



Risk Assessment	Wrexham sites Covid 19 - General aspects and controls in place																																																																		
Name of Assessor/s:	Stephen Smith																																																																		
Signature of Assessors:																																																																			
Date (dd.mm.yy):	27th May 2020																																																																		
Department:	HSE																																																																		
Task Assessed:	COVID 19 control measures across sites																																																																		
<table border="1"> <thead> <tr> <th rowspan="2">Likelihood (L)</th> <th rowspan="2"></th> <th colspan="5">Consequence (C)</th> <th rowspan="2">Personnel Affected</th> </tr> <tr> <th>1 Negligible</th> <th>2 Minor</th> <th>3 Moderate</th> <th>4 Serious</th> <th>5 Catastrophic</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Almost Certain</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> <td>E = Employees</td> </tr> <tr> <td>4</td> <td>Very Likely</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> <td>C = Contractors</td> </tr> <tr> <td>3</td> <td>Likely</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> <td>V = Visitors</td> </tr> <tr> <td>2</td> <td>Unlikely</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> <td>P = Public</td> </tr> <tr> <td>1</td> <td>Very Unlikely</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>O = Other</td> </tr> <tr> <td colspan="2">Key</td> <td>1-2 NO ACTION</td> <td>3-6 MONITOR</td> <td>8-12 ACTION</td> <td>15-18 URGENT ACTION</td> <td>20-25 STOP</td> <td></td> </tr> </tbody> </table>							Likelihood (L)		Consequence (C)					Personnel Affected	1 Negligible	2 Minor	3 Moderate	4 Serious	5 Catastrophic	5	Almost Certain	5	10	15	20	25	E = Employees	4	Very Likely	4	8	12	16	20	C = Contractors	3	Likely	3	6	9	12	15	V = Visitors	2	Unlikely	2	4	6	8	10	P = Public	1	Very Unlikely	1	2	3	4	5	O = Other	Key		1-2 NO ACTION	3-6 MONITOR	8-12 ACTION	15-18 URGENT ACTION	20-25 STOP	
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Analysis (describe the process followed)

Hazard & Consequence	Personnel Affected	Pre-Controls Risk (L x C) Total	Additional Controls Implemented	Post Controls Risk (L x C) Total
THE 7 KEY PRINCIPLES; 1 - Individual Safety Measures COVID SECURE - Managing Risk	E,C,V,P	12	Information shared regularly with Employees; - Avoid crowds and maintain a physical distance of 2 m - Avoid touching eyes, nose and mouth - Wash hands frequently with water & soap or use hand sanitizer - Cough or sneeze into your elbow or a disposable tissue. Dispose of used tissues immediately in a trash can with a lid - Stay home if you are ill	4
THE 7 KEY PRINCIPLES; 2 - Maintain Physical Distance Everywhere COVID SECURE - Social Distancing at Work	E,C,V,P	12	Measures implemented: - One way system/flow introduced where possible - Provided handwashing facilities or hand sanitiser at entry and exit points. - Staggered break times to reduce pressure on break rooms or places to eat - Implemented spacing in break room (canteen) - Advised distancing in changing facilities - Installed protective screening for staff in reception - Floor markings and wall signage to remind of all measures - Spacing implemented at urinals - Posted warning signs to ensure lids on toilets are closed before flushing - Individual risk assessments completed for all industrial tasks that require employees to be less than 2 metres apart. Activity time kept as short as possible and the task frequency and duration identified. Barriers are not practical for the tasks being carried out but side working is for some operations. Team Working being utilised across the different manufacturing zones (equipment), PPE being used to supplement the aforementioned controls - Spread out the office based staff as far as possible using spare offices from employees who continue to work from home - Recorded training completed in all elements	4
THE 7 KEY PRINCIPLES; 3 - Reduce The Number Of Exposed Employees COVID SECURE - Managing Risk	E,C,V,P	12	Measures implemented: For the period March - August 2020, all employees who are able to work from home have been asked to do so. This will be reviewed in August for the remainder of the year	4
THE 7 KEY PRINCIPLES; 4 - Provide The Necessary Protective Equipment COVID SECURE - PPE	E,C,V,P	12	Measures implemented: - Surgical masks worn in all common areas - FFP masks and gloves worn as specified by Individual risk assessments where social distancing of 2m+ is not possible - FFP masks and gloves worn by first aiders when required	4
THE 7 KEY PRINCIPLES; 5 - Increase Scope And Frequency Of Cleaning And Disinfection COVID SECURE - Cleaning The Workplace	E,C,V,P	12	Measures implemented: - Post regular reminders and signs to encourage good hygiene - Waste bins supplied with foot pedals to each area - Cleaning company have specific cleaning routine including high touch areas - Industrial areas supplied with wipes for high touch areas	4
THE 7 KEY PRINCIPLES; 6 - Apply Barrier Controls And Systematic Temperature Checks COVID SECURE - Inbound And Outbound Goods	E,C,V,P	12	Measures implemented: - Employees and have personal temperatures measured at the start of working day - Visitors have personal temperatures measured on entrance to site - Procedure for minimising person to person contact during deliveries, including loading and unloading of lorries - Questionnaire for visitors before they enter the site to not enter if they have knowingly been in close contact with infected person or are showing symptoms	4
THE 7 KEY PRINCIPLES; 7 - Implement Appropriate Response Protocols - Additional Playbook Guidance - Training COVID SECURE - Workforce Management	E,C,V,P	12	Measures implemented: - Close contact logs completed for all employees daily - to aid with contact tracing - Host pre-back to work training to ensure teams understand the requirements and updated site protocols - Floor markings and wall signage to remind of all measures	4
Signature of Site Director:	 27/5/20			