

RISK CALCULATION MATRIX - WORKING THROUGH THE COVID-19 PANDEMIC

Apr-21

Severity (Consequence)				
5	5	10	15	20
4	4	8	12	16
3	3	6	9	12
2	2	4	6	8
1	1	2	3	4
0	1	2	3	4
Likelihood of Occurrence (Probability)				

Hazard Severity (S)	Likelihood of Occurrence (L)	=	Risk Rating (RR)
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

Risk Rating Low

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

Hazard	L	RR	Affected
Spread of Covid-19	5	4	20
Precautions taken to prevent the spread of virus			
Employees			Clinically extremely vulnerable
Visitors			Employees
Contractors			Visitors

- Where possible employees will be allowed to work from home as recommended by Government. Mainly applies to office staff for obvious reasons - however only if they are able to do all functions of their job role.
- High risk or vulnerable people who cannot work from home have previously been furloughed on the Government scheme. From 31 March 2021, Gov.UK advised that shielding was no longer necessary.
- 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.

3a. It has been introduced that all employees are issued with face coverings and these are mandatory for all to use in areas where it is not possible to keep 2m apart.

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. 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.

7. Signage is displayed throughout factory and offices advising everyone to follow the social distancing guidelines and to use a face covering where unable to follow social distancing guidelines of 2m.

8. Frequent cleaning and disinfecting of objects and surfaces that are touched regularly :- keyboards / controls / handrails

9. Wipes and hand sanitiser available for all to use. On all machines / workstations / Forklift trucks

10. When travel is permitted, employees are required to complete a Return to Work Questionnaire after time off for travel. Quarantine necessary after travel to countries not on green list.

11. Visitors to report to Reception and must complete Health Questionnaire and to have temperature taken on arrival

12. ALL visitors / contractors asked to wear face coverings on site. New starters included.

13. Limited numbers in smoking hut at any one time - also kitchens and toilets.

14. Temperature checks to be done for all daily. Anyone above 37.8deg C to be sent home

Control Measures

- Any employee who shows symptoms whilst at work to be sent home immediately.
- Employee with symptoms must arrange for a COVID19 test as soon as possible
- Employee with symptoms to stay at home until test results are received. Test Result must be sent to HR immediately
- Once made aware of someone who has been on site having symptoms (Employee or Visitor) - to notify those that they may have been in contact with to be alert.
- If the Employee with symptoms was working closely (less than 2m, no face covering, sharing lifts) with another employee, that other person must be told to isolate.

Hazard	S	L	RR	Affected
Anyone displaying Symptoms of Covid-19	5	3	15	Employees
New continuous cough or a high temperature or loss/change in sense of smell				Visitors
				Contractors

Control Measures	S	L	RR
1. Any employee who shows symptoms whilst at work to be sent home immediately.	5	3	9

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- Likelihood of Occurrence (L)**
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= Risk Rating (RR)

25
16
9
4
1

Hazard	S	L	RR	Affected	Control Measures	S	L	RR
Deliveries to and from site	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. 5. If Lorry drivers require to use the facilities they may do so but must wear face coverings on entering building.	3	2	6
Hazard 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 and wipes provided to those working on larger machines and throughout factory	3	2	6
Hazard PPE	5	3	15	Employees	1. All employees issued with face coverings (snoods), also given option to use their own BUT now mandatory for all areas where it is not possible to keep 2m apart. Also given branded masks for use in spring/summer. 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. Face guards available for first aiders - first aiders also given their own personal FirstAid kits. These must be used WITH a face covering.	3	2	6
Hazard Visitors/Contractors	4	4	16	Employees Visitors/Contractors	1. All essential services to continue. 2. General visitors are requested not to come on site. Where possible Meetings to be held over the phone or by video conferencing. 3. Visitors to report to Reception and must complete Health Questionnaire and to have temperature taken on arrival 4. ALL visitors / contractors asked to wear face coverings on site.	3	3	9
Hazard Stress/Anxiety	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