

<b>F-HS-17009</b>	<b>Risk Assessment</b>		
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Owner:	Group Health & Safety / Technical Training Manager	Issue Date:	27/03/19

<b>Business Unit :</b>	Encocam Ltd	<b>Date of Risk Assessment:</b>	26 <sup>th</sup> March 2020
<b>Department/Location :</b>	Canteen	<b>Risk Assessment Team:</b>	Ernest Apau, Rubens Texeira, Guy Maple, Nick Mears
<b>Reference No :</b>	COVID-19 -001		

Name/Description of task : Transmission of covid-19 virus in canteens.								
What are the hazards?	Who might be harmed and how?	Current Risk Level (HC x L)	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Done	Remaining 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	<p>Canteens are regularly sanitized &amp; disinfected including kettle, toaster, dish washer, vending machine.</p> <p>Chairs in canteens reduce to enable social distancing during break times.</p> <p>Employees have informed to use Stonehill conference room to have their lunch to reduce congestion at canteen.</p> <p>Office based staff have been informed to have their lunch at their desk to reduce congestion at canteens.</p> <p>We have allocated time slot 12:30 -13:30 for</p>	<p>Provide disinfection/cleaning stations in canteens for employees to use to clean tables before use and after use.</p> <p>Create Rota for late &amp; night shifts to sanitize &amp; disinfect table, surfaces in canteens</p> <p>Provide hospital grade disinfectant or sodium hypochlorite solution disinfectant spray for employees to use.</p> <p>Purchase Nebulair</p>	<p>Parviz/Antanas</p> <p>Ovidijus Asadauskas/Rubens Teixeira</p> <p>David Sheahan</p> <p>Changiz</p>	<p>30/06/20</p> <p>30/06/20</p> <p>30/6/20</p> <p>30/6/20</p>		

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			shop floor workers to use canteens.	Monthly chemical fogging of canteens.	Changiz/Ernest			
				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/Managers	30/06/20		

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Hazard Consequence	Description	Score	Risk Matrix			
Major	Potentially major injury including death, major amputation or paralysis, life/career threatening injuries		Hazard consequence	M3	H6	H9
Moderate	Simply not the other two			L2	M4	H6
Minor	Potentially minor injury treatable by first aid only			L1	L2	M3
Likelihood of accident occurring	Description	Score				
Highly likely	Virtually certain to occur at some point; could happen now					
Likely	Simply not the other two					
Unlikely	Small chance only of occurring because of low exposure or excellent controls					
Overall risk rating:	<b>Low 1</b>	<b>Low 2</b>	<b>Med 3</b>	<b>Med 4</b>	<b>High 5</b>	<b>High 6</b>

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

Name in Block Capitals:     ERNREST APAU

Signature:                             \_\_\_\_\_

Position in Company:             \_\_\_\_\_

Risk assessment review date:    \_\_\_\_\_

**Agreed By:**

Name in Block Capitals:   CHANGIZ KHABIRI

Signature:                             \_\_\_\_\_

Position in Company:             \_\_\_\_\_