

Date of Risk Assessment:

Part 1 (To be read with the Risk Matrix)

Coronavirus (Covid-19) Risk Assessment

Ref	Type of Activity (Operation /Task)	Hazard, Hazardous event and expected consequence. (in relationship to the work activity)			Assessment of risk (Likelihood x Consequence)			Are risk controls required	
					Likelihood Level	Consequence Level	Risk Level	Yes	NO
1	The putting up of customers orders	Fellow employee (with Covid -19)	Coming into contact with fellow employee	Contact Covid-19. Mild Symptoms Moderate Symptoms Severe Symptoms Fatality	5	5	25	✓	
2	The filling of picking stores	Fellow employee (with Covid -19)	Coming into contact with fellow employee	Contact Covid-19. Mild Symptoms Moderate Symptoms Severe Symptoms Fatality	5	5	25	✓	
3	The putting away of finished products (after return from platers etc)	Fellow employee (with Covid -19)	Coming into contact with fellow employee	Contact Covid-19. Mild Symptoms Moderate Symptoms Severe Symptoms Fatality	5	5	25	✓	
4	The delivery of items to Burnett & Hillman	Delivery drive may be a carrier of Covid-19.	Coming into contact with delivery driver.	Contact Covid-19. Mild Symptoms Moderate Symptoms Severe Symptoms Fatality	5	5	25	✓	
5	The assembly of crimped parts.	Fellow employee (with Covid -19)	Coming into contact with fellow employee	Contact Covid-19. Mild Symptoms Moderate Symptoms Severe Symptoms Fatality	5	5	25	✓	
6	The assembly of seals caps O-rings etc onto adaptors.	Fellow employee (with Covid -19)	Coming into contact with fellow employee	Contact Covid-19. Mild Symptoms Moderate Symptoms Severe Symptoms Fatality	5	5	25	✓	
7	The manufacture of adaptors (use of machinery)	Fellow employee (with Covid -19)	Coming into contact with fellow employee	Contact Covid-19. Mild Symptoms Moderate Symptoms Severe Symptoms Fatality	5	5	25	✓	
8	Making coffee & hot food in works canteen	Fellow employee (with Covid -19) Visitor using facilities could be carriers of coronavirus	Coming into contact with fellow employee Coming into contact with visitors / delivery drivers	Contact Covid-19. Mild Symptoms Moderate Symptoms Severe Symptoms Fatality	5	5	25	✓	
9	Visitors onto site	Visitors that could be carriers of coronavirus	Coming into contact with visitors / delivery drivers / service engineers etc	Contact Covid-19. Mild Symptoms Moderate Symptoms Severe Symptoms Fatality	5	5	25	✓	
10	Use of forklift trucks	Forklift truck	Coming into contact with coronavirus through the control levers / steering wheel of the forklift truck as infected / carrier has used truck.	Contact Covid-19. Mild Symptoms Moderate Symptoms Severe Symptoms Fatality	5	5	25	✓	
11	Working in an office environment	Fellow employee may be a carrier	Coming into contact with fellow employee	Contact Covid-19. Mild Symptoms Moderate Symptoms Severe Symptoms Fatality	5	5	25	✓	
12	Use of work equipment.	Fellow employee may be a carrier	Using equipment after a fellow employee has used the equipment and they might be a carrier	Contact Covid-19. Mild Symptoms Moderate Symptoms Severe Symptoms Fatality	5	5	25	✓	
13	Using doors / handrails etc	Fellow employee may be a carrier	Opening doors/ walking up or downstairs and using the handrails as support.	Contact Covid-19. Mild Symptoms Moderate Symptoms Severe Symptoms Fatality	5	5	25	✓	
14	Start and finish work	Fellow employee may be a carrier	Coming into contact with fellow employee	Contact Covid-19. Mild Symptoms Moderate Symptoms Severe Symptoms Fatality	5	5	25	✓	

Assessment carried out by.

Name: Paul Nicholson	Position: Service Manager / Health & Safety Officer
Date: 06/04/2020	

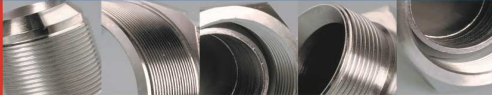


Residual Risk Assessment

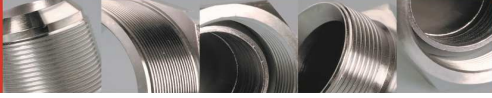
(With existing risk control measures in place and in relation to the work activity).

Part 2(To be read with part 1 & Risk Matrix).

Task No.	Risk Level (1st)	Risk Control Measures		People affected		Re-Assessment of Risk Level. (residual risk)			Further Action / Monitoring required. How often or by when.		
		Existing risk control measures	Further risk control	Occupation	QTY	Likelihood Level	Consequence Level	Risk Level	YES	NO	Date / Time
1	25	<p>Social Distancing Social Distancing -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</p> <p>Use of PPE wearing of gloves Extra workstations put in place to help social distancing.</p> <p>Social distance markers on the floor of picking stores.</p> <p>General stores area do not have distancing marks, members of staff have been asked not to go to an aisle if it means going past another employee, the racking lengths are at distances above social distancing.</p>	<p>https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Government information poster posted all around site.</p> <p>Toolbox talks given by managers.</p> <p>All members of staff to wash there hands as soon as they enter the building. staff to be reminded that the wearing of gloves is not a substitute for good hand washing.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p>	<p>Stores staff Managers Partners Production staff</p>	<p>7 4 2 5</p>	1	5	5	✓		Daily monitoring by Management.
2	25	<p>To apply the social distancing as best possible practice or though this could be difficult at all times. Only to fill stores as and when absolutely necessary. Social Distancing Social Distancing -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</p> <p>Use of PPE wearing of gloves & masks are provided and should be used if working face to face.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. 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. https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>	<p>Stores staff Managers Partners Production staff</p>	<p>7 4 2 5</p>	2	5	10	✓		Daily monitoring by Management.
3	25	<p>To apply the social distancing as best possible practice or though this could be difficult at all times. Only to fill stores as and when absolutely necessary. Social Distancing Social Distancing -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</p> <p>Use of PPE wearing of gloves& masks are provided and should be used if working face to face.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Due to the coronavirus production is at a minimum and there is not a lot of parts requiring brazing/plating.</p>	<p>Stores staff Managers Partners Production staff</p>	<p>7 4 2 5</p>	2	5	10	✓		Daily monitoring by Management.
4	25	<p>Social Distancing Social Distancing -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</p> <p>Use of PPE wearing of gloves.</p> <p>Drivers are to ring bell and leave delivery of small packages at the door and no signatures are being collected.</p> <p>Any deliveries requiring the use of a forklift truck, drivers are to undo side curtains etc and Burnett & Hillman staff to only unload with forklift truck. If signature required staff to use own pens, gloves and wash hands straight after signing.</p>	<p>https://www.hse.gov.uk/news/2river-transport-delivery-coronavirus.htm COVID-19-guidance on freight transport. https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>Stores staff Managers Partners Production staff</p>	<p>7 4 2 7</p>	1	5	5	✓		Daily monitoring by Management.



5	25	<p>Social Distancing</p> <p>Social Distancing -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</p> <p>Staff numbers have been reduced. Only 2 out of the 4 crimp machines being used.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. 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>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>	<p>Crimpers Stores staff Managers Partners</p> <p>2 7 4 2</p>	1	5	5	✓	Daily monitoring by Management.
6	25	<p>Social Distancing</p> <p>Social Distancing -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</p> <p>Staff numbers reduce is create social distancing.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. 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>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>	<p>Assembly staff Stores staff Manager Partners</p> <p>1 4 4 2</p>	1	5	5	✓	Daily monitoring by Management.
7	25	<p>The number of staff in the production area has been reduced to comply with social distancing.</p> <p>Social Distancing</p> <p>Social Distancing -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</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Use of PPE wearing of gloves& masks are provided and should be used if working face to face.</p>	<p>Notices have been placed around site to remind staff to wash their hands for a minimum 20seconds and more often.</p>	<p>Production staff Managers Partners</p> <p>8 3 2</p>	1	5	5	✓	Daily monitoring by Management.
8	25	<p>The canteen can only be used for taking breaks, all equipment in the canteen (microwaves, toaster etc) have been removed or switched off (not in use).</p> <p>Social distancing is still to be observed while using the canteen to take breaks.</p>	<p>Staff are reminded to wash their hands before using the canteen to take their break.</p> <p>Looking at restricting how many members of staff can be in the canteen during breaks.</p>	<p>Production staff Stores staff Office staff Managers Partners</p> <p>8 11 4 4 3</p>	1	5	5	✓	
9	25	<p>We have reduced the number of visitors to essential visits only. No sales reps or general public, service engineers for key machinery only.</p> <p>Where the visitor is a courier, we have placed pallets out- side for each courier that comes to Burnett and Hillman to collect goods. The pallets are clearly labelled, no signature is required. At the good outward we have a chain link to stop couriers from entering the building.</p>	<p>Hand washing when entering site, social distancing & personal PPE (gloves overalls etc)</p> <p>Work to be carried out if possible, during out of hours (service work).</p>		1	5	5	✓	Monitor daily
10	25	<p>All forklift trucks are checked before use every day.</p> <p>Operators to wipe down controls etc before & after use.</p> <p>Gloves can be worn when operating a forklift truck.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Look at one operator in the stores area to see if this could work.</p>	<p>Forklift drivers</p> <p>5</p>	1	5	5	✓	Ongoing observation



11	25	<p>Social Distancing</p> <p>Social Distancing -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</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Where possible office staff are working from home, this in turn has made the social distancing in the office areas 2 meters plus.</p> <p>Hand sanitiser is available.</p>	<p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>	<p>Office staff</p> <p>Managers</p> <p>Partners</p>	<p>5</p> <p>3</p> <p>3</p>	1	5	5	✓	
12	25	<p>All work equipment is to be checked and cleaned before & after use.</p> <p>Gloves are available for all members of staff.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>Production staff</p> <p>Stores staff</p> <p>Office staff</p> <p>Managers</p> <p>Partners</p>	<p>8</p> <p>11</p> <p>4</p> <p>4</p> <p>3</p>	1	5	5	✓	
13	25	<p>Cleaning</p> <p>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.</p> <p>All doors have been wedged open during working hours to prevent contact (all wedges are removed at night).</p>	<p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>	<p>Production staff</p> <p>Stores staff</p> <p>Office staff</p> <p>Managers</p> <p>Partners</p>	<p>8</p> <p>11</p> <p>4</p> <p>4</p> <p>3</p>	1	5	5	✓	
14	25	<p>With members of staff reduced to create social distancing etc we can monitor the start times / finish times of staff to comply with social distancing.</p> <p>The washroom facilities have been reduced to comply as far as is reasonably practicable with social distancing.</p>	<p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>look at staggering start / finish times.</p>	<p>Production staff</p> <p>Stores staff</p> <p>Office staff</p> <p>Managers</p> <p>Partners</p>	<p>8</p> <p>11</p> <p>4</p> <p>4</p> <p>3</p>	1	5	5	✓	On-going monitoring.

Notes

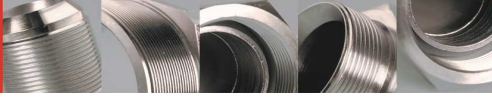
<p>All the control measures are the same throughout site and must be adhered too.</p> <p><u>Hand Washing</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and hot water in place. Stringent hand washing taking place. Paper towels/hand driers for drying of hands See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/. <p><u>Social Distancing</u></p> <p>Social Distancing -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</p> <p><u>Symptoms of Covid-19</u></p> <p>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.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p> <p><u>Hot/Cold Drinks</u></p> <p>The coffee machine is the only form of hot drinks.</p> <p>After using the coffee machine, it must be wiped down with the antibacterial wipes provided.</p> <p>The cold water can still be taken from the canteen tap to fill water bottles.</p> <p>The tap must be wiped down after wards with the antibacterial wipes provided.</p> <p>You should wash your hands before going into the canteen.</p>
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Date: 20/05/2020	Review period: 1 year	Date of next review: 20/05/2021
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Assessors name: Paul Nicholson	Position: Site /Service Manager & HSA
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Partners name: Christopher Burnett

Note: The above partner has signed on behalf of all the partners at Burnett & Hillman.



Risk Assessment Matrix-Level of Risk
Measures of Likelihood (probability).

LEVEL	DESCRIPTOR	CHANCE	DESCRIPTION
1	Very unlikely	0 to 20%	The event may occur only in exceptional circumstances.
2	Unlikely	21 to 40%	The event could occur at some time.
3	Moderate	41 to 60%	The event will occur at some time.
4	Likely	61 to 80%	The event could occur in most circumstances.
5	Very likely	81 to 100%	The event will occur in most circumstances.

Measures of Severity (consequences)

LEVEL	DESCRIPTOR	DESCRIPTION
1	Negligible	Minor local first aid treatment (e.g. minor cuts/abrasions) causing minimal work interruption.
2	Minor	Injury requiring first aid treatment causing inability to continue with current work activity for 7 days or less. Minimal financial loss or damage.
3	Serious	Medical treatment required. RIDDOR over 7 days lost time injuries. Moderate environmental implications. Moderate financial loss or damage. Moderate loss of reputation. Moderate business interruption.
4	Major	Permanent or life changing injuries. RIDDOR major injuries. High environmental implications. Major financial loss or damage. Major loss of reputation. Major business interruption.
5	Fatalities	Single or multiple deaths.

Matrix

		LIKELIHOOD				
5 Fatalities	SEVERITY	5	10	15	20	25
4 Major		4	8	12	16	20
3 Serious		3	6	9	12	15
2 Minor		2	4	6	8	10
1 Negligible		1	2	3	4	5
		1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

Low Risk	Acceptable- Monitor –
Moderate Risk	Acceptable – subject to guidance.
High Risk	Unacceptable. Activity must not proceed.

See Notes.

Notes

High Risk 15 to 25

Activities should cease immediately, until further control measures to mitigate the risk are introduced.

Medium Risk 6 to 12

Should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time-period. (Medium risk can be an organisations greatest risk, its Achilles heel, this is due to the fact that they can be tolerated in the short – term).

Low Risk 1 to 5

Are largely acceptable, subject to reviews periodically or after significant change etc.