

**BGB – Risk Assessment**

|                                 |                               |                               |                           |                                  |
|---------------------------------|-------------------------------|-------------------------------|---------------------------|----------------------------------|
| <b><u>Machine / Process</u></b> | <b><u>Assessor</u></b>        | <b><u>Assessment Date</u></b> | <b><u>Review Date</u></b> | <b><u>Risk Assessment No</u></b> |
| <b><u>COVID-19</u></b>          | <b><u>Breeze Rowlands</u></b> | <b><u>12/08/2020</u></b>      | <b><u>12/11/2020</u></b>  | <b><u>85v7</u></b>               |

**Initial / Un-controlled Risk Categorisation**

|                   |                     |                                   |                                |                                   |                                      |                                      |
|-------------------|---------------------|-----------------------------------|--------------------------------|-----------------------------------|--------------------------------------|--------------------------------------|
| <b>Likelihood</b> | 5<br>Almost Certain | 5                                 | 10                             | 15                                | 20                                   | 25                                   |
|                   | 4<br>Likely         | 4                                 | 8                              | 12                                | 16                                   | 20                                   |
|                   | 3<br>Possible       | 3                                 | 6                              | 9                                 | 12                                   | 15                                   |
|                   | 2<br>Unlikely       | 2                                 | 4                              | 6                                 | 8                                    | 10                                   |
|                   | 1<br>Rare           | 1                                 | 2                              | 3                                 | 4                                    | 5                                    |
|                   |                     | 1<br>Minor Injury<br>No First Aid | 2<br>Minor Injury<br>First Aid | 3<br>Injury<br>Hospital Treatment | 4<br>Injury<br>Permanent / Long-term | 5<br>Fatality / Multiple<br>Injuries |
| <b>Severity</b>   |                     |                                   |                                |                                   |                                      |                                      |

|                      |                    |  |                  |
|----------------------|--------------------|--|------------------|
| <b>Risk Category</b> | <b>Colour Code</b> | <b>Severity:</b>   | <b>5</b>         |
| <b>Very High</b>     |                    | <b>Likelihood:</b>   | <b>5</b>         |
| <b>High</b>          |                    | <b>Category:</b>   | <b>Very High</b> |
| <b>Medium</b>        |                    | <b><u>Actions taken to address risk should be proportional to the risk category decreed by the assessment.</u></b> |                  |
| <b>Low</b>           |                    |  |                  |

| <u>Hazards</u>       | <u>Who might be harmed &amp; how?</u>  | <u>Present Controls</u>  | <u>Recommended Actions</u>   | <u>Implemente<br/>r</u>   | <u>Implementatio<br/>n Deadline</u>   | <u>Comple<br/>t<br/>e</u>                   |
|----------------------|--|--|--|---|---|---|
| Foreign travel       | Staff and visitors travelling to affected countries have a higher chance of coming into contact with someone with coronavirus and spreading the virus  | <p><b>COVID-19 travel guidance</b></p> <p>The Foreign &amp; Commonwealth Office currently advises British nationals against all but essential international travel. <a href="#">Travel to some countries and territories is currently exempted.</a></p> <p>This advice is being kept under constant review. Travel disruption is still possible and national control measures may be brought in with little notice</p>   | Exceptions are in place for travelling to certain countries and territories that no longer pose a high risk for British travellers. View the <a href="#">list of exempted destinations.</a>  | All staff   | Immediately<br>04/07/2020   | Yes   |
| Exposure from others | <p>Staff &amp; Visitors</p> <p>1) Living with someone who shows symptoms* of COVID-19.</p> <p>2) Come into close contact (within 2 meters for 15 minutes or within 1 meter for 1 minute) with someone who shows symptoms of *COVID-19*.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p> | <p>Everyone in the UK with symptoms is eligible for testing if symptomatic, follow the self-isolating guidelines and arrange a test online <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a>. You should self-isolate immediately if you or anyone in your household has symptoms including a new, continuous cough, a high temperature, or a loss of or change in their normal sense of smell or taste. All members of their household must also self-isolate according to current guidelines, unless the symptomatic individual receives a negative test result.</p> <p>Self-isolating - <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p><b>HSE reporting - The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work.</b></p> <p><b>PHE reporting - If there is more than one case of COVID-19 associated with a workplace, employers should contact their local health protection team to report the suspected outbreak</b></p> | <p>Staff who self-isolate can obtain an isolation note online. The first 7 days, staff can self-certify but, from day 8 onwards, isolation notes can be obtained <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a> Do not come into work if diagnosed or showing symptoms* of COVID-19.</p> <p>Staff must request a test online. Only once a negative test result confirmation is received should you return to work.</p> <p><b>Completion of HSE RIDDOR, PHE East Midlands Health Protection Team - : <a href="tel:03442254524">0344 2254 524</a></b></p> | <p>All staff</p> <p>Translations of current government guidance are available</p> <p>All staff</p> <p><b>QHSE</b></p> | <p>Immediately<br/>02/04/2020</p> <p>Distributed 3/04/2020</p> <p>Immediately<br/>18/05/2020</p> <p><b>Immediately<br/>12/08/2020</b></p> | <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> |

|   |  |  |  |  |                                     |            |
|---|--|--|--|--|-------------------------------------|------------|
| <p>People at moderate risk (clinically vulnerable)</p> <p><b>*Healthy age death rate from COVID-19:</b><br/>50-59 1.3%<br/>60-69 3.6%<br/>70-79 8%<br/>80+ 21.9%</p> <p><b>Male have twice higher risk to die from coronavirus than woman.</b></p> <p><b>**If you are 40 years old male but you are a smoker with hypertension, asthma and diabetes you will be at even higher risk comparing with 80 years old healthy lady.</b></p> | <p>Staff and visitors who are: Aged 60* or older (regardless of medical conditions) Under 60** with underlying health conditions: People at higher risk (clinically vulnerable) include people: 70 or older, Pregnant, lung conditions such as asthma, COPD, emphysema or bronchitis, heart disease, heart failure, diabetes, chronic kidney disease, liver disease, hepatitis, conditions affecting the brain or nerves, Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy, a high risk of getting infections, taking medicine that can affect the immune system, low doses of steroids, very obese (a BMI of 40 or above)</p> | <p>If you're at higher risk from coronavirus, you can go out to work (if you cannot work from home)</p> <p>It's very important you follow the general advice on social distancing, including staying at least 2 metres (3 steps) away from anyone you do not live with.</p> <p><b>We can all help control the virus. To protect yourself and others, when you leave home YOU MUST-</b></p> <p><b>Wash hands - keep washing your hands regularly</b></p> <p><b>Cover face - wear a face covering over your nose and mouth in enclosed spaces</b></p> <p><b>Make space - stay at least a metre away from people not in your household - The government recommends that you keep two metres away from people as a precaution or one metre when you can mitigate the risk by taking other additional precautions</b></p> <p><b>If you are feeling unwell, get a test and do not leave home for at least 10 days</b></p> <p><b>You should not –</b></p> <p><b>Socialise indoors in groups of more than two households (anyone in your support bubble counts as one household)</b></p> <p><b>Socialise outdoors in a group of more than six people from different households</b></p> <p><b>Interact socially with anyone outside the group you are attending a place with,</b></p> <p><b>Hold or attend celebrations (such as parties) where it is difficult to maintain social distancing and avoid close social interaction</b></p> <p><b>Stay overnight away from your home with members of more than one other household</b></p> <p><b>It is against the law for gatherings of more than 30 people to take place in private homes</b></p> <p><b>Businesses and venues must follow COVID-19 Secure guidelines</b></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do">https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do</a> <b>Although you can meet people outdoors and indoors, you should be especially careful and be diligent about social distancing and hand hygiene.</b></p> | <p>All staff at increased risk are asked to please advise HR or discuss this with our Guardian support team in strict confidence.</p> <p>Self-evaluation of personal risk</p> <p>Floor signs show how to move in high traffic areas (If the tape looks to be causing a trip hazard - report immediately.) Posters are placed on offices/meeting rooms to show many people should be in the room and WC facilities are only to be used by one person at a time to allow for the 2-meter distancing.</p> <p>Staff must not lock themselves inside offices to stop others entering – this could stop access for a medical emergency or safe evacuation.</p> <p>We must all stay alert.</p> <p>Meeting people indoors - be diligent about social distancing and hand hygiene.</p> <p><b>Help control the virus</b></p> | <p>All staff</p>                           | <p>Immediately as of 17/03/2020</p> | <p>Yes</p> |
|   |  |  |  | <p>All staff</p>                           | <p>Immediately as of 21/04/2020</p> | <p>Yes</p> |
|   |  |  |  | <p>All staff</p>                           | <p>Immediately as of 10/05/2020</p> | <p>Yes</p> |
|   |  |  |  | <p>All staff</p>                           | <p>Immediately as of 04/07/2020</p> | <p>Yes</p> |
|   |  |  | <p><b>All staff</b></p>  | <p><b>Immediately as of 12/08/2020</b></p> | <p><b>Yes</b></p>                   |            |

|  |   |   |   |           |                                      |            |
|--|---|---|---|-----------|--------------------------------------|------------|
| Shielding to protect people who are clinically extremely vulnerable. | People at very high risk (clinically extremely vulnerable) include people: organ transplant, chemotherapy, antibody treatment, immunotherapy, radiotherapy, radical radiotherapy, cancer treatments, protein kinase inhibitors, PARP inhibitors, blood or bone marrow cancer, leukaemia, lymphoma or myeloma, bone marrow or stem cell transplant, taking immunosuppressant medicine, severe lung condition, cystic fibrosis, severe asthma or severe COPD, very high risk of getting infections, SCID or sickle cell, much more likely to get infections, high doses of steroids or immunosuppressant medicine, serious heart condition and are pregnant | If you have an underlying health condition on the previous column you are at very high risk of severe illness as a result of coronavirus (COVID-19) requiring admission to hospital.  | Staff must inform HR or their line manager if they fall into this category.   | All staff | Immediately as of 21/03/2020         | Yes        |
|  |   | Shielding is a practice used to protect extremely vulnerable people from coming into contact with coronavirus.  | Email sent to all staff from HR on Guidance on shielding and protecting extremely vulnerable persons  | All staff | Immediately as of 1/04/2020          | Yes        |
|  |   | <b>The Government are pausing national shielding guidance from 1 August as average incidence rates across the country remain sufficiently low. This will continue to be kept under close review. In areas where incidence and transmission rates are increasing, we will take a more targeted approach to shielding advice at local authority level. Specific areas where local measures are in place are currently Leicester, Luton and Blackburn with Darwen.</b>   | With the return to work of staff members with household members shielding all staff onsite have been re briefed to be vigilant in social distancing and contact.  | All staff | Immediately as of 08/06/2020         | Yes        |
|  |   | <b>You do not need to follow previous shielding advice You can go to work as long as the workplace is Covid-secure, but should carry on working from home wherever possible</b>   | Public health measures may be put in place if there is an outbreak in your local area that you live in and must be followed   | All staff | Immediately as of 06/07/2020         | Yes        |
|  |   | <b>You can go outside as much as you like but should still try to keep your overall social interactions low You can visit businesses, such as supermarkets, pubs and shops, while keeping 2 metres away from others wherever possible or 1 metre, plus other precautions You should continue to wash your hands carefully and more frequently than usual and that you maintain thorough cleaning of frequently touched areas in your home and/or workspace You will no longer receive free food parcels, medicine deliveries and basic care from the National Shielding Service</b> | <b>We now have the return to work of staff who are clinically extremely vulnerable and have a COVID secure site and measures and controls that must be followed to protect them in the use of a separate WC</b> | All staff | <b>Immediately as of 012/08/2020</b> | <b>Yes</b> |

|  |  |   |   |  |                                    |            |
|--|--|---|---|--|------------------------------------|------------|
| Poor personal hygiene                            | Staff and visitors - To help prevent the spread of respiratory viruses,  | Washing hands more often with soap and water for at least 20 seconds when getting into work, blowing your nose, sneeze or cough, eat or handle food. Avoid touching your eyes, nose, and mouth. Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands  | Hand dryers should not be used and paper towels must be used, the paper towels used must be double bagged and placed in general waste after 72hrs.<br><b>Use of sanitiser throughout the day</b>  | All staff                                  | Immediately<br>23/03/2020          | Yes        |
|  |  |   |   | All staff                                  | Immediately<br>21/04/2020          | Yes        |
|  |  |   |   | <b>All staff</b>                           | <b>Immediately<br/>012/08/2020</b> | <b>Yes</b> |
| Occupational skin disease                        | Staff - Repeated skin irritation or skin sensitisation can lead to dermatitis. The following symptoms may be felt:<br>skin redness or soreness; Itching; rash; skin cracking or peeling. | Soaps and cleaners can cause dermatitis, washing hands more often and daily cleaning without wearing disposable gloves can cause dermatitis, use of a barrier cream will help to avoid dermatitis.  | Staff showing signs of skin redness or soreness; Itching; rash; skin cracking or peeling are to raise this with H&S - Occupational dermatitis: where work involves regular exposure to a known skin sensitizer or irritant is RIDDOR reportable.  | All Staff                                  | Immediately<br>21/04/2020          | Yes        |
| Poor workplace housekeeping                      | Staff and visitors - COVID-19 can spread through contact with a surface or object that has the virus on it.  | Soap and water remove germs, it does not kill germs. Diluting disinfectant or bleach beyond the proper ratio, it becomes a sanitizer, lowering the number of germs on surfaces to a safe level. Disinfectant kills germs, cleaning with disinfectant should take place every day. (Bleach is a corrosive chemical and must not come into contact with production items) | Disinfect surfaces wearing disposable gloves and disposable apron if possible. Pay attention to frequently touched areas and surfaces. Hands should be washed with soap and water for 20 seconds after. Rubbish should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished | All staff disinfecting their work areas.   | Immediately<br>25/03/2020          | Yes        |
|  |  |   |   | Cleaners must also follow these guidelines | Immediately<br>03/04/2020          | Yes        |
| Working from home<br><br>For further homeworking | Staff where it is possible to work from home - Incorrect use of DSE or poorly  | To reduce postural problems working with display screen equipment (DSE) Users should use a firm surface. The height and position of the screen should be angled to be sitting comfortably and without   | Staff must consider how to adjust furniture; how to organise the workplace to avoid awkward or frequently   | All staff                                  | Immediately<br>23/03/2020          | Yes        |



|                                   |  |  |   |   |                                   |            |
|-----------------------------------|--|--|---|---|-----------------------------------|------------|
| Fire - Doors & Evacuation         | Staff and visitors Doors propped open to reduce being frequently touched will not stop the spread of fire for escape. <b>During evacuation social distancing may be impacted</b> | Devises fitted will ensure doors are closed in the event of a fire/ fire alarm activation.<br><br><b>Evacuate the building, by nearest exit - social distancing may be impacted during evacuation All personnel to assemble in front of car park 1 where a fire register will be taken by the fire marshals at their designated assembly points, you must maintain social distancing by following government guidelines at the Assembly Point.</b> | All fire door that are propped open have the device fitted.<br><br><b>4 assembly points have been set up to allow for social distancing in evacuation 1 – Office, Stores &amp; Dispatch, 2 – Assembly 3 – CNC and Tool Room 4 – Molding &amp; Machining</b> | QHSE  | Immediately<br>22/06/2020         | Yes        |
| Face coverings & Face Shields     | If not able to work within the social distancing guidelines face coverings may protect others  | A face covering can be worn in enclosed spaces where social distancing isn't possible. It needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. <b>Face shields are also available to wear on request.</b> When work requires a 2 man lift use a fixed pairing system with both wearing a face covering.   | All staff have been provided with face coverings to be worn if they are not able to work within the social distancing guidelines. <b>Face shields can be requested</b>  | All staff                                     | Immediately<br>11/05/2020         | Yes        |
|                                   |  |  |   | All staff                                     | <b>Immediately<br/>12/08/2020</b> | <b>Yes</b> |
| Fans and air conditioning         | Use of a fan and air conditioning that uses a spilt air system may spread the virus.   | Fans are only to be used if they are inward facing and not dispersing possibly contaminated air towards others, in warm weather open windows and doors where possible to let fresh air in, recirculating and spreading airborne viral particles into the path of socially distanced staff can happen with a the split air systems used for air conditioning.   | Drink water to keep yourself hydrated<br><b>Do not use the air conditioning if more than 1 person is in the room without wearing a face covering.</b>   | All staff                                     | Immediately<br>19/05/2020         | Yes        |
|                                   |  |  |   | All staff                                     | Immediately<br>06/07/2020         | Yes        |
| Use of vehicles                   | Sharing a vehicle may spread the virus.  | It is recommended you consider walking or cycling rather than share a vehicle with people outside of your household. If it is not possible you should wear a face covering. Make sure vehicles are well-ventilated by opening a window. Ensure the cleaning of vehicles, in between different users including fork lift vehicles and vans.   | All staff have been provided with face coverings to be worn if they are not able to work within the social distancing guidelines.   | All staff                                     | Immediately<br>08/06/2020         | Yes        |
| Garments laundered by micronclean | Micronclean staff  | <b>If there are substance on a garment being returned (chemicals, blood or biological contamination), then these must be placed into a water soluble bag. To protect staff and ensure garments are laundered correctly. If a wearer is suspected of having COVID-19, then their garments should be placed into a water-soluble bag for return.</b>   | <b>Water-soluble bags are onsite available to return them in please ensure they are bagged correctly if they may be contaminated</b>  | <b>All staff that wear laundered garments</b> | <b>Immediately<br/>12/08/2020</b> | <b>Yes</b> |

### Residual Risk Categorisation

|                   |                     |                                   |                                |                                   |                                      |                                      |
|-------------------|---------------------|-----------------------------------|--------------------------------|-----------------------------------|--------------------------------------|--------------------------------------|
| <b>Likelihood</b> | 5<br>Almost Certain | 5                                 | 10                             | 15                                | 20                                   | 25                                   |
|                   | 4<br>Likely         | 4                                 | 8                              | 12                                | 16                                   | 20                                   |
|                   | 3<br>Possible       | 3                                 | 6                              | 9                                 | 12                                   | 15                                   |
|                   | 2<br>Unlikely       | 2                                 | 4                              | 6                                 | 8                                    | 10                                   |
|                   | 1<br>Rare           | 1                                 | 2                              | 3                                 | 4                                    | 5                                    |
|                   |                     | 1<br>Minor Injury<br>No First Aid | 2<br>Minor Injury<br>First Aid | 3<br>Injury<br>Hospital Treatment | 4<br>Injury<br>Permanent / Long-term | 5<br>Fatality / Multiple<br>Injuries |
| <b>Severity</b>   |                     |                                   |                                |                                   |                                      |                                      |

|                      |                    |                             |  |
|----------------------|--------------------|-----------------------------|--|
| <b>Risk Category</b> | <b>Colour Code</b> | <b>Severity:</b>            | <b>5</b>                                   |
| <b>Very High</b>     |                    | <b>Likelihood:</b>          | <b>2</b>                                   |
| <b>High</b>          |                    | <b>Category:</b>            | <b>10 - High</b>                           |
| <b>Medium</b>        |                    | <b>Assessors signature:</b> | <i>Elena Bobkova &amp; Breeze Rowlands</i> |
| <b>Low</b>           |                    |                             |  |