

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

Risk matrix used in risk assessment below
RR = residual risk

Coronavirus (COVID-19) Risk Assessment

Completed by Shane Bartlett

Location: Hochiki Europe (UK) Limited – Gillingham

Assessment date: 17th March 2020

Review date: 27th October 2020

Next Review Date: 31st December 2020

Risk Assessment No: HERA075

Issue: 5

Hazard	Risk	Control measures	RR	Persons at risk
Someone infected entering the workplace and passes infection on in the workplace	4 X 3 = 12	<ul style="list-style-type: none"> Employees or visitors should not enter site if exhibiting COVID-19 symptoms Employees should continue to work from home according to advice and guidance issued by the business and government An information poster is posted at all entrance points. COVID – 19 secure posters placed throughout the facility for all employees and visitors. Visitors are not permitted on site without a temperature check and wearing a face covering. Visitors are requested to use the NHS QR track and trace code when entering the building. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking with staff or visitors. Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards and work surfaces to be regularly cleaned. 	4 X 1 = 4	Employees (An employee or visitor enters the workplace and passes the virus onto employees)



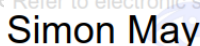
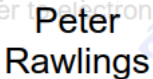
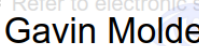



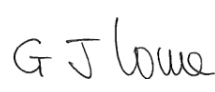
		<ul style="list-style-type: none"> Hand sanitiser dispensers available at regular positions throughout the site and replenished regularly. Face coverings are mandatory and must be worn when leaving workstations or maximum occupancy has been exceeded in rooms. 		
Someone becomes ill in the workplace	4 X 3 = 12	<ul style="list-style-type: none"> Persons showing signs of infection should inform their line manager as soon as possible. Inform their line manager and to leave site immediately. The person will be advised to follow NHS Guidance online and self-isolate at home. HR to be notified and if possible, a COVID 19 test should be undertaken according to NHS guidelines Clean down working area to ensure no risk of further contamination 	4 X 1 = 4	Employees & Visitors (Contract COVID-19 in workplace)
A person has tested positive for COVID-19 whilst having been recently on site, and therefore the workplace is contaminated	4 X 3 = 12	<ul style="list-style-type: none"> Inform the government/ Public Health England (PHE) that an infected person has been on site Follow guidance regarding site decontamination / deep cleaning as recommended Inform employees/ visitors who have worked in close proximity to infected person Consider further containment actions depending on the risk of cross contamination to other employees 	4 X 2 = 8	Employees & visitors (Contract COVID-19 in workplace)
Staff concentration and proximity in the workplace does not allow for social distancing at all times	4 X 3 = 12	<ul style="list-style-type: none"> Government guidance is being followed Where possible working from home has been implemented Shift start times to be staggered to reduce cross contamination of employees Social distancing has been or is currently being implemented Face coverings are mandatory and must be worn when leaving workstations or maximum occupancy has been exceeded in rooms. Meetings to be held remotely by phone or video where at all possible. If face to face meetings cannot be avoided, then social distancing guidelines to be followed at all times Certain tasks within production and warehouse cannot take place within the 	4 X 1 = 4	Employees & visitors (A person catches COVID-19 due to working closely with an infected person)

		<p>social distancing guidelines. Install screens in production area to form a physical barrier between work areas</p> <ul style="list-style-type: none"> • Signage and floor markings installed to manage employee concentration • Smoking area signage in place • Signage to be on Canteen, toilets, kitchen and changing rooms to limit number of employees using these areas to a safe level. Reduce the seating area and change the layout accordingly • Make extra provision for lunch/ rest areas as an overflow in case the canteen is full • Identification of shared equipment and instructions on clean down and hygiene measures • Operators issued with anti-bacterial wipes with the instruction to clean shared equipment prior to use • Cleaning rota and additional cleaning of shared equipment and touch points throughout the building (door handles, meeting room tables etc) • Limit points of entry to the site to specific groups of employees • One way systems to be implemented where possible (except in the event of an Emergency when all employees must use the quickest and safest exit) 		
<p>Vulnerable employees contracting virus from attending site</p>	<p>5 X 3 = 15</p>	<ul style="list-style-type: none"> • Government guidance is being followed • Employees have been instructed to self-isolate if they exhibit symptoms • Any employees defined as ‘clinically vulnerable’ are required to work from home, where possible. • Where home working is not possible arrangements are made to offer safe working environment and a self-assessment to be completed and reviewed by line manager • Where employees have been defined as ‘clinically extremely vulnerable’ these employees should not attend site. • Employees who live with a ‘clinically extremely vulnerable’ person should take additional precautions whilst at work • Employees to be reviewed on a case by case basis before returning to site 	<p>5 X 1 = 5</p>	<p>Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc. (Contract COVID-19 in workplace)</p>

Conclusion:

This risk assessment covers the risks from the transmission of Covid-19 and sets out the measures required for us to continue to operate as a business whilst ensuring the H&S of staff and visitors.

This risk assessment will continually be reviewed throughout the pandemic to ensure its ongoing effectiveness.

Risk Assessment Prepared by (Name):	Shane Bartlett – Compliance Manager	Refer to electronic signature and date
Health & Safety Committee (Name):	Katie Walker – HR Manager	 <small>Digitally signed by Katie Walker DN: cn=Katie Walker, c=GB, email=kwalker@hochikieurope.com Reason: I am approving this document Date: 2020.10.29 12:47:29 Z</small>
Health & Safety Committee (Name):	Roland Bessey – Operations Director	Refer to electronic signature and date
Health & Safety Committee (Name):	Heather Burns – Assistant Accounts Manager	 <small>Digitally signed by Heather Burns. DN: cn=Heather Burns, c=GB, o=Hochiki Europe (UK) Limited, ou=Accounts, email=hburns@hochikieurope.com Date: 2020.10.28 08:23:31 Z</small>
Health & Safety Committee (Name):	Simon May – Technical Manager	 <small>Digitally signed by Simon May. DN: cn=Simon May, c=GB, o=Hochiki Europe (UK) Ltd, ou=Technical Department, email=smay@hochikieurope.com Date: 2020.10.27 14:29:00 Z</small>
Health & Safety Committee (Name):	Peter Rawlings – Production Supervisor	 <small>Digitally signed by Peter Rawlings DN: cn=Peter Rawlings, c=GB, o=Hochiki Europe, ou=Production, email=prawlings@hochikieurope.com Date: 2020.10.27 13:45:19 Z</small>
Health & Safety Committee (Name):	Gavin Molde – Supply Chain & Logistics Manager	 <small>Digitally signed by Gavin Molde DN: cn=Gavin Molde, c=GB, o=Hochiki Europe, ou=Supply Chain Department, email=gmolde@hochikieurope.com Date: 2020.10.29 13:03:48 Z</small>
Health & Safety Committee (Name):	Ollie Stratford – Goods Inwards Team Leader	 <small>Digitally signed by Oliver Stratford DN: cn=Oliver Stratford, c=GB, o=Hochiki Europe Ltd, email=ostratford@hochikieurope.com Reason: I am approving this document Location: Goods In Date: 2020.10.27 13:47:10 Z</small>
Health & Safety Committee (Name):	Chris Foxx – Warehouse Team Leader	 <small>Digitally signed by CHRIS FOXX DN: cn=Chris Foxx, c=GB, o=Hochiki Europe (UK) Ltd, ou=Compliance, email=cfoux@hochikieurope.com Location: Hochiki Europe (UK) Ltd Date: 2019.03.07 10:25:40 Z</small>
Health & Safety Committee (Name):	Jolene Lancaster - Receptionist	
Senior Management Approval	Graham Lowe – Managing Director	

Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

<https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

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

<https://assets.publishing.service.gov.uk/media/5eb965d5d3bf7f5d3c74a2dd/working-safely-during-covid-19-factories-plants-warehouses-110520.pdf>

<https://assets.publishing.service.gov.uk/media/5eb963fcd3bf7f5d39550303/staying-covid-19-secure.pdf>

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

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your line manager and HR.
- Information updates are to be sent out and any updates communicated in a timely manner to the workforce via PeopleHR.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days can return to work, providing they are no longer displaying symptoms. However, we would urge that they get tested if they are showing symptoms and then return to work once their tests have confirmed them as negative.
- Assessments to be reviewed every 6 months or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

If in England call **NHS on 111**. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs