Frank Department

RISK ASSESSMENT:

COVID-19

Document Ref. RA.GEN.021

SCOPE:

HAZARD	POTENTIAL RISK	WHO MIGHT BE HARMED	RISK RATING	EXISTING CONTROL MEASURES	ADDITIONAL CONTROL MEASURES REQUIRED	RESPONSIB ILITY
Building entry	Contracting and spreading coronavirus	People entering buildings People within buildings	Consequence 3 X 2 2 1 1 2 3 Probability	Hand sanitisers located and regularly stocked at all doors into buildings including main entrance, AVF1, AVF3, Engineering Workshop and Site Services office Signage displayed instructing persons to sanitise hands on entry to buildings. Person employed at busy times to monitor and enforce hand sanitation		
Canteen	Contracting and spreading coronavirus	All people within area	Consequence 3 X X 2 1 1 1 2 3 Probability	Line spacing markings displayed on floor at canteen servery and staff shop Take-away food served on disposable plates and cutlery provided Seats removed from tables where possible.	Further signage required for canteen to re-enforce social distancing requirement.	

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				Breaktimes staggered from all departments to reduce numbers utilising the canteen. Meeting rooms allocated for break times with users required to clean/disinfect surfaces after use. Signage displayed through out regarding seating, personal hygiene, physical distancing, keeping to the left. Increased cleaning and disinfection of all surfaces including tables, chairs, microwave ovens and vending machines. Ongoing monitoring for compliance Screens installed on canteen tables to physically separate people sitting at same table		

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Communal surfaces – doors and handles, handrails, clocking machines, hand sanitisers, tables, passenger lift	Contracting and spreading coronavirus	All persons	Consequence 3 X 2 1 1 2 3 Probability	Increased cleaning and disinfection of all communal surfaces every 2 hours. Hand sanitation dispensers located throughout including at entrances to buildings. Walking on the left rule implemented with floor and door signs to promote. Floor signs displayed in 2 metre spacings to promote physical distancing Passenger lift limited to one person use only, signage displayed		
Production areas	Contracting and spreading coronavirus	All persons in area	Consequence 3 X 2 2 1 1 2 3 Probability	Ceiling mounted screens erected along all production lines and standard set work zones. Mobile screens constructed and available in adhoc work zones.	Increased monitoring and action from line managers for all times Additional screening to be provided for table work in AVF3	

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				Regular monitoring of compliance Regular information provided to all staff in areas High level of personal hygiene as standard with hand wash facilities and hand sanitisation points Facial PPE (face masks, visors) must not be shared. Hand PPE such as chainmail gloves and cut resistant gloves washed/disinfected between use as per normal technical guidelines.		
Smoking shelter	Contracting and spreading coronavirus	All persons in area	Consequence 3 X X 2	Signage displayed regarding coronavirus, personal hygiene and physical distancing. Additional seating provided in and around shelter to ensure 2 metre		

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Change areas	Contracting and spreading coronavirus	All persons in area	Consequence 3 X 2 1 1 1 2 3 Probability	spacing. Smoking pens constructed to increase designated smoking area. Regular monitoring for compliance, formally carried out by Site Services staff on an hourly basis Staggered shift starts and finishes for all departments. Increased cleaning and disinfection of contact surfaces in change areas	Entry system required for Wet Fish change area used by 3 departments Wet Fish, RTC and AVF2. Increased monitoring from line managers	Line Managers
Clocking Machines	Contracting and spreading coronavirus	All users of clocking machines All people in area	Consequence 3 X X 2	2 metre spacing signs marked on floor. Increased cleaning and disinfection of clocking machines Manual clocking out process in place	Increased monitoring of clock-in/out times to ensure compliance with physical distancing	Line Managers

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				for production areas to remove need for queuing on leaving shift. Manual data to be transferred to system immediately for the full and correct fire register		
Infectious/ symptomatic people	Contracting and spreading coronavirus	All contacts of the infected/ symptomatic person	Consequence 3	Screening of all employees who are absent, irrespective of illness, prior to return to site. Return to work interviews carried out as standard. Self isolation for those who have a household member showing symptoms of COVID-19 for 14 days. Regular information and communication to all staff regarding coronavirus symptoms and rules of self isolation, testing. All members of staff have received letters from HR explaining the illness procedures, updated health and	Temperature check units to be installed for all people entering the building	

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				medical questionnaires, updated contact information and list of frequently asked questions. Holiday and all travel outside UK requires to be approved by manager Information included in recruitment and induction training. All contractors and visitors to complete health declaration before being permitted entry to the workplace. Canteen and office deliveries are not permitted beyond reception and still read and answer health declaration and follow hand sanitisation process. Verification of signed forms by Farne host. Increased signage of symptoms		

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				displayed all around site.		
International travel	Bringing COVID back into workplace Spread of infection	All contacts of the traveller	Consequence 3 X X 2 1 1 1 2 3 Probability	Quarantine for those returning from abroad outwith air travel corridors for 14 days irrespective of any symptoms. Arrangements for COVID test to be made on return from country within air travel corridor and self isolate until a negative result obtained. Further arrangements made for person to carry out training at home until return. Regular information and communication to all staff regarding coronavirus symptoms and rules of self isolation, testing. Holiday and all travel outside UK requires to be approved by manager		

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Provision of first aid	Contracting and spreading coronavirus	First aiders People being treated	Consequence 3 X 2 2 1 1 2 3 Probability	First aiders provided with social distancing advice when applying first aid and CPR First aiders have been updated with resuscitation council Covid-19 guidelines and close contact support advice.		
Occupational health	Contracting and spreading coronavirus	OH Advisor Company Physio Persons accessing the service	Consequence 3 X X 2 1 1 1 2 3 Probability	All close contact health surveillance and medicals are currently suspended. The decision to suspend all nonurgent lung function testing has been taken following current advice from the ARTP (Association for Respiratory, Technology and Physiology) guidance on Covid-19 and The Royal Brompton hospitals Respiratory consultant and OH3. Telephone consultations now the normal access.		

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				All people will be screened by paper and re-called at a later date if necessary or tested at their next annual assessment. Physical wellbeing: Physiotherapy continues via teleconsultation. Mental wellbeing: Counselling support is offered via teleconsultation, OH continue to support HR. Online coaching support, Employee Assistance Programme and Goodhabitz online training portal. 2 persons trained in Mental Health First Aid England. OH support to HR: referrals continue across both sites via teleconsultation.		

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Meetings	Contracting and spreading coronavirus	All persons attending the meetings	Consequence 3 X X 2 1 1 1 2 3 Probability	Meetings taking place using Microsoft Teams where feasibly possible. Physical distancing enforced and attendees kept to minimum per room where Microsoft Teams is not an option Regular cleaning and disinfection of surfaces before and after every meeting in meeting rooms		
Offices	Contracting and spreading coronavirus	All persons entering or working in offices	Consequence 3 X 2 2 1 1 1 2 3 Probability	Staff currently working in offices reduced and spread out. All those who can work from home are working from home and will remain the case until further notice. In departments where a presence required, staff working in building on a rota system such as HR, Senior Management, Technical and NPD.	All offices to keep windows open to assist ventilation when in use.	

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				Regular cleaning and disinfection for all communal contact surfaces. Air conditioning systems regularly maintained and cleaned by external contractors Screens erected between desks in preparation for people's return. Priority to be given to those offices already occupied.		
Emergency evacuations	Contracting and spreading coronavirus	All persons exiting from building	Consequence 3 X X 2	Normal fire evacuation procedures followed. Priority is for quick and safe exit from building Larger area provided for muster points to allow separation once evacuated and doing roll call. Field across from main factory identified. New signage required to spread out area. All teams will be requested to		

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Home working	Impact on mental wellbeing such as loneliness, isolation Impact on musculoskeletal wellbeing from poor ergonomics	All persons working from home	Consequence 3 X 2 2 1 1 2 3 Probability	line up in single file across field. Access to online mental health awareness courses and DSE elearning through IHASCO Information provided. Specific risk assessment for home working developed Homeworking health, safety and wellbeing survey carried out.	Address key issues raised within survey	
Travelling including to and from work and business travel	Contracting and spreading coronavirus	All persons travelling	Consequence 3	All business travel including international suspended. Increased use of technology for meetings. Advice given to all drivers and passengers for shared journeys. Boxes of alcohol wipes provided for drivers to use in their cars		

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Haulage deliveries and collections	Contracting and spreading coronavirus	Haulage drivers Farne Staff	Consequence 3 X X 2 1 1 1 2 3 Probability	Vehicle keys not directly handled by Farne staff. Keys placed in safe and secure place by driver on parking up. Haulage drivers to stay within their cabs during the loading/unloading process. Increased signage to require drivers to remain in their cabs while unloading is taking place.		
Visitors/Contractors	Contracting and spreading coronavirus	Farne Staff Visitors Contractors	Consequence 3 X X 2 1 1 1 2 3 Probability	Only essential visitors/contractors permitted onsite. Sign-in procedure strengthened to add in additional health screening. Canteen deliveries required to sign in and follow guidelines. Signage and safe standing zones provided to ensure physical		

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				distancing. Visitors/contractors briefed on physical distancing rules onsite.		
Training	Contracting and spreading coronavirus	Trainer Trainees	Consequence 3 X 2 2 1 1 2 3 Probability	E-learning options promoted where possible. All face to face training including induction and mandatory training such as MHE held in small groups or 1:1 in large rooms		
Transmission of Covid19 to higher risk individuals returning to work from sheilding	Contracting of corona virus	High Risk individuals and family members	Consequence 3	Individual risk assessments carried out using the Scottish Government risk assessment form. Further person specific control measures discussed and agreed with individuals		

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Outbreak of COVID19	Large numbers of cases of Covid19 Large potential for spread of Covid Closure of factory Loss of business	All employees at Farne Farne Farne employee family members Community spread across a number of geographical area	Consequence	Full risk assessment in place. Close liaison with Health and Safety Executive	Familiarisation exercise with NHS Borders Public Health Team	

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