

# Covid 19 Exposure Assessment

This assessment is to be completed to identify the extent to which controls required by the government and Solvay Corporate are being met. The assessment will identify where contact could occur and what control measures have been put in place to mitigate the risk. The spreadsheet is designed to be completed on screen and is not designed to be printed. Please complete and save for each workstation as required. The results of the risk assessment must be shared with employees affected by it.

## Heanor Site

**Area description:- Site Inclusive Assessment**

**Date of assessment:- 14 / 05/20**

Please tick all that apply

### Q.1- Can close contact between individuals be completely avoided at all times? (less than 2 meters)

**Answer**

Yes

No

If **YES**, in what way is contact avoided?

Lone working

Home working

Effective social distancing

Other (please list)

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If **No** Please complete the rest of the form

### Q.2- Are the workstations or is the seating in the area at least 2m apart

**Answer**

Yes

No

N/A

If **No**, what control measures have been put in place to eliminate the potential spread of the virus by close contact?

Job rotation, limiting people in the work area

Physical barriers

Relocated workstations

Surgical masks (last resort)

Distancing between seating

Limiting seating availability

Reduced contact between people (fixed teams or partnering)

Are these control measures considered effective?

Yes

No

**By when?**

If No what additional controls are required?

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**Q.3- What other control measures are to be put in place to reduce virus transmission between individuals?**

Answer	Applicable?	Completed		Action Required/Comments	By when?
		Yes	No		
Regular disinfection of surfaces, including any shared equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bacoban applied to all touch points weekly. Desks and tables regularly cleaned and disinfected	
Permanent opening of doorways	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Where possible doorways will be wedged open to prevent the need to touch them (not fire doors)	
Hand washing / sanitizer stations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hand sanitizer stations at all doorways and throughout the site	
Temperature measurement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All visitors to site have temperature checked on arrival all employees self check. Anyone with symptoms on site also isolated and checked (see emergency procedure)	
Distancing barriers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barrier placed around reception desk	
One way system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A one way system implemented for areas of the site where this is practicable	
Staggered breaks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A break timetable produced and staggered breaks will be implemented for production to reduce numbers within the canteen	
Staggered work start / finish times	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plan produced and communicated to reduce congestion within the locker room at start and finish times	
Information, instruction & Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Various posters, team briefs, video presentations on the monitors on site. Personal messages from senior management, HSE and HR	
Good ventilation (fresh air)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some rooms do not have windows to allow fresh air ventilation. The UD bay has fresh air from outside, other systems may have filtered recirculated air	
Gloves (needs to be effectively managed)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nitrile gloves available, but not seen as an important risk reduction measure unless dealing with an employee displaying symptoms	
Close contact time below 15 minutes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Most close contact meetings no longer take place; where this is not possible, particularly within production, a close contact log will be produced and updated	
Changes to toilet / washroom facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adjacent showers and toilets to be isolated to increase social distancing. Some facilities will be restricted to one person at a time	

**Q.4- Are control measures in place to reduce the risk of infection from contractors and visitors?**

Answer	Applicable?	Completed		Action Required/Comments	By when?
		Yes	No		
Not applicable <input type="checkbox"/> Virtual meeting - Via Hangouts or similar unless absolutely necessary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meetings restricted to 4 people within a room where social distancing must be observed. The first consideration is for meetings to be conducted remotely using Google Hangouts	
Pre-visit contact to advise of site rules	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All managers to be advised to communicate site rules to all visitors and contractors prior to arrival to site	
Temperature monitoring prior to starting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All contractors and visitors will have their temperature measured prior to leaving the reception area. This will be repeated daily until their departure from site	
Completion of visitor questionnaire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All visitors and contractors will have to complete a questionnaire in order to determine if they have been exposed to Covid 19 in the past or have symptom's of the disease	
Restrictions regarding site access	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Visits to site are only allowed in cases of essential maintenance or inspections, particularly if related to safety	
Daily checking of temperature	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temperature checking will take place daily for all visitors and contractors on site	
Hand sanitizing on arrival	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Notices on all entrances and hand sanitizing stations at every entrance	
Gloves worn when handling letters, parcels and paperwork	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Included in Health Protocol that has been communicated on site. This is followed by reception who receive the letters and the logistics department	
Separate washroom facilities for visitors /contractors/drivers (where applicable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Included in Health Protocol that has been communicated on site. A separate toilet has been allocated for delivery / collection drivers	

**Q.5 Does the area have any people who are to be considered to be at increased risk due to existing medical conditions, wellbeing or mental health concerns?**

Please refer to the guidance in fig.1 below

Answer

Yes

No

If yes, what additional control measures are to be put in place to protect these individuals?

	Applicable?	Completed		Action Required/Comments	By when?
		Yes	No		
Change in working area/work activity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Notices have been sent out and the exposure risks relating to these people have been assessed and changes to working arrangements carried out as required	
Working from home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is still a requirement in place for people to work from home whenever possible to reduce numbers on site	
Advice / guidance / support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Regular guidance will be given as required. Support will be offered to all employees who identify a need	
Effective isolation from other employees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A review has been carried out for all those in the higher risk category and amend working arrangements put in place or shielding advised accordingly	
Correctly fitted RPE (N95 / P2/ P3 Mask Last resort)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This type of mask is available to first aiders who may have to check the temperature of those displaying symptoms	
Other	<input type="checkbox"/>	Details			

**Q.6 - If a person on site has the symptoms of Covid 19 or has been diagnosed with the disease, can people they have been in contact with be traced?**

	Applicable?	Completed		Action Required/Comments	By when?
		Yes	No		
Close contact form is completed and up to date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The site has implemented a "close contact log" system to record such instances. These will be audited regularly	
Contact details are available (visitors, contractors)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The same type of log will be used for contractors and visitors	

**Q.7 - Likelihood of harm**

What is the likelihood of transmission of Covid 19 without the controls in place?

Answer

None

Unlikely

Possible

Likely

Almost certain

Certain

What is the likelihood of transmission of Covid 19 with the controls in place?

Answer

None

Unlikely

Possible

Likely

Almost certain

Certain

**Q.8 - If the answer to the above is likely or worse, what additional control measures must be put in place to reduce the risk?**

**Answer**

Action	By When?
Regular review of the assessments to reflect changes in government policy or Company policy	As required

**Fig.1**

Description	Level of risk of severe illness as compared to the general population
Those under 70, who may have underlying health conditions, but based on our occupational health assessment do not have conditions defined in Government guidance that would place them in the more vulnerable group if they were to contract COVID-19.	STANDARD (Green)
Those considered to be more vulnerable to serious illness if they contract COVID-19. These are people over 70, or those under 70 who have an underlying health condition as listed by the Government that places them in the more vulnerable group, or who are more than 28 weeks pregnant.	INCREASED (Yellow)
There will be some people the occupational health professional making the assessment considers highly vulnerable. These may be those more severely affected by one of the conditions the Government advises makes that person more vulnerable, or those who have a combination of conditions that further increases their vulnerability (co-morbidity).	HIGH (Amber)
Those considered to be extremely vulnerable. Examples are those being treated for cancer with chemotherapy or radiotherapy, and people with severe asthma.	VERY HIGH (Red) Currently Shielding

**Additional guidance can be obtained from our occupational health providers.**