	12 - Medium	15 - High
	4 - Major	4 - Low	8 - Medium	12 - Medium	16 - High	20 - High
	5 - Fatal	5 - Low	10 - Medium	15 - High	20 - High	25 - High


 <b>Risk Assessment</b>	Prepared by: Brian Radley - SHE Manager	REF:	Rev 1	Assessment Date:	13 / 05 / 2020	Page 8 of 18	
	Location: <b>Winsford Site</b>	Activity: <b>Impact of COVID-19 on Manufacturing, Warehousing and Administration Operations</b>		Review Date	14 / 05 / 2020	Approval Date	15 / 05 / 2020
				Reviewed by	N. Lloyd	Approved by	G. Newton

Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable  15 -25 = NO	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others									
		<ul style="list-style-type: none"> <li>Staff are to maintain social distance of 2m in the rest areas at all times.</li> <li>Additional space for rest areas has been created by using other parts of the site or production buildings that have been freed up by remote working.</li> <li>Floor markings and introducing one-way flow at entry and exit points are used to reinforce "Social Distancing" requirements.</li> <li>Doors are kept open (using wedges) where possible during office hours to reduce the need to touch door handles / furniture. But are closed at the end of the shift and in the case of Emergency / Fire Alarm event.</li> <li>Common area cleaning is completed as per the existing schedule.</li> <li>Additional cleaning of all door handles, door surfaces, stair handrails, photocopier controls and lift push buttons takes place twice per day by dedicated cleaning operator.</li> </ul>								

**To calculate the Risk Rating: =  
Severity of Harm X Likelihood of Harm**

**ALL HAZARDS IDENTIFIED AS HIGH RISK, MUST BE  
ADDRESSED PRIOR TO WORK COMMENCING**

		Likelihood				
		1 - Decade	2 - Yearly	3 - Monthly	4 - Weekly	5 - Daily
Severity	1 - Slight	1 - Low	2 - Low	3 - Low	4 - Low	5 - Low
	2 - First Aid	2 - Low	4 - Low	6 - Low	8 - Medium	10 - Medium
	3 - Reportable	3 - Low	6 - Low	9 - Medium	12 - Medium	15 - High
	4 - Major	4 - Low	8 - Medium	12 - Medium	16 - High	20 - High
	5 - Fatal	5 - Low	10 - Medium	15 - High	20 - High	25 - High

 <b>Risk Assessment</b>	Prepared by: Brian Radley - SHE Manager	REF:	Rev 1	Assessment Date:	13 / 05 / 2020	Page 9 of 18	
	Location: <b>Winsford Site</b>	Activity: <b>Impact of COVID-19 on Manufacturing, Warehousing and Administration Operations</b>		Review Date	14 / 05 / 2020	Approval Date	15 / 05 / 2020
				Reviewed by	N. Lloyd	Approved by	G. Newton

Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable  15 - 25 = NO	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others									

### Identified Hazard 3 – COVID-19 Transmission in Manufacturing Operations


- MC1, MC2, MC3 and Raw Material Storage Areas - Biological Transmission between Staff due to breakdown in Social Distancing

60	-	<ul style="list-style-type: none"> <li>Weekly planning takes place to ensure the minimum number of people are needed on site to operate safely and effectively.</li> <li>Operations focus on keeping the activity time involved, as short as possible, to minimise unnecessary exposure of staff to each other.</li> <li>Layouts, production line set-ups and processes have been reviewed to allow people to work further apart from each other, with sufficient barriers in place.</li> <li>Risk Assessments of individual machines to assess the hazard to staff arising from COVID-19 when using machine have been completed and countermeasures implemented based upon priority.</li> <li>Using floor tape or paint areas have been marked up to help workers keep a minimum 2m distance from each other.</li> </ul>	5	5	25	<b>NO</b>	<ul style="list-style-type: none"> <li>Develop new communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.</li> <li>Introduce more one-way flow routes through buildings, with regular safe passing points in place.</li> <li>Use visual communications, e.g. whiteboards and / or signage, to explain changes to production schedules, breakdowns or materials shortages; in order to reduce the need for face-to-face communications.</li> <li>Where "Social Distancing" cannot be achieved then the use of Face Masks is compulsory and</li> </ul>	3	4	12
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To calculate the Risk Rating: =  
Severity of Harm X Likelihood of Harm

**ALL HAZARDS IDENTIFIED AS HIGH RISK, MUST BE ADDRESSED PRIOR TO WORK COMMENCING**

		Likelihood				
		1 – Decade	2 - Yearly	3 - Monthly	4 - Weekly	5 - Daily
Severity	1 – Slight	1 - Low	2 - Low	3 - Low	4 - Low	5 - Low
	2 – First Aid	2 - Low	4 - Low	6 - Low	8 - Medium	10 - Medium
	3 - Reportable	3 - Low	6 - Low	9 - Medium	12 - Medium	15 - High
	4 - Major	4 - Low	8 - Medium	12 - Medium	16 - High	20 - High
	5 - Fatal	5 - Low	10 - Medium	15 - High	20 - High	25 - High

 <b>Risk Assessment</b>	Prepared by: Brian Radley - SHE Manager	REF:	Rev 1	Assessment Date:	13 / 05 / 2020	Page 10 of 18	
	Location: <b>Winsford Site</b>	Activity: <b>Impact of COVID-19 on Manufacturing, Warehousing and Administration Operations</b>		Review Date	14 / 05 / 2020	Approval Date	15 / 05 / 2020
				Reviewed by	N. Lloyd	Approved by	G. Newton


Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable  15 -25 = NO	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others									
		<ul style="list-style-type: none"> <li>For work areas where regular short briefing meetings take place, floor signage has been used to help people maintain social distancing.</li> <li>A reduction in the number of people each person has contact with, achieved by using 'fixed teams or partnering' (so each person works with only a few others).</li> <li>Use of screens or barriers to separate people from each other have been implemented since April 3rd.</li> <li>Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> <li>Use of markings and introduction of one-way flow at entry and exit points, to prevent compromise of "Social Distancing".</li> <li>Reducing staff movements by discouraging non-essential trips within buildings and around site.</li> </ul>					frequent hand washing protocol must be applied and followed.			

**To calculate the Risk Rating: =  
Severity of Harm X Likelihood of Harm**

**ALL HAZARDS IDENTIFIED AS HIGH RISK, MUST BE ADDRESSED PRIOR TO WORK COMMENCING**

		Likelihood				
		1 - Decade	2 - Yearly	3 - Monthly	4 - Weekly	5 - Daily
Severity	1 - Slight	1 - Low	2 - Low	3 - Low	4 - Low	5 - Low
	2 - First Aid	2 - Low	4 - Low	6 - Low	8 - Medium	10 - Medium
	3 - Reportable	3 - Low	6 - Low	9 - Medium	12 - Medium	15 - High
	4 - Major	4 - Low	8 - Medium	12 - Medium	16 - High	20 - High
	5 - Fatal	5 - Low	10 - Medium	15 - High	20 - High	25 - High



<div></div> <div>Risk Assessment</div>	Prepared by: Brian Radley - SHE Manager	REF:	Rev 1	Assessment Date:	13 / 05 / 2020	Page 11 of 18	
	Location: Winsford Site	Activity: Impact of COVID-19 on Manufacturing, Warehousing and Administration Operations			Review Date	14 / 05 / 2020	Approval Date
				Reviewed by	N. Lloyd	Approved by	G. Newton

Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable 15 - 25 = NO	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others									
		<ul style="list-style-type: none"> <li>Reducing maximum occupancy for lifts to one at a time, providing and sanitiser for the operation of lifts, and encouraging use of stairs wherever possible.</li> <li>Providing clear, consistent and regular communication by Management to improve understanding and consistency in the ways of working.</li> <li>Engaging with workers through existing communication routes to explain and agree any changes in working arrangements.</li> </ul>								

#### Identified Hazard 4 – COVID-19 Transmission during Engineering Maintenance Operations

- Engineering Workshop - Biological Transmission between Staff due to breakdown in Social Distancing,
- Production Areas and Plant Rooms - Biological Transmission between Staff due to breakdown in Social Distancing


2	2	<ul style="list-style-type: none"> <li>Using a consistent pairing system if people work in close proximity e.g. during two-person working, lifting or maintenance activities that cannot be redesigned.</li> <li>Face masks are available and recommended to be worn when staff</li> </ul>	5	5	25	<b>NO</b>	<ul style="list-style-type: none"> <li>Investigate the option for segregation barriers and "out of hours" working on larger Production Line Maintenance tasks.</li> </ul>	5	2	10
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To calculate the Risk Rating: =  
 Severity of Harm X Likelihood of Harm

**ALL HAZARDS IDENTIFIED AS HIGH RISK, MUST BE ADDRESSED PRIOR TO WORK COMMENCING**

		Likelihood				
		1 - Decade	2 - Yearly	3 - Monthly	4 - Weekly	5 - Daily
Severity	1 - Slight	1 - Low	2 - Low	3 - Low	4 - Low	5 - Low
	2 - First Aid	2 - Low	4 - Low	6 - Low	8 - Medium	10 - Medium
	3 - Reportable	3 - Low	6 - Low	9 - Medium	12 - Medium	15 - High
	4 - Major	4 - Low	8 - Medium	12 - Medium	16 - High	20 - High
	5 - Fatal	5 - Low	10 - Medium	15 - High	20 - High	25 - High




 <b>Risk Assessment</b>	Prepared by: Brian Radley - SHE Manager	REF:	Rev 1	Assessment Date:	13 / 05 / 2020	Page 12 of 18	
	Location: <b>Winsford Site</b>	Activity: <b>Impact of COVID-19 on Manufacturing, Warehousing and Administration Operations</b>		Review Date	14 / 05 / 2020	Approval Date	15 / 05 / 2020
				Reviewed by	N. Lloyd	Approved by	G. Newton

Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable 15 - 25 = NO	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others									
		undertake work tasks that require two-man operation or working in close proximity to production staff e.g. Manual Handling of large / heavy components, adjustment of controls that cannot be easily seen by the person doing the adjustment. <ul style="list-style-type: none"> <li>Lone working with PTW when in Plant Rooms.</li> </ul>					<ul style="list-style-type: none"> <li>Cleaning procedures for the parts of shared Tools / Plant Equipment touched after each use, e.g. Power Tools, Chain hoists, Ladders MEWP vehicles.</li> <li>Where "Social Distancing" cannot be achieved, then the use of Face Masks is compulsory and frequent hand washing protocol must be applied and followed.</li> </ul>			
<b>Identified Hazard 5 – COVID-19 Transmission during DC Warehouse Operations</b> <ul style="list-style-type: none"> <li>Loading / Unloading Bays - Biological Transmission between Staff due to breakdown in Social Distancing,</li> <li>Storage Areas Biological - Transmission between Staff due to breakdown in Social Distancing,</li> <li>Order Picking Room - Biological Transmission between Staff due to breakdown in Social Distancing</li> </ul>										
25	-	<ul style="list-style-type: none"> <li>Where people have to directly pass things to each other e.g. job information, spare parts, samples, raw materials. Direct contact is removed by the use of drop-off points or transfer zones.</li> </ul>	5	5	25	<b>NO</b>	<ul style="list-style-type: none"> <li>Cleaning procedures for the parts of shared equipment touched after each use, e.g. tools, vehicles, pallet trucks and forklift trucks.</li> </ul>	5	2	10

To calculate the Risk Rating: =  
Severity of Harm X Likelihood of Harm

**ALL HAZARDS IDENTIFIED AS HIGH RISK, MUST BE ADDRESSED PRIOR TO WORK COMMENCING**

		Likelihood				
		1 - Decade	2 - Yearly	3 - Monthly	4 - Weekly	5 - Daily
Severity	1 - Slight	1 - Low	2 - Low	3 - Low	4 - Low	5 - Low
	2 - First Aid	2 - Low	4 - Low	6 - Low	8 - Medium	10 - Medium
	3 - Reportable	3 - Low	6 - Low	9 - Medium	12 - Medium	15 - High
	4 - Major	4 - Low	8 - Medium	12 - Medium	16 - High	20 - High
	5 - Fatal	5 - Low	10 - Medium	15 - High	20 - High	25 - High


 <b>Risk Assessment</b>	Prepared by: Brian Radley - SHE Manager	REF:	Rev 1	Assessment Date:	13 / 05 / 2020	Page 13 of 18	
	Location: <b>Winsford Site</b>	Activity: <b>Impact of COVID-19 on Manufacturing, Warehousing and Administration Operations</b>		Review Date	14 / 05 / 2020	Approval Date	15 / 05 / 2020
				Reviewed by	N. Lloyd	Approved by	G. Newton

Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable 15 -25 = NO	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others									
		<ul style="list-style-type: none"> <li>Reduced maximum occupancy of lift to one person per trip; Staff encouraged to use stairs wherever possible.</li> <li>Floor Signage used on areas where regular short briefing meetings take place, to help staff maintain 2m "Social Distancing".</li> <li>Where possible and safe do so, single workers load / unload vehicles.</li> <li>For loads where more than one person is needed to load / unload material; the same pair of people shall be used whenever possible.</li> <li>Drivers encouraged to stay in their vehicles, where this does not compromise their safety and existing safe working practice, such as preventing "drive-away".</li> </ul>					<ul style="list-style-type: none"> <li>Introduce more one-way flow routes through buildings, with regular safe passing points in place.</li> <li>Hand sanitiser to be provided for the operation of lift buttons</li> <li>Revising pick-up and drop-off collection points, procedures, signage and markings.</li> <li>Where "Social Distancing" cannot be achieved, then the use of Face Masks is compulsory and frequent hand washing protocol must be applied and followed.</li> </ul>			

**To calculate the Risk Rating: =  
Severity of Harm X Likelihood of Harm**

**ALL HAZARDS IDENTIFIED AS HIGH RISK, MUST BE  
ADDRESSED PRIOR TO WORK COMMENCING**

		Likelihood				
		1 - Decade	2 - Yearly	3 - Monthly	4 - Weekly	5 - Daily
Severity	1 - Slight	1 - Low	2 - Low	3 - Low	4 - Low	5 - Low
	2 - First Aid	2 - Low	4 - Low	6 - Low	8 - Medium	10 - Medium
	3 - Reportable	3 - Low	6 - Low	9 - Medium	12 - Medium	15 - High
	4 - Major	4 - Low	8 - Medium	12 - Medium	16 - High	20 - High
	5 - Fatal	5 - Low	10 - Medium	15 - High	20 - High	25 - High

 <b>Risk Assessment</b>	Prepared by: Brian Radley - SHE Manager	REF:	Rev 1	Assessment Date:	13 / 05 / 2020	Page 14 of 18	
	Location: <b>Winsford Site</b>	Activity: <b>Impact of COVID-19 on Manufacturing, Warehousing and Administration Operations</b>		Review Date	14 / 05 / 2020	Approval Date	15 / 05 / 2020
				Reviewed by	N. Lloyd	Approved by	G. Newton

Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others					15 -25 = NO				

#### Identified Hazard 6 – COVID-19 Transmission in Business Administration / Office Areas


- DC Sales Office - Biological Transmission between Staff due to breakdown in Social Distancing
- Marketing / QA Office Block - Biological Transmission between Staff due to breakdown in Social Distancing
- Management / Production & Engineering Offices - Biological Transmission between Staff due to breakdown in Social Distancing

15	-	<ul style="list-style-type: none"> <li>• Office staff who can work from home are doing so; thus, minimising the number of staff working in the offices around site.</li> <li>• Staff working at home are contacted regularly by their Line Manager to monitor their Physical and Mental Wellbeing and personal security; and help them stay connected with the rest of the workforce.</li> <li>• The company have provided equipment to work from home safely and effectively.</li> <li>• Office staff that cannot work from home and are in a communal office space, have had their desktop / workspace segregated from other staff by a minimum distance of 2m. Where this is not possible their workstation</li> </ul>	5	5	25	<b>NO</b>	<ul style="list-style-type: none"> <li>• Increased awareness and focus needed on the importance of good mental health at this time of uncertainty.</li> <li>• Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.</li> <li>• Where “Social Distancing” cannot be achieved, then the use of Face Masks is compulsory and frequent hand washing protocol must be applied and followed.</li> </ul>	2	5	10
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To calculate the Risk Rating: =  
Severity of Harm X Likelihood of Harm

**ALL HAZARDS IDENTIFIED AS HIGH RISK, MUST BE ADDRESSED PRIOR TO WORK COMMENCING**

		Likelihood				
		1 – Decade	2 - Yearly	3 - Monthly	4 - Weekly	5 - Daily
Severity	1 – Slight	1 - Low	2 - Low	3 - Low	4 - Low	5 - Low
	2 – First Aid	2 - Low	4 - Low	6 - Low	8 - Medium	10 - Medium
	3 - Reportable	3 - Low	6 - Low	9 - Medium	12 - Medium	15 - High
	4 - Major	4 - Low	8 - Medium	12 - Medium	16 - High	20 - High
	5 - Fatal	5 - Low	10 - Medium	15 - High	20 - High	25 - High


 <b>Risk Assessment</b>	Prepared by: Brian Radley - SHE Manager	REF:	Rev 1	Assessment Date:	13 / 05 / 2020	Page 15 of 18	
	Location: <b>Winsford Site</b>	Activity: <b>Impact of COVID-19 on Manufacturing, Warehousing and Administration Operations</b>		Review Date	14 / 05 / 2020	Approval Date	15 / 05 / 2020
				Reviewed by	N. Lloyd	Approved by	G. Newton

Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable  15 -25 = NO	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others									
		<p>has been moved to another room where 2m can be achieved.</p> <ul style="list-style-type: none"> <li>Personnel are using their own PC's, Laptops, Pens and stationery and are not allowed to use equipment belonging to others.</li> <li>The use of photocopiers / printers is restricted to the reproduction of essential documents for use only by the person printing it.</li> <li>"Shared documents" for use of multiple users shall be viewed on computer screen and any amendments to be made will be done using PC based apps.</li> <li>Office Staff are responsible for emptying their own waste bin into site skip – in order to minimise exposure with other staff.</li> </ul>								

**To calculate the Risk Rating: =**  
**Severity of Harm X Likelihood of Harm**

**ALL HAZARDS IDENTIFIED AS HIGH RISK, MUST BE ADDRESSED PRIOR TO WORK COMMENCING**

		Likelihood				
		1 – Decade	2 - Yearly	3 - Monthly	4 - Weekly	5 - Daily
Severity	1 – Slight	1 - Low	2 -Low	3 - Low	4 - Low	5 - Low
	2 – First Aid	2 - Low	4 - Low	6 - Low	8 - Medium	10 - Medium
	3 - Reportable	3 - Low	6 - Low	9 - Medium	12 - Medium	15 - High
	4 - Major	4 - Low	8 - Medium	12 - Medium	16 - High	20 - High
	5 - Fatal	5 - Low	10 - Medium	15 - High	20 - High	25 - High


 <b>Risk Assessment</b>	Prepared by: Brian Radley - SHE Manager	REF:	Rev 1	Assessment Date:	13 / 05 / 2020	Page 16 of 18	
	Location: <b>Winsford Site</b>	Activity: <b>Impact of COVID-19 on Manufacturing, Warehousing and Administration Operations</b>		Review Date	14 / 05 / 2020	Approval Date	15 / 05 / 2020
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Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable  15 -25 = NO	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others									
Identified Hazard 7 – Biological Transmission of COVID-19 from Employee Suspected COVID-19 Infection										
<ul style="list-style-type: none"><li>Employee is suspected of having the disease,</li><li>A family member with whom they live has the disease, or</li><li>Has returned from a country known to have high levels of infection.</li></ul>										
1	4	<ul style="list-style-type: none"><li>Henkel Corporate Protocol in place, that if an employee becomes a risk case, they need to self-isolate for 14 days. This will reduce risk to other employees</li></ul>	3	5	15	NO	<ul style="list-style-type: none"><li>Enable workers to work from home while self-isolating if appropriate.</li></ul>	2	5	10
Identified Hazard 8 – Confirmed COVID-19 Infection of an Employee										
<ul style="list-style-type: none"><li>Employee is confirmed to having the disease,</li></ul>										
1	4	<ul style="list-style-type: none"><li>Employee follows Henkel Corporate Protocol - does not physically attend site for a minimum of 14 days or until such time that they are free of the disease and medically passed as fit to return to work.</li><li>Office closed for cleaning by specialist contractor.</li><li>Office / Work area 2m around desk / workstation / laboratory work area is</li></ul>	5	5	25	NO	<ul style="list-style-type: none"><li>Enable workers to work from home while self-isolating if appropriate.</li></ul>	2	5	10

To calculate the Risk Rating: =  
Severity of Harm X Likelihood of Harm

**ALL HAZARDS IDENTIFIED AS HIGH RISK, MUST BE ADDRESSED PRIOR TO WORK COMMENCING**

		Likelihood				
		1 – Decade	2 - Yearly	3 - Monthly	4 - Weekly	5 - Daily
Severity	1 – Slight	1 - Low	2 - Low	3 - Low	4 - Low	5 - Low
	2 – First Aid	2 - Low	4 - Low	6 - Low	8 - Medium	10 - Medium
	3 - Reportable	3 - Low	6 - Low	9 - Medium	12 - Medium	15 - High
	4 - Major	4 - Low	8 - Medium	12 - Medium	16 - High	20 - High
	5 - Fatal	5 - Low	10 - Medium	15 - High	20 - High	25 - High

 <b>Risk Assessment</b>	Prepared by: Brian Radley - SHE Manager	REF:	Rev 1	Assessment Date:	13 / 05 / 2020	Page 17 of 18	
	Location: <b>Winsford Site</b>	Activity: <b>Impact of COVID-19 on Manufacturing, Warehousing and Administration Operations</b>		Review Date	14 / 05 / 2020	Approval Date	15 / 05 / 2020
				Reviewed by	N. Lloyd	Approved by	G. Newton

Persons at Risk (potential number of persons that may be affected by the hazard)		Existing Controls, Information and Training	Severity	Likelihood	Risk Rating	Risk Acceptable  15 -25 = NO	Further Recommendations / Safe System of Work to be implemented	Severity	Likelihood	Residual Risk Rating after controls applied
Employees	Others									
		cordoned off for cleaning by specialist contractor.  • Review of activity since symptoms first appeared to identify direct contacts and any other areas that may require cleaning.								
FOR GENERAL RISKS REFER TO GENERAL RISK ASSESSMENT DISPLAYED ON HEALTH & SAFETY BOARDS  <b>CHANGES SINCE PREVIOUS RISK ASSESSMENT IN BLUE</b>										
DATE OF NEXT RE-ASSESSMENT / REVIEW – 15 / 07 / 2020 or sooner should Government Guidance be amended.										

To calculate the Risk Rating: =  
Severity of Harm X Likelihood of Harm

**ALL HAZARDS IDENTIFIED AS HIGH RISK, MUST BE ADDRESSED PRIOR TO WORK COMMENCING**

		Likelihood				
		1 – Decade	2 - Yearly	3 - Monthly	4 - Weekly	5 - Daily
Severity	1 – Slight	1 - Low	2 -Low	3 - Low	4 - Low	5 - Low
	2 – First Aid	2 - Low	4 - Low	6 - Low	8 - Medium	10 - Medium
	3 - Reportable	3 - Low	6 - Low	9 - Medium	12 - Medium	15 - High
	4 - Major	4 - Low	8 - Medium	12 - Medium	16 - High	20 - High
	5 - Fatal	5 - Low	10 - Medium	15 - High	20 - High	25 - High

