

## EHS Risk Assessment Form

<b>Work Area</b>	Paradigm Precision Burnley	<b>Completed By</b>	Richard Roche / Management Team
<b>Activity</b>	Corona Virus Covid 19 Site Controls		
<b>Persons at Risk</b>	All Personnel, Visitors and Contractors		
<b>Completed Date</b>	05/01/2021	<b>Review Date</b>	Ongoing

Hazard	L	S	Initial Risk Rating	Control Measures	Action required	Action By	Action Target Date	L	S	Residual Risk Rating
Confirmed Cases of Corona Virus	5	6	30	Mandatory Face Coverings are in place on site. Enforced by Management team and morally by all employees.	Wear Face Coverings in all areas unless at your desk or sat down on the Canteen area eating.	All Employees and Visitors	Complete 21/09/20	2	5	10
Outbreak of Corona Virus on site.	5	6	30	If site receives multiple cases an Emergency Cobra Meeting will be called and the management team will decide on the next course of action. A deep clean of all the high contact surfaces will be completed. If needed the facility will be closed.	PHE Cumbria and Lancashire Health Protection Team, Lancashire County Council, Pitt Street Reception County Hall, Preston, PR1 8XB. Follow guidance set out if Outbreak is declared. Single Point of Contact is Richard Roche (07879838316) who will Contact Public Health England.	Management Team	Confirmed Outbreak	2	5	10
Personnel showing Flu like symptoms - A new continuous cough a high temperature a loss of, or change in, your normal sense of taste or smell	5	5	25	All personnel with flu like symptoms to follow the Government Guidelines and self-isolate and book a NHS Track and Trace test. If you are contacted by NHS Track and Trace you must self isolate for the required period and book a test.	10 days self isolation if tested positive. 10 days if there are others in your house hold or support bubble that have tested positive. 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

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Vulnerable People / Shielding	5	5	25	Site has assessed all personnel based on known medical conditions. All personnel that fall into this category have been strongly advised to work from home. For those who wish to stay onsite we have enforced the message of Social distancing, cleaning and hand washing.	All employees are reviewed on a regular basis. All Vulnerable personnel have been provided with Hand Sanitiser, Cleaning Materials and informed to maintain Social Distancing at all times. Several personnel have been moved into individual offices to reduce the likelihood of contact.	Vulnerable People	Complete / Ongoing	2	2	4
Social / Physical Distancing	5	5	25	Stay at least 2 metres away from other people where possible. If 2 Meters is not possible 1 Metre + is allowed with a risk mitigation measure such as a face covering. Floor markings in clocking areas. Floor Stickers have been placed across the shop floor area. Maximum Occupancy signs displayed on meeting rooms.	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. Social distancing is everyone's responsibility.	All Personnel	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. Clean Hand tools and shared equipment before each use.	All Personnel	Before and after each use	2	2	4

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2 Person Operations	5	4	20	All Personnel that are required to breach the 2 Metre Social Distancing rule must wear a face covering and follow the 2 Person Operation Covid 19 Risk Assessment.	Communicate the 2 Person Operation Covid 19 Risk Assessment.	All Personnel Completed 2 Person Operations	Before 2 Person Operations	2	2	4
Travel	5	4	20	Where Possible Replace meetings with conference calls, consider using electronic conferencing tools such as JoinMe or Skype. Contact HR if you intend to travel abroad for Holidays or business.	Paradigm has a Travel Policy and all unnecessary travel has been suspended. Travel restrictions are now in place. Follow Government protocols with Air Bridges and Self isolation rules.	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
Touching Face	4	4	16	Try to avoid Touching your face. Wash hands regular 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. Use Hand Sanitiser.	Operator	After Touching surfaces	2	2	4

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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. All employees returning from Furlough are receiving reinduction to highlight the Covid 19 Control measures that have been put in place.	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
Visitors / Contractors	4	4	16	Only bring Essential Visitors / Contractors to site. Visitors form to be filled in and Temperature testing must be completed. 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 e.g. Zoom, Skype	All Personnel	Ongoing	2	2	4
Number of personnel on each shift	4	4	16	Introduction of shift system in high volume areas 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

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Meetings and personnel present	4	4	16	Limit Meetings where possible. Daily Gemba Walk has been introduced with a smaller audience that can maintain social distancing. All Hands Meetings have been introduced with Social Distancing Measures and Temperature testing.	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 Zoom or Skype.	Management Team	Complete	2	2	4
Onsite Training	4	4	16	Follow Social Distancing Measures. Follow Training Room Protocols. Temperature Testing upon arrival and sanitise hands. COVID-19 Training procedure has been displayed.	Clean tables and contact surfaces between each session. Do not exceed the room capacity follow Social Distancing Measures and temperature checking.	Trainer	Ongoing	2	2	4
Mass Gatherings	4	4	16	All Mass gatherings onsite have been suspended.	All Hands Meetings have been suspended.	Management Team	05/01/2021	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). 1 Person per table allowed.	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
Shared Equipment e.g. Air Tools and Crane / Forklift Truck and Machine Controls	4	4	16	Clean with disinfectant wipes before and after use. Wear Nitrile Gloves.	Dispose of contaminated wipes and gloves. Wash Hands Regular.	All Personnel	Before hand After Each Operation	2	2	4

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Delivery Drivers / Couriers	4	4	16	Avoid any contact. Inform all drivers to wait inside the vehicle. Drop items off if in the Keep Clear area 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 visor.	Dispose of contaminated wipes and gloves. Clean if it touches the head and the handle after use. All team leaders have been given a thermometer and are encouraged to temp test all personnel on there shifts. Office personnel are tested regular.	All Personnel	Before hand After Each Operation	2	2	4
Seating too close to vend machine on Mezzanine Floor	4	3	12	Remove Tables that are less than 2 metres away from the Vending machines	Tables have been removed and replaced with a fold out table that has cleaning materials including Antibacterial Spray and Wipes.	Maintenance Team	Complete 29/09/20	2	2	4
Seating too close to vend machine in Fabrications Canteen	4	3	12	Seating has been cordoned off with tape	Seating has been cordoned off with tape	EHS	Complete 29/09/20	2	2	4
Office Personnel visiting other desks	4	3	12	2 Metre lines have been put down to ensure people keep there distance when visiting other employees	Floor has tape put down and all personnel in the office area informed.	EHS	Complete 29/09/20	2	2	4
Capacity of Meeting Rooms	4	3	12	Capacity of meeting rooms has been reduced to aid with Social Distancing and Signs Places on the Doors.	Remove Chairs from meeting rooms so there is only enough for the Maximum Occupancy	EHS	Complete 29/09/20	2	2	4

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Contamination of Hands	3	4	12	Wash hands when entering and leaving site / before and after break times. Wash hands regular throughout the day. Avoid touching your face. Use sanitiser provided.	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
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. Benches have been spread out through the fabrications department.	All Personnel	Complete	2	2	4