



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

Risk matrix used in risk assessment below
RR = residual risk

Coronavirus (COVID-19) risk assessment

Churchstoke

Assessment date: 27/07/2020 – Updated due to relaxation of rules by the Welsh government

Review date: 22nd October 2020

Version: 4.0

Hazard	Risk	Control measures	RR	Persons at risk
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>4</p> <p>x</p> <p>3</p> <p>=</p> <p>12</p>	<ul style="list-style-type: none"> To follow government action of self isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers' Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons where a mask whilst on public transport) To continue following ongoing government guidance Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody 	<p>4</p> <p>x</p> <p>1</p> <p>=</p> <p>4</p>	Individual workers

Hazard	Risk	Control measures	RR	Persons at risk
		<p>treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020</p> <ul style="list-style-type: none"> • Always follow good NHS hygiene measures • Do not approach delivery staff, allow packages to be left on the doorstep • Do not take any antibiotics as they do not work against viruses. 		
Suspected case whilst working on site	<p>4 x 4 = 16</p>	<p>If a worker develops a high temperature or a persistent cough or loss of smell and taste while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5) They must get a test to confirm COVID 19 ASAP and inform HR of the results and cooperate with the track and trace system to identify anyone they have been in contact with for more than 15 minutes. 6) An assessment to be made of where the individual has been and what they may have touched followed by cleaning using the COVID 19 cleaning procedure. 	<p>4 x 1 = 4</p>	Individual workers
General travel including foreign travel	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> • Where possible continue to implement teleconferencing for meetings and encourage where possible for visitors to stay away from site. • Where an individual has recently been abroad, they should self / home isolate if that country is not within the approved list issued by the government for two weeks. • Please continue to follow any further national government advice provided 	<p>4 x 1 = 4</p>	Individual workers
Access / egress to site	<p>4 x</p>	<ul style="list-style-type: none"> • Encourage where possible for visitors to stay away from site, continue to use technology for 	<p>4 x</p>	Individual workers

Hazard	Risk	Control measures	RR	Persons at risk
	4 = 16	<p>meetings which are not specifically needed to be completed on site</p> <ul style="list-style-type: none"> • Monitor site access points to enable social distancing • Put sanitiser next to each of the clocks and require staff to wash their hands after using the clocks. • Only office staff to use the front clocking and entrance all factory staff to use the back entrance a clock this includes engineers and ancillary staff such as cleaners and lab staff. • Require all workers to sanitise their hands before entering or leaving the site • Allow plenty of space (two meters) between people waiting to enter site or use the clock. • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times • Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. • Standard food hygiene procedures require hand washing when entering production for a minimum of 20 seconds Food hygiene procedures should continue to be followed. • NHS track and trace QR codes have been registered and posted for the site, with visitors encouraged to scan the application if available on their smart phones These have been posted at all entrances and communicated to all visitors/contractors on arrival. 	1 = 4	
Inclement weather – cold temperature allows disease to survive	2 x 2 = 4	<ul style="list-style-type: none"> • All persons to dress appropriately for the weather • Always maintain good hygiene measures 	2 x 1 = 2	Individual workers
Poor hygiene	4 x 4 = 16	<ul style="list-style-type: none"> • Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • Regularly clean the hand washing facilities and check soap and sanitiser levels • Extra supplies of soap, hand sanitiser are available and these should be securely stored. • Standard food hygiene procedures require hand washing into production for a minimum of 20 seconds these procedures should continue to be followed. 	4 x 1 = 4	Individual workers
Canteen - exposure from larger numbers of	4	<ul style="list-style-type: none"> • Break times should always be staggered to reduce congestion and contact 	4	Individual workers

Hazard	Risk	Control measures	RR	Persons at risk
persons	x 4 = 16	<ul style="list-style-type: none"> Hand cleaning facilities and hand sanitiser is available outside the canteen these should be used on entrance and exit of the canteen. The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home Workers should sit 2 meters apart from each other whilst eating and avoid all contact chairs have been removed to facilitate this. Tables should be cleaned between each use All rubbish should be put straight in the bin and not left for someone else to clear up All areas used for eating must be thoroughly cleaned three times a day. Staff should wipe the tables down after use. 	x 1 = 4	
Use of Changing facilities.	4 x 4 = 16	<ul style="list-style-type: none"> Introduce enhanced cleaning of all facilities throughout the day and at the end of each day Only touch own locker and equipment keep everything separate from other workers equipment 	4 x 1 = 4	Individual workers
Use of hand scan clocking machine	4 x 4 = 16	<ul style="list-style-type: none"> Hand scanners are used by all staff to register breaks and start and finish times they are also vital for the fire register; alternatives are not available. Sanitise hands after using hand scanner Move scanner externally to allow for less congestion and better social distancing Put social distancing measures and signposting up around the clocking area. Supervise and enforce the correct procedure around clocking and social distancing. Reduce cross contamination by dedicating the office scanners to the Office staff and the factory scanner to factory based staff. 	4 x 1 = 4	Individual workers
Factory entrance turnstile	4 x 4 = 16	<ul style="list-style-type: none"> Sanitise hands after leaving the turnstile Follow social distancing marks and do not crowd the turnstile. Wait your turn The turnstile will move very easily and can be pushed with an elbow or body rather than the hands. Wash hands on entrance to the factory 	4 x 1 = 4	Individual workers
Equipment	4 x 4 = 16	<ul style="list-style-type: none"> Pens – Only use dedicated pens do not share Line equipment – wipe using sanitising wipes anything that needs to be shared and any common touch points such as machine door handles. FLT's and vehicles – Wipe common touch points inside the vehicle such as the steering wheel, gear stick – try to remain dedicated to the FLT and the job rather than sharing responsibility and equipment, to reduce the need to sanitise. At the end of the shift wipe all common touch points on machines and FLT's with sanitiser wipes. Pick load scanners – Use dedicated scanner all 	4 x 1 = 4	Individual workers

Hazard	Risk	Control measures	RR	Persons at risk
		day sanitise with wipes at break times and end of shift.		
Driver Contact	4 x 4 = 16	<ul style="list-style-type: none"> Maintain a distance of two meters at all times from all drivers. Request that they wait in their cabs whilst being loaded Don't sign electronic paperwork Ask them to use sanitiser and wash their hands if they need to use the facilities sanitise the pass card on its return. Load paperwork to be tucked into the back of the wagon so that when the wagon pulls away, they have a copy. Drivers straps on wagon to be pulled back by drivers and put into place by drivers. Gloves and sanitiser available on the loading bay for any straps which have not been moved once the wagon is in place. Intake drivers to remain in their wagons whilst being unloaded Paperwork is to be filled in and signed by the driver. All haulage companies have now been made aware of revised site rules regarding PPE and social distancing including the NHS track and trace QR codes that are placed in the dispatch and reception areas. 	4 x 1 = 4	Individual workers
Contractors	4 x 4 = 16	<ul style="list-style-type: none"> Only bring contractors onto site if there is no alternative fix, all non-essential work to be postponed. Covid 19 medical sheet to have been filled in and assessed, before the contractor enters the site. All contractors to sign in at reception before entering site. Contractors to only use their own tools and equipment, any site equipment used by a contractor is to be sanitised after use. Minimise staff contact time with the contractor and maintain a two-meter social distance. Instruct the contractor on using sanitiser and standard food hygiene practices before entering the site. Request the contractor remains in the area that he is required and does not move around site without seeking permission first. Contractor to take his breaks in his vehicle or off site not to use staff canteen. Contractor only to use the external toilets. 	4 x 1 = 4	Individual workers and contractors

Hazard	Risk	Control measures	RR	Persons at risk
Masks / Social distancing	2 x 1 = 2	<ul style="list-style-type: none"> Government guidance on masks has changed staff should wear masks when using public transport and when in shops or if they feel like they are unable to socially distance in public. There is no requirement to wear a mask on site for Montgomery employees, staff are encouraged to maintain social distance from each other or work in paired teams (maintenance) however anyone who would like a mask can be issued with one and must follow the mask procedure if they choose to wear one. Visitors or contractors who are unable to remain socially distant from their host should wear a disposable mask, which the site will provide. Everyone is encouraged to maintain social distance and hygiene procedures rather than relying on masks for protection, masks are not a substitute for good hygiene. Tool box talks have been communicated to all employees to remind them of our site safety control measures, also Safety Committee members are reminding all represented employees of the requirements. 	2 x 1 = 2	Individual workers and contractors and visitors
Card access points	2 x 1 = 2	<ul style="list-style-type: none"> Visitor and Contractor cards are sanitized after return. Scanning points are all touch free only the card is touched which is personal to the individual. 	2 x 1 = 2	Individual workers and contractors and visitors