



## **COVID-19 Risk Assessment Version 1**

Date: 2<sup>nd</sup> June 2020

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Assessment Area: This assessment is to document and highlight Managing provision of the Health, Safety & Wellbeing during Covid-19 pandemic

Task: To establish a safe environment for personnel to carry out work activities based in their homes and work on site.

Safety Statement: The Health and Safety of all employees is an issue which is taken very seriously by Orbital Fasteners Ltd.

### **Orbital Fasteners Ltd Statement:**

Orbital Fasteners Ltd undertakes to keep the workforce well-informed of the ongoing developments and [official advice from the Government](#) and [National Health Service](#) and promote resources that are available.

If there are any members of staff that require shielding or they have a member of their household that requires shielding. Or they fall into an identified vulnerable group. They must inform their line manager of this so that appropriate action can be taken by the business.

<https://www.gov.uk/coronavirus-extremely-vulnerable>

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

### **COVID-19 Statement:**

As the virus is now spreading through community transmission in the UK, all employers and workers are being affected in some way. People's health and well-being, and stringent measures to prevent the virus from spreading, is at the heart of Orbital Fasteners Ltd., response

Employees' health, safety and well-being during this pandemic is paramount. Orbital Fasteners Ltd has a statutory duty of care for people's health and safety, and to provide a safe place to work, but there's also a strong moral responsibility to ensure that employees feel safe and secure in their employment. Orbital Fasteners Ltd. wants to be proactive to protect their employees and customers and minimise the risk of the virus spreading.

Many people will be concerned about the risk of infection and will need reassurance. Orbital Fasteners Ltd., wants to communicate clearly to employees that they need to take basic hygiene precautions, such as effective hand-washing, and avoid all non-essential travel and social contact to help reduce the spread of the virus. Follow official public health and medical advice closely and advise them on what to do if they think they may have caught the virus, or are at risk of contracting it.

The Government has announced a range of new measures around SSP. If employee needs to self-isolate, they are entitled to SSP. This includes individuals who have been told to self-isolate by a doctor or NHS 111, those who have COVID-19, or who have the symptoms, or if someone in their household has symptoms. It also applies to people caring for those in the same household who display COVID-19 symptoms and have been told to self-isolate.

The Government has also announced that Statutory Sick Pay will be made available from day one (instead of from day four) for those affected by coronavirus when self-isolating.

Employees can currently self-certify for the first seven days. The Government has introduced a temporary alternative to the current fit note for the duration of the COVID-19 outbreak whereby those in self-isolation can obtain a notification via [NHS 111](#) to use as evidence for absence from work.

Employees should avoid public transport and encouraged to drive, cycle or walk alone to work.

If an employee wishes to wear a facial covering during time on site working, this is their choice.

Further information can be found at the following government websites:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/coronavirus/business-support><https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.gov.uk/coronavirus-extremely-vulnerable>

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

## **Risk Assessment**

<b>Task Element</b>	<b>Hazard or harmful effect</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Risk Level</b>	<b>Control Measures</b>
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<p><b><u>Biological</u></b> <b><i>Virus</i></b> <b><i>transmission</i></b> for staff in the workplace or through work activities</p>	<p>Potential for staff to become infected with the Covid-19 virus</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>All members of staff have been fully briefed with current advice on staying protected</p> <p>Staff work at home where this is feasible</p> <p>If visiting another site is essential follow</p> <p>All non-essential meetings have been postponed</p> <p>Antibacterial cleaning wipes, hand wash and sanitisers are provided in company buildings</p> <p>Existing advice is there is no need to provide facemasks as staff are not involved in providing personal care. Any staff experiencing any symptoms or who has come into contact with someone who has symptoms should self-isolate.</p> <ul style="list-style-type: none"> <li>• Maintain regular communications</li> <li>• Keep updated and informed with current position</li> <li>• Continue to limit social contact where possible (make use of technology where viable)</li> <li>• Ensure robust hygiene measures are followed (clean desks, keyboards, mouse, screen, chair including arms, etc before and after use) and regular handwashing guidance on social distancing and always adopt robust hygiene measures on arrival</li> <li>• Keep staff updated with HR &amp; local procedures on reporting absences, isolation and any</li> </ul>
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<p><b><u>Psychological / Staff Wellbeing</u></b> <b><i>Workload Impacts</i></b> of the developing pandemic and organisations response</p>	<p>Staff affected which may result in work related stress, burnout.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Regular communications are already well established.</p> <p>Shared distribution of workload regardless of roles to adapt to changing demands</p> <ul style="list-style-type: none"> <li>• Continue to monitor workloads</li> <li>• Escalate concerns on workload issues or support needs to line manager</li> </ul>
<p><b><u>Psychological / Staff Wellbeing</u></b> <b><i>Personal impacts</i></b> of the developing pandemic</p>	<p>Staff affected which may result in anxiety or fear</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>Staff have established strong relationships and open communications and operate in a supportive culture</p>
<p><b><u>Psychological / Staff Wellbeing</u></b> <b><i>Uncertainty and absence of knowledge</i></b> due to the unprecedented nature of the pandemic to managers across the organisation</p>	<p>Staff members stress and anxiety arising through uncertainty and lack of control</p>	<p>4</p>	<p>2</p>	<p>8</p>	<ul style="list-style-type: none"> <li>• Prioritise continued engagement in Covid-19 planning / response groups</li> <li>• Continue to share updates on new information with staff</li> </ul>

<p><b><u>Psychological / Staff Wellbeing</u></b>  Maintaining <i>staff wellbeing</i></p>	All Staff	3	2	6	<ul style="list-style-type: none"> <li>• Regular information sharing and communication</li> <li>• Ensure all staff stay connected to staff communications to avoid risks of isolation</li> <li>• Staff counselling service in place (subject to change from face to face to a wholly telephone based service for the foreseeable future)</li> <li>• Explore the ability to have a staff WhatsApp group to communicate</li> <li>• Agree regular means of communicating with the staff to accommodate home working</li> </ul>
<p><b><u>Physical / Workplace Issues</u></b>  Changes in <i>Emergency provision</i> in workplaces and sites</p> <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Fire safety</li> <li>• Security</li> <li>• Lone working</li> </ul>	All Staff	3	2	6	<ul style="list-style-type: none"> <li>• Staff are based in established corporate buildings and have access to Premises staff contacts</li> <li>• Site visits are planned by health safety staff members and will only be conducted if essential and emergency procedures will be checked on arrival.</li> <li>• All members of the staff will ensure diary is updated and inform duty manager of changes</li> <li>• All staff members to ensure they carry out dynamic risk assessments when undertaking all work activities. (Line manager’s advice should be sought if in doubt)</li> <li>• Changes to fire safety and first aid provision to mitigate reduced staff in corporate buildings</li> </ul>

<p><b><u>Ergonomic</u></b> Increased home working resulting &amp; use of Display Screen Equipment (DSE) Repetitive Strain Injury (RSI)</p>	<p>Staff sustaining musculoskeletal injuries</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Ensure correct workstation setup and posture prior to starting work.</p> <p>Ensure regular work breaks to avoid injuries / strain</p>
<p><b><u>Keeping the workplace clean</u></b> Increase cleaning to keep workplace clean and prevent transmission by touching contaminated surfaces</p>	<p>Potential for staff to become infected with the Covid-19 virus</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</li> <li>• Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, pump handles and printers, and making sure there are adequate disposal arrangements.</li> <li>• Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</li> <li>• If you are cleaning after a known or suspected case of COVID-19 then refer to: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>



<p><b><u>Moving around the business</u></b> To maintain social distancing wherever possible, while people travel through the workspace.</p>	<p>Potential for staff to become infected with the Covid-19 virus</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Reducing movement by discouraging on-essential</li> <li>• trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.</li> <li>• Reducing job and equipment rotation.</li> <li>• Introducing more floor markings to ensure staff are aware on the area they are moving into.</li> <li>• Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing</li> </ul>
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<p><b><u>Workplaces and workstations</u></b> To maintain social distancing between individuals when they are at their workstations</p>	<p>Potential for staff to become infected with the Covid-19 virus</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• For people who work in one place, workstations should allow them to maintain social distancing wherever possible.</li> <li>• Workstations should be assigned to an individual as much as possible. If they need to be shared they should be shared by the smallest possible number of people.</li> <li>• If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk. <ul style="list-style-type: none"> <li>• Review has taken place in regards to layout to allow staff to work further apart from each other.</li> <li>• Floor tape has been applied to help workers keep to a 2m distance.</li> <li>• Further movement of workstations to ensure that side by side working rather than face to face.</li> <li>• Ensure that all areas are well ventilated.</li> </ul> </li> </ul>
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**Warehouse  
Areas & Trade  
Counter**

To maintain social distancing while using common areas.

- Warehouse has implemented separation floor markings throughout the warehouse areas to mitigate persons crossing past each other less than 2 metres.
- Extra signage, notices and floor markings/ guidelines to be displayed throughout warehouse areas. Stairs are considered to be two way, however, when one person is either ascending or descending the stairs becomes a one way system operation at this time. Signage to be affixed at top and bottom of stairs to indicate this operation. Further signage to be placed around the base and top of stairs to inform staff to be aware of movement from the stairs.
- Outside floor markings to help show 2m separation running up to Trade Counter door. To be introduced. Blocks are placed in front of main door to stop public from entering trade counter. Orders should be made prior to collection. However, if this is not the case, staff will take the order and remote payment at the main door.
- Trade Counter area has screens in place to mitigate the risk of airborne particulates travelling to a person.
- Social distancing signage and 2 people in the Trade Counter area at any one time to be affixed. Will be in place if the barrier system that currently in place is removed.
- No unauthorised access for visitors into the

<p><b><u>Company Deliver Vans</u></b></p>	<p>Potential for staff to become infected with the Covid-19 virus</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Vans and Trucks to be subjected to cleaning/ sanitizing the controls, seat, grab handles etc. at the start of each day or when another driver operates the Van/Truck.</li> <li>• Van/Truck cleaning kits to be setup to allow the drivers to keep their van/trucks clean. (Non-alcoholic substance).</li> <li>• When a drop off is made the driver will ensure that the correct address has been identified and materials will be left with customer in a non-contact manner. Documentation will be left for the customer with the shipment.</li> <li>• Hand sanitiser is made available to all drivers to ensure that this is available in the vehicle at all times.</li> <li>• Drivers are to wash hands as much as possible in the day, if this is not possible the use of hand sanitiser should be used.</li> <li>• All drivers should wash their hands at the end of their shift.</li> <li>• If they feel they have come into contact with a suspect COVID-19 contact, their clothing should be washed on their return home.</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>
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<p><b><u>Common areas</u></b> To maintain social distancing while using common areas.</p>	<p>Potential for staff to become infected with the Covid-19 virus</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Staggering break times to reduce pressure on break out rooms or places to eat.</li> <li>• Using safe outside area for breaks.</li> <li>• Reconfiguring seating and tables to maintain spacing and reduce face to face interactions. Screens have been put in place between desks.</li> <li>• Encouraging staff to stay on-site during working hours.</li> <li>• Considering use of social distance marking for other common areas such as toilets.</li> </ul> <p>Kitchen areas</p> <ul style="list-style-type: none"> <li>• People should not eat/drink food in the kitchen area, the kitchen area is only to be used to make and prepare food. When you have completed your task in the kitchen area you must ensure that you clean up after yourself and leave promptly.</li> <li>• No food to be stored in fridge overnight.</li> <li>• Microwaves, kettles and toaster etc., will be cleaned on a regular basis and staff are instructed to wipe these appliances down after use.</li> <li>• You must put all used cups, glasses, cutlery, plates and bowls straight in the dishwasher and should wash and sanitise your hands immediately afterwards. Nothing is to be left on the draining board or on the kitchen surfaces.</li> <li>• Use of tea towels is not permitted, please use</li> </ul>
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<p><b><u>Accidents, security and other incidents</u></b> To prioritise safety during incidents</p>	<p>Potential for staff to become infected with the Covid-19 virus</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>In an emergency for example an accident, fire, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.</p> <p><a href="https://www.gov.uk/coronavirus/business-support">https://www.gov.uk/coronavirus/business-support</a> <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></p>
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<p><b><u>Manage Contacts</u></b> To minimize the number of unnecessary visits to the business.</p>	<p>Potential for staff and visitors to become infected with the Covid-19 virus</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Encouraging visits via remote connection or remote working.</li> <li>• Limited number of visitors at any one time.</li> <li>• Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example work carried out at night.</li> <li>• Maintain a record of all visitors.</li> <li>• Provide clear guidance on social distancing and hygiene to people, for example, inbound delivery drivers or safety critical visitors on arrival.</li> <li>• Establishing host responsibilities relating to COVID-19 providing any necessary training for people who acts as hosts for visitors.</li> <li>• A review of entry and exit routes for staff, contactors and visitors has taken place to minimise contact with other people.</li> <li>• Coordinating and cooperating with other occupiers at the Business Hub.</li> </ul>
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<p><b><u>Hygiene – handwashing, sanitation facilities and toilets</u></b> To help everyone keep good hygiene through the working day</p>	<p>Potential for staff to become infected with the Covid-19 virus</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• The use of signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</li> <li>• Provide regular reminders to maintain hygiene standards.</li> <li>• Providing hand sanitiser in multiple locations.</li> <li>• Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</li> <li>• Provided more waste facilities.</li> <li>• Cleaning of offices has been increased to 5 days a week and a deep clean was conducted prior to re=start of the business following a seven week shut down</li> </ul>
<p><b><u>Handling goods, and other materials</u></b> To reduce transmission through contact with objects that come into the workplace.</p>	<p>Potential for staff to become infected with the Covid-19 virus</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Cleaning procedures for the parts or shared equipment that is touched after each use.</li> <li>• Encouraging increased handwashing for workers handling goods, or providing hand sanitiser where this is not possible.</li> <li>• Regular cleaning of re-useable boxes.</li> <li>• Provided more waste facilities.</li> <li>• Cleaning of offices has been increased to 5 days a week and a deep clean was conducted prior to re=start of the business following a seven week shut down</li> </ul>



<p><b><u>Personal Protective Equipment (PPE) and face coverings</u></b></p>	<p>Potential for staff to become infected with the Covid-19 virus</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment; such as face masks. Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.</p> <p>Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. The business fully encourages its staff in using face coverings safely if they choose to wear one. The next points need to be considered:</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> </ul>
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<p><b><u>Communications and Training</u></b> To make sure all workers understand COVID-19 related safety procedures.</p>	<p>Potential for staff to become infected with the Covid-19 virus</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Provide clear, consistent and regular communication to improve understanding and consistency of ways of working.</li> <li>• Develop communication and training material for workers prior to returning to site, especially around new procedures for arrival at work.</li> <li>• Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).</li> </ul>
<p><b><u>Inbound and outbound goods</u></b> To maintain social distancing and avoid surface transmission when goods enter and leave site.</p>	<p>Potential for staff to become infected with the Covid-19 virus</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Revised pick-up and drop of point.</li> <li>• Where possible and safe a single member of staff loads and unloads vehicles.</li> <li>• Enabling drivers to access welfare facilities when required ensuring that the route does not take them through the shop floor area.</li> <li>• Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive aways.</li> </ul>

**All above points have been identified to fall into a risk category of medium. It is also noted that the scores which have been given take into account the actions. Without any actions taken the result seen is both very severe and very likely, thus, giving a score of 25.**

**Staff selection for those returning to the workplace has taken into account those considered to be vulnerable, staff with children or staff with members of their household working in the NHS.**

HAZARD RATING		LIKELYHOOD FREQUENCY	
Description	Value (H)	Description	Value (R)
Negligible	1	Unlikely	1
Slight	2	Possible	2
Moderate	3	Quite Possible	3
Severe	4	Likely	4
Very Severe	5	Very Likely	5

		LIKELYHOOD				
		5	4	3	2	1
SEVERITY RISK VALUE	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

Risk Category	
	Low
	Medium
	High

# HOW TO REMOVE GLOVES SAFELY



GRASP THE OUTSIDE OF THE GLOVE IN THE WRIST AREA



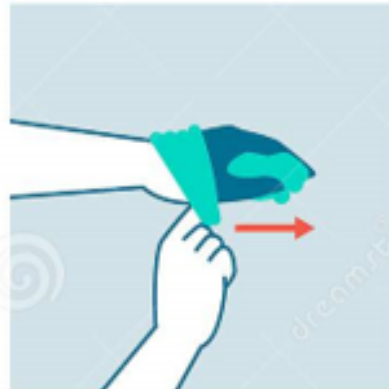
PEEL THE GLOVE AWAY FROM YOUR BODY, TURN IT INSIDE-OUT



HOLD THE INSIDE-OUT GLOVE IN THE OTHER HAND



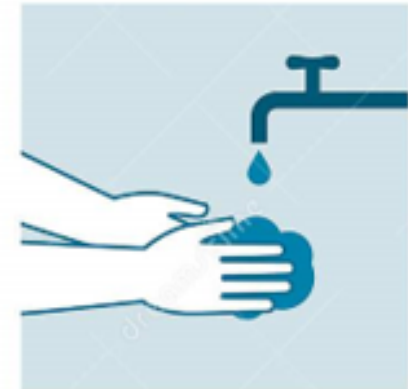
SLIDE YOUR FINGERS UNDER THE WRIST OF THE OTHER GLOVE



PEEL THE GLOVE AWAY FROM YOUR BODY, TURN IT INSIDE-OUT, LEAVE THE FIRST GLOVE INSIDE THE SECOND



DISPOSE THE GLOVES SAFELY



WASH YOUR HANDS

