

Description of Activity/Task: LL-HS-RA-47 – Covid 19

Responsible Manager Operations Manager

Job/Machine or Process Description	Hazard		Initial Risk			Controls  List of all controls required	Residual Risk		
	Hazard Description	Who might be harmed and how?	Hazard severity from matrix.	Likelihood of occurrence from matrix.	Risk rating from matrix.		Hazard severity from matrix.	Likelihood of occurrence from matrix.	Risk rating from matrix.
Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.	Spread of Covid-19 Coronavirus	Staff. Visitors. Cleaners. Contractors. Drivers. Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes into contact with you in relation to your business.	4	4	16	<p><b>Hand Washing.</b> Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Gel sanitisers in any area where washing facilities not readily available.</p> <p>Posters, leaflets and other materials are available for display.</p> <p><b>Cleaning.</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	4	3	12

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						<p><b>Social Distancing.</b> Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to. Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings. Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in canteen area and smoking area.</p> <p><b>Wearing of Gloves.</b> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p><b>RPE.</b> Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. Wearers must be clean shaven.</p>			
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					<p><b>Face Protection.</b> Wear full face visors when tacking up. Maintain social distancing, set up, move aside for welder to tack, welder to step back for fabricator to continue set-up. Fabricator to tack up wherever possible.</p> <p><b>Symptoms of Covid 19.</b> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. Internal communication through line managers will be carried out regularly to reassure and support employees in a fast-changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Recently purchased none contact thermometers have been purchased, line managers and chargehands to check every employee's temperature on a daily basis. Check sheets to be filled in to ensure no-one is missed. Body temperature can vary from person to person but a range of between 36.1°C to 37.2°C is classed as normal. Gov.UK guidelines state</p>			
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Langfields Limited  
 Pitreavie Business Park  
 Dunfermline  
 KY11 8UE

# RISK ASSESSMENT

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Responsible  
 Manager Operations Manager

						<p>that anyone who has a temperature of 37.8°C or above could be a symptom of Covid 19.</p> <p><b>Drivers.</b> Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities. Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><b>Mental Health.</b> Regular communication of mental health information and open-door policy for those who need additional support.</p>			
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<b>DATE OF INITIAL ASSESSMENT: 12/05/2020</b>	<b>NEXT REVIEW DUE:</b>	<b>NEXT REVIEW DUE:</b>	<b>NEXT REVIEW DUE:</b>
<b>ASSESSED BY:</b>  Dave Egan, Group HSE Manager	<b>REVIEWED BY:</b>	<b>REVIEWED BY:</b>	<b>REVIEWED BY:</b>
<b>APPROVED BY:</b>  Steven Mackay, Facility Director	<b>APPROVED BY:</b>	<b>APPROVED BY:</b>	<b>APPROVED BY:</b>

**TO BE COMPLETED WHERE TASK / EQUIPMENT SIGNIFICANTLY DIFFERS FROM ORIGINAL PLAN / WORKSCOPE**

Hazard		Initial Risk			Controls	Residual Risk		
Additional Hazard Description	Hazard Effect	Hazard Severity	Likelihood of Occurrence	Risk Rating	List of all controls required	Hazard Severity	Likelihood of Occurrence	Risk Rating
Describe all hazards identified <i>Note: Additional hazards may be caused by interaction with other work</i>	Describe hazard effects based on observation and experience	From matrix, identify severity with no controls in place for each hazard	From matrix, identify likelihood with no controls in place for each hazard	Calculate risk rating from matrix for each hazard.	Describe fully all controls applicable for each hazard e.g. if PPE is used as a control, it must be specifically described. If a control can only be verified by documentation then it must be available. All controls must be valid in that they reduce severity, likelihood or both.	From matrix, identify severity with controls in place for each hazard.	From matrix, identify likelihood with controls in place for each hazard.	Calculate risk rating from matrix for each hazard.
<b>RISKS ASSOCIATED WITH THE WORK AND SAFETY PRECAUTIONS/CONTROLS REQUIRED TO BE CONVEYED DURING INITIAL TOOL-BOX TALKS PRIOR TO COMMENCEMENT OF WORK</b>								
<b>PREPARED BY:</b>		<b>POSITION:</b>			<b>SIGNATURE:</b>		<b>DATE:</b>	
<b>APPROVED BY:</b>		<b>POSITION:</b>			<b>SIGNATURE:</b>		<b>DATE:</b>	
<b>CUSTOMER:</b>		<b>POSITION:</b>			<b>SIGNATURE:</b>		<b>DATE:</b>	

