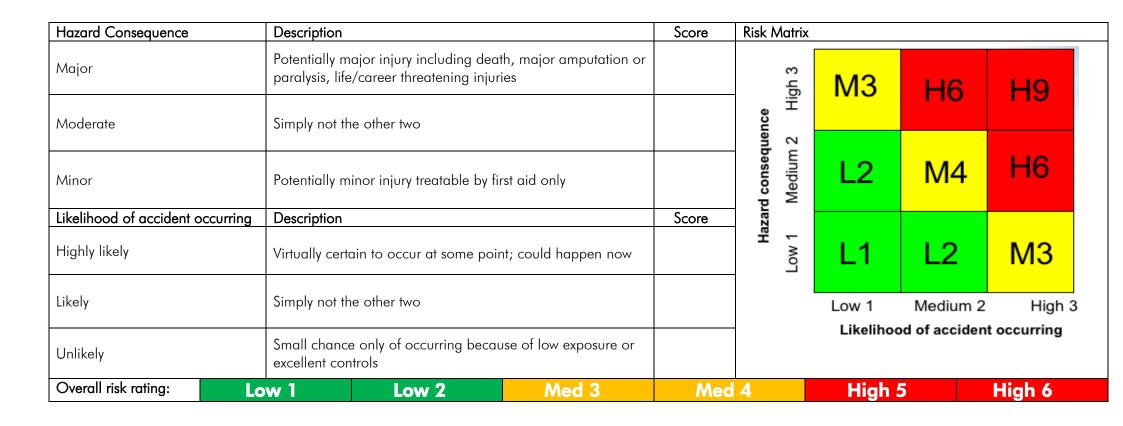
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Owner:	Group Health & Safety / Technical Training Manager	Issue Date:	27/03/19

Business Unit :	Encocam Ltd			Date of R	e of Risk Assessment: 26 th March 2020				
Department/Location: Canteen				Risk Asse	ssment Team:	Ernest Apa	nest Apau, Rubens Texeira, Guy		
Reference No: COVID-19 -001						Maple, Nic	k Mears		
Name/Description of to	ask : Transmission of	covid-19	virus in c	canteens.					
What are the hazards?	Who might be harmed	Current		you already	What further action is	Action by	Action by	Done	Remaining
	and how?	Risk Level (HC x L)	doi	ing?	necessary?	whom	when		Risk Level (HC x L)
Coronavirus	Employees, contractors, cleaners, clinically vulnerable & extremely vulnerable when they breathe in droplets from a person infected with the virus or become infected by touching table, chair, kettle, toaster, dish washer, vending machine, in canteens, then touching their eyes, nose or mouth.	3 X 1 M3	dish washer machine. Chairs in coreduce to endistancing of times. Employees I informed to Stonehill coroom to have lunch to reduce to gestion. Office base been inform	disinfected ettle, toaster, r, vending anteens nable social during break have use onference we their duce at canteen.	Provide disinfection/cleaning stations in canteens for employees to use to clean tables before use and after use. Create Rota for late & night shifts to sanitize & disinfect table, surfaces in canteens Provide hospital grade disinfectant or sodium hypochlorite solution disinfectant spray for	Parviz/Antana s Ovidijus Asadauskas/R ubens Teixeira David Sheahan	30/06/20		(IIC X L)
			canteens.	ongestion at	employees to use. Purchase Nebulair	Changiz	30/6/20		

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	shop floor workers to use canteens.	Monthly chemical fogging of canteens.	Changiz/Erne st		
		Provide hand wash station on the shop floor	Changiz/SMT	30/06/20	
		Use outside areas for breaks to reduce congestion in canteens.	Changiz/SMT	30/06/20	
		Stagger lunch break start and end times for their teams to limit the amount of people within the canteen area at a given time.	Team Leaders/Mana gers	30/06/20	

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	Acceptable risk, review	Acceptable risk, review	Actions required within	Actions required within	Task must be stopped	Task must be stopped
1) Please circle or	task within 12 months.	task within 12 months.	6 months. Inform	6 months. Inform	immediately and	immediately and
highlight box.			direct Manager /	direct Manager /	direct Line Manager	direct Line Manager
			Team Leader.	Team Leader.	and Head Of	and Head Of
2) The box you					Operations must be	Operations must be
circled/highlighted					Informed.	Informed.
will explain the action						
you must take.						

Hierarchy	of (Contro	:
	, –-		•

1) ELIMINATION, 2) SUBSTITUTION, 3) ENGINEERING CONTROLS, 4) ADMINISTRATIVE CONTROLS, 5) PERSONAL PROTECTIVE CLOTHES AND EQUIPMENT

1) Elimination	Redesign the job or substitute a substance so that the hazard is removed or eliminated. For example, duty holders must avoid working at height where they can.
2) Substitution	Replace the material or process with a less hazardous one. For example, use a small MEWP to access work at height instead of step ladders. Care should be taken to ensure the alternative is safer than the original.
3) Engineering Controls	Use work equipment or other measures to prevent falls where you cannot avoid working at height. Install or use additional machinery such as local exhaust ventilation to control risks from dust or fume. Separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
4) Administrative Controls	These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.
5) Personal Protective Clothes and Equipment	Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

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Risk Assessor Deta	iils:	Agreed By:		
Name in Block Capitals:	ERNREST APAU	Name in Block Capitals: CHANGIZ KHABI	रा	
Signature:		Signature:		
Position in Company:		Position in Company:		
Risk assessment review date:				