

EHS Risk Assessment Form

Work Area	Paradigm Precision Burnley	Completed By	Richard Roche
Activity	Corona Virus Covid 19 Site Controls		
Persons at Risk	All Personnel, Visitors and Contractors		
Completed Date	16/04/2020	Review Date	Ongoing

Hazard	L	S	Initial Risk Rating	Control Measures	Action required	Action By	Action Target Date	L	S	Residual Risk Rating
Personnel showing Flu like symptoms - Persistent Cough and High Temperature	5	5	25	All personnel with flu like symptoms to follow the Government Guidelines and self-isolate.	7 days self isolation. 14 days if there are others in your house hold showing symptoms. Back to work interviews to be completed to ensure personnel are clear of infection. Temperature checks to be completed on return to work.	Infected Person	Before Attending site	2	2	4
Vulnerable People / Shielding	5	5	25	Site has Categorised all personnel based on known medical conditions in to Red, Amber and Green. Working from home. Furlough.	All Red personnel are off site. Amber are reviewed Regularly. At risk individuals who are main onsite through choice have been risk assessed. Site has allowed at risk personnel to Work From home or become furloughed.	Vulnerable People	Complete / Ongoing	2	2	4
Confirmed Case	5	5	25	Site will be closed. Deep Clean of the affected persons area and footprint. Temperature checks for all personnel upon return to work.	Follow Confirmed Corona Virus Covid 19 on site Procedure.	Management Team	Confirmed Case	2	2	4
Outbreak Onsite	5	5	25	Site will close for a minimum of 72 hours and a Deep Clean will be performed.	Deep clean all areas across temperature checks for all personnel upon return to work.	Management Team	Confirmed Outbreak	2	2	4

Hazard	L	S	Initial Risk Rating	Control Measures	Action required	Action By	Action Target Date	L	S	Residual Risk Rating
Exposure Through Eyes	5	4	20	Wear Safety Glasses at all times. Full Face Visors are available. Do not touch your face.	Tight fitting eyewear / goggles are available if this is more comfortable.	Operator	At All Times	2	2	4
High Contact Surfaces	5	4	20	Cleaning Routine implemented for high contact areas such as door handles, Light Switches and banisters. Wipes are available on all the vending machines and shared areas including the canteen and office areas.	Clean your area down before and after use. All sections, including shop floor and offices provided with cleaning materials.	All Personnel	Before and after each use	2	2	4
Travel	5	4	20	Replace meetings with conference calls, consider using electronic conferencing tools such as JoinMe or Skype.	Paradigm has a Travel Policy and all unnecessary travel has been suspended. Travel restrictions are now in place.	Person Intended to Travel	Before Travelling	2	2	4
Hand Shaking	5	4	20	No handshake policy in place. Poster Displayed in Reception.	Do not shake hands with other people.	All Employees and Visitors	At All Times	2	2	4
Coughing and Sneezing	5	4	20	Cover your mouth and nose with a tissue (not your hands) when you sneeze and throw the tissue straight away. Wash hands afterwards.	Clean and disinfect any area that you may have sneezed on. Dispose of any contaminated PPE. If it comes on suddenly Sneeze / cough into the crook of your arm or shoulder.	All Personnel	When / After Coughing or Sneezing	2	2	4
Social / Physical Distancing	5	4	20	Stay at least 2 metres for other people where possible. Social distancing is the responsibility of everyone and is up to the individual to adhere too.	Follow Risk Assessment for 2 Person Operations if this can not be adhered too. Team Leaders to disperse groups of personnel who may forget about social distancing.	All Personnel	At All Times	2	2	4

Hazard	L	S	Initial Risk Rating	Control Measures	Action required	Action By	Action Target Date	L	S	Residual Risk Rating
Touching Face	4	4	16	Do not touch your face. Wash hands after any operation particularly if you are sharing items such as tools. Use hand sanitiser. Wash Hands. Full Face Visors are available.	Wash Hands regular using 20 Second technique displayed in all toilet areas.	Operator	After Touching surfaces	2	2	4
Lack of Communication Causing Stress	4	4	16	All personnel have been made aware of the additional control measures that the site has implemented. All personnel are encouraged to ask questions and management team have been very visible across the shop floor areas. HR / EHS operate an open door policy.	All staff instructed on procedures put in place, identification of symptoms and action to take. Updates being sent by email to all employees. All personnel are encouraged to report any illness of themselves or their close family members.	Management Team	Ongoing	2	2	4
Awareness of Cross Contamination	4	4	16	Implemented a Poster campaign on the importance of Hand Washing and the Correct technique. Cleaning materials have been provided to all areas.	Continued to provide PPE including masks, gloves, overalls and sanitising equipment. Personnel are to have a Heightened level of personal and workspace hygiene.	All Personnel	Ongoing	2	2	4
Non-essential visits and visitors minimized	4	4	16	Only bring Essential Visitors / Contractors to site. Visitors form to be filled in before allowed on site. Do not allow any personnel exhibiting Flu like symptoms on site.	All Employees/Visitors/Contractors mandated to use hand sanitiser via reception/works entrance on arrival. Please consider using electronic conferencing tools (i.e. JoinMe, Skype.	All Personnel	Ongoing	2	2	4
Number of personnel on each shift	4	4	16	Introduction of shift system to reduce amount of people on site at any one time. Breaks have been spread out.	Flexible working requests reviewed for those affected by personal circumstances such as school closures.	Management Team	Complete	2	2	4

Hazard	L	S	Initial Risk Rating	Control Measures	Action required	Action By	Action Target Date	L	S	Residual Risk Rating
Meetings and personnel present	4	4	16	Limit Meetings where possible. Daily Gemba Walk, All Hands Meetings, Production Meetings have all been postponed.	Limit personnel in all meeting to ensure that Social Distancing (2 metre rule) can be obtained. Conference calls where possible. Please consider using electronic conferencing tools such as JoinMe, or Skype.	Management Team	Complete	2	2	4
Mass Gatherings	4	4	16	All Mass gatherings onsite have been suspended.	All Hands Meeting, Gemba Walk, Production meetings, SQDIP board meetings have been suspended until further notice.	Management Team	Complete	2	2	4
Canteen / Break Areas	4	4	16	Break times have been spaced out to enable Social Distancing. Social Distancing (2 metre rule to be observed). Training room has been opened as an extra dining area to help with social distancing. Disinfectant wipes available.	Wipe down contact points e.g. Chairs and tables before and after use. Canteen area is cleaned between breaks.	Team Leaders / All Personnel	Ongoing	2	2	4
Inadequate Hand Washing	4	4	16	Posters have been displayed in all Toilet areas showing the recommended technique. Wash hands continuously for 20 seconds and rinse thoroughly then dry. Visitors instructed when attending site.	Hand Sanitisers installed at all entrances and toilet areas. All personnel encouraged to use provided after work cream / moisturiser so hands don't dry out.	All Personnel	When Washing Hands	2	2	4
Avoiding Skin Contact	4	4	16	Where possible cover all skin using PPE. Do not touch face. Clean shared areas / tools / items before and after use.	Wear PPE. Use tape to stop Tyvek riding away from gloves if needed.	All Personnel	At All Times	2	2	4

Hazard	L	S	Initial Risk Rating	Control Measures	Action required	Action By	Action Target Date	L	S	Residual Risk Rating
Shared Equipment e.g. Air Tools and Crane / Machine Controls	4	4	16	Clean area with disinfectant wipes before and after use. Wear Nitrile Gloves.	Dispose of contaminated wipes and gloves.	All Personnel	Before hand After Each Operation	2	2	4
Delivery Drivers / Couriers	4	4	16	Avoid any contact. Inform all drivers to wait inside the vehicle. Drop items off if nectary in the Keep Clear areas and maintain Social Distancing.	Do not touch any electronic devices for signatures.	All Personnel	Before hand After Each Operation	2	2	4
Temperature Testing	4	4	16	Use non contact infrared thermometer. Do not touch the test subject. Keep as far away as the device will allow. Wear nitrile gloves and a full face visor with a chin guard.	Dispose of contaminated wipes and gloves. Clean the handle after use.	All Personnel	Before hand After Each Operation	2	2	4
Contamination of Hands	3	4	12	Wash hands when entering and leaving site / before and after break times. Wash hands regular throughout the day. Do not touch your face.	Wash Hands regularly using 20 Second technique displayed in all toilet areas. Use sanitiser regular that is provided. Wash hands / use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, before smoking, eat or handle food.	All Personnel	Before Each Operation	2	2	4
Contamination of Surfaces	3	4	12	Clean areas regular with disinfectant and wipes. Do not lean on surfaces.	Wear gloves if using a shared area or resource. Dispose of disinfectant wipes and contaminated PPE.	All Personnel	Before hand After Each Operation	2	2	4

Hazard	L	S	Initial Risk Rating	Control Measures	Action required	Action By	Action Target Date	L	S	Residual Risk Rating
Face Mask Contamination	3	4	12	Sanitise hands, Wear disposable clean nitrile gloves. Do not touch your face. Full Face Visors are available.	Ensure you have clean hands before you touch your mask. Remove you gloves sanitise your hands and store mask in a clear plastic bag. Clean inside of mask with sanitising wipe after use.	All Personnel	Before Touching Face Mask	2	2	4
Access / Egress	3	4	12	Ensure all areas are spaced out to enable social distancing where possible.	Remove obstructions from area.	All Personnel	Ongoing	2	2	4