

Document Ref: IMS-106

Coronavirus Risk Assessment



Assessed by: Ian Roberts

Issue Date: 18th May 2020

Last Review: 15th June 2020

Next Review: 15th September 2020

Introduction

Coronavirus is a pathogen and is therefore classified as a biological hazard under the Control of Substances Hazardous to Health Regulations 2002. The likelihood of being infected with coronavirus which could result in developing COVID-19 is determined by many factors including individual age, health, exposure i.e. viral loading and susceptibility i.e. DNA, genetics etc. Employees or any persons visiting sites under the control of Bergstrom Europe Ltd could be infected through contact with an infected person e.g. inhalation of an aerosol (a suspension of water droplets in the air), such as another person coughing, contact with an infected surface e.g. ingestion, absorption through the eyes and other mucosa (mucus membranes) and also considered likely through faecal matter. This risk assessment provides an overarching review of the current measures in place within Bergstrom Europe Ltd to reduce the hazard of infection to any person attending one of its sites. It will be continually reviewed following any changes to guidance from the World Health Organisation, the UK Government or Welsh Assembly. The company will follow the social distancing measures as prescribed in The Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 so far as is reasonably practicable. All persons are advised that although hand sanitiser is available throughout all sites, frequent and correct hand washing is the most effective method for stopping the spread of infection.

Personal Protective Equipment

Any PPE requirements should only be dictated by Government and Regulatory guidance and advice. It is not currently mandated in the UK for any persons to wear PPE in relation to the coronavirus pandemic. Bergstrom Europe Ltd has made face coverings and gloves available for those wishing to wear them, but it is not currently compulsory. Any person wishing to use the PPE available is reminded of their responsibilities under the Personal Protective Equipment Regulations 1992. Should the company's stance change in the future regarding this it will be pursuant to the same regulation.

First Aid

Direct first aid should only be given in a situation where the threat to life is imminent, but only after ensuring the health, safety and welfare of the first aider. For incidents involving minor injuries, first aiders should give verbal advice adhering to social distancing guidance to the injured party relating to self treatment. Any person presenting with symptoms of coronavirus must be sent home immediately and follow the guidance on isolation and reported immediately to HR and Health and Safety by the first aider.

Emergency Procedures

Normal procedures for evacuation in the event of an emergency remain unchanged; however all persons must follow social distancing guidelines when moving to and waiting at assembly points. Any authorised returns to the building must be followed in the same manner.

Vulnerable Persons

As defined by The Management of Health and Safety at Work Regulations 1999, vulnerable persons are classified as anyone under the age of 18, any employee with additional needs and new and expectant mothers. Individual risk assessments must be performed should any employee fall into any of these categories. In the case of new and expectant mothers they should not be attending site and provision must be made for alternative working arrangements. Any person falling into the categories as defined as vulnerable under guidance relating to coronavirus should inform HR immediately.

Document Ref: IMS-106	Title: Coronavirus Risk Assessment	Issue No.: 02	Issue Date: 18/05/2020	Last Review: 15/06/2020	Review Date: 15/09/2020	Issued By: Ian Roberts
--------------------------	---------------------------------------	---------------	------------------------	-------------------------	-------------------------	------------------------

THIS DOCUMENT IS UNCONTROLLED IF PRINTED

Risk Assessment								
		LIKELIHOOD						
		1	2	3	4	5		
SEVERITY	LIKELIHOOD							
	SEVERITY							
	1	Very Unlikely	Very Minor Harm	1	2	3	4	5
	2	Unlikely	Slight Harm	2	4	6	8	10
	3	Possible	Moderate Harm	3	6	9	12	15
4	Likely	Extreme Harm	4	8	12	16	20	
5	Certain	Fatal	5	10	15	20	25	

Risk Rating = Likelihood x Severity

Activity	Who might be harmed and how?	Existing Control Measures	Risk Rating			Additional Control Measures Required/Further Instruction
			L	S	R	
Arrival at site/leaving site	Anyone entering site, may contract coronavirus by pressing the barrier button, by close proximity to others when parking (e.g. aerosols from another person if they are infected), when clocking in and touching the biometric fingerprint pad employees may contract coronavirus should they touch any surface that an infected person has touched.	<ul style="list-style-type: none"> Hand sanitisers and hand wash stations are located near to the clocking in station all employees are instructed to wash or sanitise hands before and after clocking in. Production areas demarcated to provide visual reference for social distancing. Signage and instructions for any persons entering site. Site entry restricted for visitors and contractors to an appointment only basis. Temperature testing for all employees during the first 30 minutes of their shift. Additional cleaning of biometric system and all touch points. Information leaflets available for employees, visitors and contractors. Entrance barriers fixed in the open position during periods of peak traffic flow. 	1	5	5	<ul style="list-style-type: none"> Continually monitor effectiveness of existing control measures for any potential improvements.

Document Ref: IMS-106	Title: Coronavirus Risk Assessment	Issue No.: 02	Issue Date: 18/05/2020	Last Review: 15/06/2020	Review Date: 15/09/2020	Issued By: Ian Roberts
--------------------------	------------------------------------	---------------	------------------------	-------------------------	-------------------------	------------------------

THIS DOCUMENT IS UNCONTROLLED IF PRINTED

Activity	Who might be harmed and how?	Existing Control Measures	Risk Rating			Additional Control Measures Required/Further Instruction
			L	S	R	
Working on Assembly/Mechanical & Manufacturing Engineering	Employees who work on assembly may not always be able to maintain a 2M + distance from each other due to the nature of the work being carried out, therefore, employees may be infected by close contact with other employees by inhaling the aerosols from an infected person's cough or sneeze. Employees may be infected by touching parts (metal/plastic) or packaging materials that have coronavirus living on them and may then infect themselves by touching their eyes, mouths or noses.	<ul style="list-style-type: none"> Plastic screening is in place between workstations. Hand sanitising stations have been installed. Employees have been instructed to wash hands regularly. More regular cleaning of surfaces has been implemented. Social distancing signage in place. Production areas demarcated to provide visual reference for social distancing. Cleaning procedure in place between shifts. Introduction of additional assembly line to segregate employees. Information provided to employees on measures in place to prevent spread of infection. Give way system in place for pedestrian walkways. Staggered break times to reduce employee contact. Split shift patterns to reduce number of employees on site. 	1	5	5	<ul style="list-style-type: none"> Continually monitor effectiveness of existing control measures for any potential improvements.
Working in the office (Office based employees)	Employees may touch surfaces (e.g. door handles/IT equipment/Shared equipment/paperwork) that are infected with coronavirus and may then infect themselves by touching their faces (e.g. eyes, noses or mouths) or when eating/drinking/preparing food and drink. Employees may come into contact with coronavirus due to close proximity with another person who is infected and may contract coronavirus from the aerosol of another person's cough/sneeze etc. Employees not regularly attending site may be prone to mental health issues due to the lack of social interaction.	<ul style="list-style-type: none"> Regular cleaning of office areas with focus on kitchen area and shared equipment. Toilets restricted to only 2 persons. Where remote meetings are not possible (e.g. via internet link/telephone), they are held at an acceptable social distance (e.g. 2M+) Social distancing signage in place. Working from home where practicable. Occupational health guidance given to employees on working from home. Regular communication and updates provided. Travel to customer and supplier sites restricted to essential trips only on the proviso they have robust coronavirus protocols in place. 	1	5	5	<ul style="list-style-type: none"> Continually monitor effectiveness of existing control measures for any potential improvements.

Document Ref: IMS-106	Title: Coronavirus Risk Assessment	Issue No.: 02	Issue Date: 18/05/2020	Last Review: 15/06/2020	Review Date: 15/09/2020	Issued By: Ian Roberts
--------------------------	------------------------------------	---------------	------------------------	-------------------------	-------------------------	------------------------

THIS DOCUMENT IS UNCONTROLLED IF PRINTED

Activity	Who might be harmed and how?	Existing Control Measures	Risk Rating			Additional Control Measures Required/Further Instruction
			L	S	R	
		<ul style="list-style-type: none"> • Anti virul wipes available for employees to clean shared equipment or workspaces prior to and after use. • Employees to clean their own workspaces before and after work. • Employees encouraged to avoid going to or touching other employees' desks and use email/telephone communication where possible. Where this is not possible employees must maintain a 2M + distance from each other. 				
Working in Goods In/Despatch and on the Yard	<p>Employees may come into contact with coronavirus through contact with shared equipment e.g. lift trucks/pump trucks/Work access vehicles etc. Employees may not always be able to maintain a 2M + distance from each other due to the nature of the work being carried out, therefore, employees may be infected by close contact with other employees by inhaling the aerosols from an infected person's cough or sneeze.</p> <p>Employees may be infected by touching parts (metal/plastic) or packaging materials that have coronavirus living on them and may then infect themselves by touching their eyes, mouths or noses. Employees may have contact with drivers who are delivering or collecting goods.</p>	<ul style="list-style-type: none"> • Hand sanitising stations are available in all areas. • Where practicable employees to maintain a distance of 2M + from other persons. • Social distancing signage in place. • Production areas demarcated to provide visual reference for social distancing. • Prevention of unnecessary entry to site. • Employees to wear visors when social distancing is not practicable e.g. when replenishing the assembly lines. • Cleaning of shared lifting equipment (as defined by the Lifting Operations and Lifting Equipment Regulations 1998 "lifting equipment" means work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it; "load" includes a person). NB This includes both lift trucks and stock pickers. • Cleaning of shared work equipment (as defined by the Provision and Use of Work Equipment Regulations 1998 "work equipment" means any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). • Signage for delivery drivers reminding them of site rules relating to coronavirus and use of Berstrom Ltd. Facilities. 	1	5	5	<ul style="list-style-type: none"> • Continually monitor effectiveness of existing control measures for any potential improvements.

Document Ref: IMS-106	Title: Coronavirus Risk Assessment	Issue No.: 02	Issue Date: 18/05/2020	Last Review: 15/06/2020	Review Date: 15/09/2020	Issued By: Ian Roberts
--------------------------	------------------------------------	---------------	------------------------	-------------------------	-------------------------	------------------------

THIS DOCUMENT IS UNCONTROLLED IF PRINTED

Activity	Who might be harmed and how?	Existing Control Measures	Risk Rating			Additional Control Measures Required/Further Instruction
			L	S	R	
Working in Maintenance	<p>Employees may touch surfaces (e.g. door handles/IT equipment/Shared equipment/paperwork) that are infected with coronavirus and may then infect themselves by touching their faces (e.g. eyes, noses or mouths) or when eating/drinking/preparing food and drink.</p> <p>Employees may come into contact with coronavirus due to close proximity with another person who is infected and may contract coronavirus from the aerosol of another person's cough/sneeze etc.</p> <p>Maintenance staff will on occasion need to travel to and attend to collect parts and maintenance equipment, and therefore, may be infected at another location. Maintenance staff may be more likely to spread coronavirus due to the work being carried out in different areas.</p> <p>When maintenance engineers work in teams, it is not always possible to maintain social distancing and therefore, they may be infected by the aerosol produced by an infected colleague's cough or sneeze when working closely together.</p>	<ul style="list-style-type: none"> Hand sanitising stations are available in all areas. Where practicable employees to maintain a distance of 2M + from other persons. Social distancing signage in place Production areas demarcated to provide visual reference for social distancing. Maintenance employees to wear visors and face coverings when working together. Portable hand sanitisers for maintenance staff to use when off site or working in areas remote from washing stations (ensure that SDS are provided for such gels as due to alcohol content they are flammable and therefore may react to other substances when working in a maintenance environment). Teams kept to a minimum number (ideally no greater than 2 persons) where it is not possible or safe to work alone. 	2	5	10	<ul style="list-style-type: none"> Continually monitor effectiveness of existing control measures for any potential improvements.
Working in Fabrication	<p>Employees may be infected by close contact with other employees by inhaling the aerosols from an infected person's cough or sneeze.</p> <p>Employees may be infected by touching parts (metal) or packaging materials that have coronavirus living on them and may then infect themselves by touching their eyes, mouths or noses.</p>	<ul style="list-style-type: none"> Hand sanitising stations have been installed. Employees have been instructed to wash hands regularly. More regular cleaning of surfaces has been implemented. Social distancing signage in place. One way system has been implemented for moving around the building. Production areas demarcated to provide visual reference for social distancing. Split shifts to reduce number of employees on site. 	1	5	5	<ul style="list-style-type: none"> Continually monitor effectiveness of existing control measures for any potential improvements.

Document Ref: IMS-106	Title: Coronavirus Risk Assessment	Issue No.: 02	Issue Date: 18/05/2020	Last Review: 15/06/2020	Review Date: 15/09/2020	Issued By: Ian Roberts
--------------------------	------------------------------------	---------------	------------------------	-------------------------	-------------------------	------------------------

THIS DOCUMENT IS UNCONTROLLED IF PRINTED

Activity	Who might be harmed and how?	Existing Control Measures	Risk Rating			Additional Control Measures Required/Further Instruction
			L	S	R	
Use of Welfare Facilities (i.e. canteen, kitchen areas and toilets)	<p>Employees may be infected by close contact with other employees by inhaling the aerosols from an infected person's cough or sneeze.</p> <p>Employees may be infected by touching parts (metal) or packaging materials that have coronavirus living on them and may then infect themselves by touching their eyes, mouths or noses. Toilets may harbour waste matter which is likely to be a factor in contracting coronavirus. In the case of all welfare facilities, more people tend to gather in smaller areas such as toilets or kitchens etc; this increases the potential to be infected with coronavirus.</p>	<ul style="list-style-type: none"> Hand sanitising stations have been installed. Employees have been instructed to wash hands regularly. More regular cleaning of surfaces has been implemented. Social distancing signage in place. Toilets are controlled with only 2 persons allowed in at a time. Staggered breaktimes to decrease number of those requiring facilities at once. 1 person per table in canteen area. Only 6 persons allowed in canteen at any time. Tables distanced. Production areas demarcated to provide visual reference for social distancing. Facility for smoking and cigarettes restricted to a maximum of 2 persons. One in one out policy in the office kitchen areas. 	2	5	10	<ul style="list-style-type: none"> Continually monitor effectiveness of existing control measures for any potential improvements.
Engaging Contractors & Receiving Visitors	<p>Contractors and visitors coming to site may be infected and spread coronavirus to employees at the Company, or may be exposed to the virus whilst on site via handling of parts/equipment and machinery or coming into contact with and infected persons' sneeze, cough or waste.</p>	<ul style="list-style-type: none"> All visitors and contractors coming to site must agree to adhere to company's coronavirus protocols via the registration screen in reception. Hand sanitising stations have been installed, hand sanitiser available in reception. Production areas demarcated to provide visual reference for social distancing. Only essential work to be permitted on site (e.g. health and safety or critical machinery/equipment). Visitors, strictly by appointment and only if essential. Information and instruction for visitors and contractors in reception area. Guidance leaflet to be provided on site rules relating to coronavirus control measures (e.g. hand sanitising/social distancing/use of welfare facilities). 	1	5	5	<ul style="list-style-type: none"> Continually monitor effectiveness of existing control measures for any potential improvements.

Document Ref: IMS-106	Title: Coronavirus Risk Assessment	Issue No.: 02	Issue Date: 18/05/2020	Last Review: 15/06/2020	Review Date: 15/09/2020	Issued By: Ian Roberts
--------------------------	------------------------------------	---------------	------------------------	-------------------------	-------------------------	------------------------

THIS DOCUMENT IS UNCONTROLLED IF PRINTED

Activity	Who might be harmed and how?	Existing Control Measures	Risk Rating			Additional Control Measures Required/Further Instruction
			L	S	R	
		<ul style="list-style-type: none"> Out of hours working where possible to decrease number of persons in contact. Additional cleaning for touch screen visitor/contractor registration system in reception area. 				
Use of Pool Cars/Company Vehicles	Employees using pool cars may be infected with coronavirus by touching the door handles, seats and controls of the shared vehicle and then by touching their faces (e.g. eyes/nose/mouth etc).	<ul style="list-style-type: none"> Daily cleaning of company vehicles if in use. Use limited to only when absolutely necessary. Where employees are unable to avoid sharing a vehicle. Face coverings must be worn and a minimum distance of 2m maintained within the vehicle so far as is reasonably practicable. Cleaning kit issued with keys to allow user to wipe down touch points prior to and following use. Company vehicles thoroughly cleaned at least once per week. 	1	5	5	<ul style="list-style-type: none"> Continually monitor effectiveness of existing control measures for any potential improvements.

Instructions for Management and Supervisors

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to HR.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 3 months or where significant change has occurred.
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

Document Ref: IMS-106	Title: Coronavirus Risk Assessment	Issue No.: 02	Issue Date: 18/05/2020	Last Review: 15/06/2020	Review Date: 15/09/2020	Issued By: Ian Roberts
--------------------------	---------------------------------------	---------------	------------------------	-------------------------	-------------------------	------------------------

THIS DOCUMENT IS UNCONTROLLED IF PRINTED