

## RISK CALCULATION MATRIX - WORKING THROUGH THE COVID-19 PANDEMIC

Jun-20

Severity (Consequence)	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
	0	1	2	3	4	5

<b>Hazard Severity (S)</b>	x	<b>Likelihood of Occurrence (L)</b>	=	<b>Risk Rating (RR)</b>
5: Fatal (Death - immediate or delayed)	x	5: Likely - to be Expected		25
4: Major (Permanent Injuries)	x	4: Probable - Very Likely		16
3: Lost Time (Major Injuries)	x	3: Possible - could occur some time		9
2: Minor Injuries	x	2: Remote (unlikely)		4
1: Negligible (discomfort)	x	1: Improbable (close to Zero)		1

### Likelihood of Occurrence (Probability)

#### Risk Rating Low

Low	1-9	Green
Medium	10-16	Amber
High	17-25	Red

Hazard	S	L	RR	Affected	Control Measures	S	L	RR
<b>Spread of Covid-19</b>  Precautions taken to prevent the spread of virus	5	3	15	Employees  Visitors Vulnerable groups at high risk  Contractors	1. Where possible employees are working from home as recommended by Government. Mainly applies to office staff for obvious reasons 2. High risk or vulnerable people who cannot work from home have been furloughed on the Government scheme.  3. Where possible, employees follow social distancing guideline of 2 metres. Where this is not possible Government guidelines are followed advising that people work side by side or face away from each other. 4. Break and lunch times are staggered so that reduced numbers of employees are in communal areas at any one time. 5. Employees remain on same shift so that always work with the same people. 6. There is a 15 minute gap between shift changeover, so that reduced numbers of employees are in communal areas at any one time. 7. Signage is displayed throughout factory and offices advising everyone to wash hands often with hot water and soap for minimum of 20 seconds. Hand Sanitiser also available. 8. Signage is displayed throughout factory and offices advising everyone to follow the social distancing guidelines. 9. Frequent cleaning and disinfecting of objects and surfaces that are touched regularly :- keyboards / controls / handrails	3	2	6
<b>Anyone displaying Symptoms of Covid-19</b>  New continuous cough or a high temperature or loss/change in sense of smell	5	3	15	Employees  Visitors  Contractors	1. Any employee who shows symptoms whilst at work to be sent home immediately.  2. Employee with symptoms to follow guidelines and remain home for minimum of 1 week. 3. Once made aware of someone who has been on site having symptoms (Employee or Visitor) - to notify those that may have been in contact to be alert.	3	2	6
<b>Deliveries to and from site</b>	5	3	15	Employees Delivery Drivers	1. All lorry drivers/visitors asked to complete questionnaire. 2. Lorry drivers asked to remain in their cabs and not to mix with employees. 3. Where possible paperwork to be handled electronically. 4. Parcels to be dropped off without the requirement of a signature.	3	2	6

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Facilities	5	3	15	Employees	1. All toilet facilities have hot water and soap. 2. Hand sanitiser provided in dispensing units at all entry points to factory and in some toilet facilities. 3. Bottles of hand sanitiser provided to those working on larger machines.	3	2	6

Hazard	S	L	RR	Affected	Control Measures	S	L	RR
PPE Coronavirus related PPE	5	3	15	Employees	1. Masks are available to those who wish to wear them. Government has <b>NOT</b> advised that masks are mandatory for everyone so this is a personal preference. These masks are not for personal use but for use on site only. 2. Gloves available as usual but best practice to follow is to wash hands often with soap and hot water for more than 20 seconds. 3. To source face guards for first aiders	3	2	6

Hazard	S	L	RR	Affected	Control Measures	S	L	RR
Visitors/Contractors Need to reduce number of people coming on site as much as possible	4	3	12	Employees Visitors/Contractors	1. Only essential services to continue. 2. General visitors are advised not to come on site. Meetings to be held over the phone or by video conferencing.	3	2	6

Hazard	S	L	RR	Affected	Control Measures	S	L	RR
Stress/Anxiety Essential to realise and acknowledge that everyone is facing this pandemic and trying to deal with it in their own way.	4	3	12	Employees	1. Trained Mental Health First Aiders are available on site. 2. Mental Health First Aiders contact details are available to all employees from BOTH sites.	3	2	6