

PEI Genesis Health & Safety Risk Assessment

LOCATION: Southampton	ASSESSOR: C Hardy	ASSESSMENT CHECKED BY M Ballie	DATE: 4 th January 2021		ASSESSMENT COVID 19
Describe the ACTIVITY taking place: – Production activities					
How often is it done, and how long does it take? Daily Monday to Friday					

Page ONE - to obtain risk rating for hazards associated with activity and assign priority.
Page TWO - to assess the hazards and how effective current control measures are.
Page THREE - to assign actions, if required, and completion dates.

Priority Levels

Risk Rating (RR) =
Severity x Likelihood

**High RR – Score 12 or above.
Immediate action required**

**Medium RR – Score 5 to 10.
Efforts required to reduce the risk**

**Low RR – Score 1 to 4.
No Additional Controls required**

Risk Assessment process	Severity	Likelihood
1. Identify the location and activity.	Death	5 Certain
2. Identify the potential hazards	Major injury (RIDDOR reportable)	4 Very Likely
3. Determine who could be harmed and how, and what the existing controls are.	Over 7 day injury	3 Likely
4. Determine the Risk rating and set the Priority level	Minor Injury (1st Aid treatment)	2 May Happen
5. Complete an action plan to further reduce the risks if necessary.	Minor Injury/No injury	1 Unlikely

Tick if any of the following hazards are potentially present. There may be others – if so, list them.

Use of hand tools <input type="checkbox"/> Moving machinery <input type="checkbox"/> Traffic / vehicles <input type="checkbox"/> Lifting equipment <input type="checkbox"/> Other (List) <input checked="" type="checkbox"/>	Manual Handling <input type="checkbox"/> Ergonomics <input type="checkbox"/> People / Objects at height <input type="checkbox"/> Slips, trips, falls same level <input type="checkbox"/> Use of knives <input type="checkbox"/>	Electricity <input type="checkbox"/> Radiation <input type="checkbox"/> Noise / vibration <input type="checkbox"/> Pressure / vacuum <input type="checkbox"/> Slips Trips and Falls , <input type="checkbox"/>	Ventilation <input type="checkbox"/> Lighting <input type="checkbox"/> Display Screen Equipment <input checked="" type="checkbox"/> Lone working <input type="checkbox"/> Hand injuries , <input type="checkbox"/>	Hot / cold surfaces <input type="checkbox"/> Chemicals <input type="checkbox"/> Confined space <input type="checkbox"/> Environmental impacts <input type="checkbox"/>	Hot work / fire <input type="checkbox"/> Flammable substances <input type="checkbox"/> Explosion – dust / vapour <input type="checkbox"/> Overhead / buried services <input type="checkbox"/>
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Hazard	Activities	Who might be harmed?	Consequences	Control measures	Current risk rating			Proposed control measures	New risk rating			
					S	L	RR		S	L	RR	
COVID 19 Spread	Office working	Employees	<p>Spread of COVID 19 – Hospital treatment/Fatality</p> <p>Not being able to operate a piece of equipment as it will be out of date.</p>	<p>All upstairs office workers working from home until further notice. Reception closed. All calls to switch board diverted to mobile off site. No deliveries. Door used for exiting building at end of shift. Office will remain separate from Production staff.</p>	2	2	4	<p>No further measures required at present. Review of guidelines on a weekly basis.</p>	2	2	4	
	Working close together				3	3	9		<p>No further measures required at present. Review of guidelines on a weekly basis.</p>	3	3	9
	Shift times				3	2	6			<p>No further measures required at present. Review of guidelines on a weekly basis.</p>	2	3

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				lunch break or two 15 minute breaks to be taken at a set individual time. There will be a maximum of 15 minutes where all operations staff are on site. Staff will work more effectively with these new times.							
	Access and Egress			This is normally controlled by BODET and clock cards. So no queuing as no longer to be used. One route in via receiving for 0600 start and side entranced for 12:15 start. Mark Ballie will keep a spreadsheet of attendance. One route out via reception non revolving door. Employees apply social distance rules when entering and exiting.	3	2	6	No further measures required at present. Review of guidelines on a weekly basis.	3	2	6
	Contractors, Visitors and delivery /collection drivers			No visitors until further notice. Contractors must be essential to the continuation of the business and MUST follow site hygiene. Delivery and collection drivers will not be allowed in the building hand sanitiser must be used before and after handling boxes and packages.	3	3	9	No further measures required at present. Review of guidelines on a weekly basis.	3	3	9
	Returning to work after isolation			Temperature will be taken upon returning to work in accordance with the procedure. If temperature is 37.8 or above then person to be sent home.	2	3	6	Employee will be allowed back to work if test is negative or they have completed the isolation period.	2	3	6

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				Employee must get a COVID 19 test.							
	Vulnerable employees (underlying health conditions)			Vulnerable employees have been identified and processes put in place to ensure they are protected	3	2	6	No further measures required at present. Review of guidelines on a weekly basis.	3	2	6
	Geography – Hampshire (Southampton and Portsmouth data available as separate from Hampshire as whole)			Hampshire has a significant number of COVID 19 cases. Many employees live in the Hampshire area so the risk is significant.	3	3	9	Review in line with data from Public Health England.	3	3	9
	Transport to and from work (Bus, Train, car sharing)			Social distancing may not be followed and spread of COVID 19. May occur. All employees to reduce the risk by following social distancing as far as is reasonably practicable.	3	3	9	Further measures may need to be put into place for those that use public transport.	3	3	9
	Statutory inspections			Insurer to be informed that we are unable to have it inspected to the required standard. operation of the business	3	3	9	A separate risk assessment will be done if the piece of equipment is a necessity to the business and if possible a nominated person with knowledge may inspect.	4	2	8

Date for next review: As required