

Risk Assessment - COVID 19

Rochling Engineering Plastics

Waterwells Business Park

Waterwells Drive

GL2 2AA Gloucester

Rochling Engineering Plastics

Waterwells Business Park

Unit 3, Gateway 12, Davy Way,

Hardwicke, Gloucester GL2 2BY

Risk Assessment: COVID 19 with the workplace.	Authors: Mike Knowles, Elizabeth Elliot, Nigel Burford, Darren Jones, Karolina Rychlik, Ryan Sutherst, David Ward, Chris Mason
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Risk = Likelihood x Severity

	Likelihood				
Severity	5	4	3	2	1
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

E EMPLOYEES	v VISITORS	C CONTRACTORS	P PUBLIC
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What are the Hazards identified?	Who might be harmed	Likelihood (Unmitigated risk)	Severity (Unmitigated risk)	Risk (Unmitigated risk)	What Controls/Protection measures are already in place?	Likelihood (Residual risk)	Severity (Residual risk)	Risk (Residual risk)	Any Further Action	Action Owner/ Timescale	Action Status
Covid 19 infection/serious health issues and fatal.	E, V, C,P	4	5	20	Rochling is aware of the requirements, both as stated by the Government and those of common sense and 'best practice'. Regular reviews /updates are implemented.	3	5	15	-Regular review or if any incident occurs	Management	On-going
									-Review vulnerable people	Liz	Completed
					These including where applicable persons are working from home.				-Reduce contact with Polishing Section	Darren	Completed
					Persons who have symptoms are sent home to self-isolate as designated by the government.				-Display poster required by Government "Staying COVID19 Secure in 2020". Mike to sign off.	Nigel/Mike	Completed
					Vulnerable persons are sent home.						
					Robust Infection controls are in place these are:				-Display the Government document "Working Safely During COVID-19"	Nigel	Completed
									-Review work from home possibilities	Liz/Mike	Completed
									-Share the Risk Assessment through Rochling Website	Liz/Mike	Completed

Site Access Points -Visitors -Contractors -Employees -Deliveries -Touch Screen at Reception -Door Handles - Main reception door access keypad	E, V, C,P	5	5	25	-All non-essential visitors/contractors stopped -Staggered start and finish times to reduce congestion and contact at all times have been introduced -Antibacterial Hand Gel provided (Require all workers to use hand gel before entering or leaving the site. -Regularly cleaning of areas e.g. touch screen, telephone handsets, door handles during peak flow times -Measuring temperature -Corporate COVID-19 procedure	2	5	10	-Regular review or if any incident occurs -Leave note for visitors on the touch screen that gel must be used before signing in and out -Continue to measure temperature – agree routine -Introduce temperature measure for visitors Order 2 more thermometers -Introduce H&S self-assessment form for visitors at the main site	Management Karolina Management Nigel Nigel Karolina	On-going Completed On-going Completed Completed Completed
Hand Washing/Toilet Facilities -Hand washing methods -Using the same facilities -Congestion -Cleaning supplies -Facilities cleaning	E, V, C,P	5	5	25	-Antibacterial soaps, hand gels and paper towels provided -Additional checks introduced to ensure soap and antibacterial gel is readily available and kept topped up at all times -Increased cleaning of the hand washing facilities and toilets (include door handles, locks and toilet flush), and check soap and sanitizer levels	2	5	10	-Regular review or if any incident occurs -Purchase more antibacterial gel -Purchase poster with hand cleaning instruction -Stock up more paper towels	Management Nigel Nigel Nigel	On-going Completed Completed Completed

									-Restrict the number of people using toilet facilities at any one time – place poster	Karolina	Completed
Canteens and Eating Arrangements -Using the same equipment Tables, seats, coffee machine, drinking water supply, microwave etc). -Congestion -Bench outside	E, V, C,P	5	5	25	-Break times had been staggered to reduce congestion and contact between employees -Antibacterial soap, hand gels and paper towels provided -One person per table/outside bench allowed -Tables, surfaces, handle doors, seats and floor cleaning increased – after every break time -Doors are wedged open where practically possible	2	5	10	-Regular review or if any incident occurs -Place “2m distance” stickers on a floor in front of coffee machine -“Use hand gel before operating the coffee machine”- sticker on the coffee machine	Management Nigel Karolina	On-going Completed Completed
Avoiding Close Working -Handling documents -Social distance -Using the same equipment -Handling parts -Meetings	E, V, C,P	5	5	25	There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 meters. General Principles have been introduced -Non-essential physical work that requires close contact between workers should not be carried out -Work requiring skin to skin contact should not be carried out -Attendees should be two meters apart from each other - Morning Meetings, Contract Review Meetings, Management Meetings have been stopped.	2	5	10	-Regular review or if any incident occurs -Place hand gel in the Conference room -Antibacterial wipes to be placed in Conference Room to allow wipe off keyboard or telephone. -Production Planning Room – check	Management Karolina Karolina Ryan	On-going Completed Completed Completed

					<ul style="list-style-type: none"> - If meeting is necessary 2m distance must be kept and masks worn once 2m distance cannot be kept. - Regularly cleaning of touchpoints, doors, buttons has been introduced - Doors are wedged open where practically possible 				distance between planners -Introduce regular windows opened to allow fresh air circulation -QC Inspectors to back on shifts and not use middle desk Purchase masks	Management Karolina Mike	Completed Completed Completed
Manufacturing/Operating machines/CAD Room -Using the same measuring equipment -Use of forklifts and pallet trucks -Using/touching of machine control panels -Using of storage boxes -Handling documents -Handling parts Using the same PC/keyboards in CAD		5	5	25	-Hand gel provided -Machines apart 2m	3	5	15	-Set up cleaning stations (antibacterial wipes, gels) in every machine shop, QC Room & CAD Room to allow cleaning machine control panels (to be clean at end of shift), pallet truck handles, forklift wheels, company van wheels, keyboards, Re-usable transport boxes (to be clean after return).etc.	Darren	Completed

Room, machines											
Cleaning -Cleaning Method -Cleaning Frequency	E, V, C,P	5	5	25	-General awareness -Increased cleaning activities	2	5	10	-Regular review or if any incident occurs -Introduce documented cleaning procedure for cleaner and employees. -Provide documented training to all employees -Provide Hand wash instructions	Manage ment Karolina Karolina Nigel	On-going Comp leted Comp leted Comp leted
Smoking Shelter -Gathering/Social distance		5	5	25	-General awareness	3	5	15	-Stop gathering at smoking shelter (include that in CODVID19 procedure).	Manage ment	Comp leted
Mental Health Issues		4	4	16	No measures	4	4	16	Display Mental Health Support contact details	Liz	Comp leted

Revision History:
13/05/2020 – New