

EHS Risk Assessment Form

Work Area	Paradigm Precision Burnley	Completed By	Richard Roche / Management Team
Activity	Corona Virus Covid 19 Site Controls		
Persons at Risk	All Personnel, Visitors, Onsite and Visiting Contractors, Delivery Drivers		
Completed Date	07/06/2021	Review Date	Ongoing

Hazard	L	S	Initial Risk Rating	Control Measures	Action required	Action By	Action Target Date	L	S	Residual Risk Rating
Rising Cases of Corona Virus within the local community	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. Contact Public Health England.	Follow guidance set out by PHE if an outbreak is declared. Richard Roche (EHS Leader) is PHE primary contact. PHE Cumbria and Lancashire Health Protection Team Lancashire County Council, Pitt Street Reception, County Hall Preston, PR1 8XB	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. Several work areas have been rearranged.	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	4	8
Confirmed Case from Lateral Flow Testing	4	6	24	Clean and Disinfect the Working area of the individual. Send them home Immediately and follow Government guidelines on self isolation. Complete Internal Track and trace and inform others to self isolate where needed.	Inform Cleaners to complete a deep clean of the working area. Confirmed case to complete a LFT upon return.	EHS / Management Team	Process Complete and Communicated.	2	4	8

Hazard	L	S	Initial Risk Rating	Control Measures	Action required	Action By	Action Target Date	L	S	Residual Risk Rating
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
2 Person Operations	5	4	20	All Personnel that are required to breach the 2 Metre Social Distancing rule must wear a face covering that covers the nose and mouth 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 Team Leader to communicate	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	Paradigm has a Travel Policy and all unnecessary travel has been suspended. Travel restrictions are now in place. Follow Government	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 and sanitise 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

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	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	Regularly	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. Site sends out regular	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	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	Posters Complete. cleaning materials replenished on a regular basis	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	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

Hazard	L	S	Initial Risk Rating	Control Measures	Action required	Action By	Action Target Date	L	S	Residual Risk Rating
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
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.	Clean tables and contact surfaces between each session. Do not exceed	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

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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	Hand Sanitisers installed at all entrances and toilet areas. All personnel encouraged to use provided after work cream / moisturiser so	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 where possible.	Dispose of contaminated wipes and gloves. Wash Hands Regular. Contract Cleaner cleans touch points on a regular basis .	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 in the Keep Clear area and maintain Social Distancing.	Do not touch any electronic devices for signatures.	Stores / 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. Encourage use of wall	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	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	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	Wear face covering over nose and mouth when visiting another working area adhere to 2 Metre social distancing where possible.	Floor has had tape down and the lines can be seen in the carpet that are 2 meters away from desks.	EHS	Complete 29/09/20	2	2	4

Hazard	L	S	Initial Risk Rating	Control Measures	Action required	Action By	Action Target Date	L	S	Residual Risk Rating
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
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	Wash Hands regularly using 20 Second technique displayed in all toilet areas. Use sanitiser regular that is provided. Wash hands / use a hand sanitiser	All Personnel	Before Each Operation	2	2	4
Contamination of Surfaces	3	4	12	Clean areas regular with disinfectant and wipes. Practice good hygiene measures.	Wear gloves if using a shared area or resource. Dispose of disinfectant wipes and contaminated PPE.	All Personnel	On a regular basis	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	All Personnel	Before Touching Face Mask	2	2	4