

Task Specific Risk Assessment



Department:	All Departments	Task Being Assessed:	Returning to work during pandemic	Date:	12/05/2020	Revision:	1
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Assessed by:	Tony Jones	Approved by:	James Gray	Assessment No:	HSE 008	Review Date:	31/12/2020	Page:	1
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					Initial Risk				Residual Risk				
No.	Hazard	Risk	Effect or Consequence	Who is at Risk?	S	L	R	Control Measures Required			S	L	R

1	Personnel travelling to work	Exposure to Coronavirus	Minor, serious or potentially fatal health effects or consequences	Employees	4	3	12	<p>Employees are prohibited from sharing a vehicle to travel to work unless they are members of the same household.</p> <p>Employees using public transport are reminded to adhere to the social distancing rules in place by the government.</p> <p>Where possible cars are to be parked on site in the designated parking areas for your work place.</p> <p>Employees are not permitted to leave the site until the end of their shift except for emergencies or with the prior authorisation of the senior management.</p>	4	1	4
2	Employees entering the factory	Exposure to Coronavirus	Minor, serious or potentially fatal health effects or consequences	Employees	5	3	15	<p>Personnel must receive an orientation induction from senior management prior to recommencing work.</p> <p>Rules for social distancing are posted and adequate signage displayed to remind personnel of this.</p> <p>Floor tape or paint has been marked on floors to help keep a 2m distance</p> <p>All areas where applicable have a one way system for pedestrian traffic to aid movement around the work area.</p> <p>Personnel are not to leave their work area without prior approval from their line manager.</p> <p>Line managers are to complete the transfer of personnel sheet and inform the manager of the</p>	4	1	4

Key to Risk Rating	16 - 25 = Intolerable Risk: Activity should stop immediately
	9 - 15 = High Risk: Activity requires additional controls
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Reason for Assessment	
Initial Assessment	✓
Periodic Review	

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								<p>area they are going to before the move happens.</p> <p>Moves must be logged as an appointment before transferring personnel.</p> <p>Personnel are to identify a designated area where they will keep their PPE and have their break times.</p> <p>The use of personal lockers is prohibited until further notice.</p> <p>All personnel are to wash their hands upon arrival and before departure at the designated sinks.</p> <p>All personnel are to have their temperature checked upon arrival at the workplace.</p>			
3	Manufacture of trailers parts and assembly of the vehicle	Exposure to Coronavirus	Minor, serious or potentially fatal health effects or consequences	Employees	5	3	15	<p>It is mandatory that all personnel wear as a minimum a disposable face mask, safety glasses and disposable nitrile gloves as supplied by the company in addition to coveralls, and safety footwear.</p> <p>Additional RPE is to be worn where employees are required to be within 2m of each other to perform the task.</p> <p>No more than 2 persons are allowed inside a trailer at a time and they must work apart from each other unless carrying out a task that requires more than one person.</p> <p>Fixed teams or partnering is in place to reduce the number of people each person has contact with.</p>	4	1	4

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								Additional PPE required for the task as described in manufacturing TBRA's is to be worn as prescribed on top of the mandatory PPE, such as cut resistant gloves, aprons or clothing. Where RPE is required and this affords better protection then the higher specification RPE is to be used until the task is complete and then replaced with the disposable face mask afterwards.			
		Exposure to hazardous substances	Minor, serious health effects or industrial illness/disease	Employees	3	3	9	Follow all manufacturer's instructions for using the chemicals provided. Follow all CoSHH assessments for the use of hazardous substances. Ensure that any additional PPE or RPE required by the CoSHH assessment is available and used.	3	1	3
4	Lifting operations	Exposure to Coronavirus	Minor, serious or potentially fatal health effects or consequences	Employees	4	3	12	Only designated personnel are permitted to operate the crane controls to prevent cross contamination. Crane operators must be trained and certified for the use of that crane.	4	1	4
		Dropped load	Minor or serious injuries including fractures	Employees	3	3	9	All lifting operations are to be carried out as per the lifting Operations and Lifting Equipment regulations. All lifts must be carried out using recognised clamps or slings, no lifting is permitted where the hook is doubled back onto the chain unless designed for that type of operation.	3	1	3

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5	Using forklift trucks and company vehicles	Exposure to Coronavirus	Minor, serious or potentially fatal health effects or consequences	Employees	4	3	12	Only designated drivers and operators are to use the vehicles. Drivers and operators are responsible for ensuring that the vehicle is cleaned and sanitized at the end of each shift. The transport coordinator has access to the spray sanitizer system and will ensure that all vehicles are disinfected daily. Forklift drivers are to deliver items from stores to each department, managers are to telephone their orders through to the stores allowing time for the order to be dispatched.	4	1	4
6	Office staff returning to work and sharing offices	Exposure to Coronavirus	Minor, serious or potentially fatal health effects or consequences	Employees	4	3	12	Working from home is in place where possible. Office staff are to adhere to the social distancing policy and work 2m apart from each other. Where possible share documentation electronically. If required they should wear a disposable mask within the office. Any office personnel who are required to visit other departments must adhere to the rules and wear a disposable mask, safety glasses and disposable nitrile gloves. Meetings are to be carried out using conference call facilities or video conferencing to prevent mass gatherings. Office personnel are to wipe down their keyboard and phone at the start and end of each day.	4	1	4

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								Personnel are required to regularly wipe the keypad on printers/copiers. Do not allow hot desking or the sharing of telephones or other equipment. Dedicated delivery/collection areas for internal mail has been located throughout the offices.			
7	Contractors and sub-contractors on site	Exposure to Coronavirus	Minor, serious or potentially fatal health effects or consequences	Contractors, Employees	4	3	12	All contractors and sub-contractors are to follow the rules as provided to their companies. Toilet facilities have been provided in the yard for on-site contractors not working directly for Gray & Adams.	4	1	4
8	Visitors on site	Exposure to Coronavirus	Minor, serious or potentially fatal health effects or consequences	Visitors, Employees	4	3	12	No visitors are permitted on site until further notice. No wood collections are permitted until further notice. Only essential service engineers will be allowed on site and must then adhere to the contractor rules.	4	1	4
9	Deliveries to site	Exposure to Coronavirus	Minor, serious or potentially fatal health effects or consequences	Visitors, Employees	4	3	12	LGV Delivery drivers are to remove straps, sheeting and open curtains and then ring the bell for attention then must return to their vehicle cabs where they remain whilst the vehicle is unloaded. Van delivery drivers are to unload the delivery onto a pallet at the store and then ring the bell for attention. Stores personnel are to remove the whole pallet and replace it with an empty one for the next delivery.	4	1	4

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Reason for Assessment		
Initial Assessment	✓	Change of Personnel
Periodic Review		Change of Equipment

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10	Disposing of waste (Disposable gloves and masks)	Exposure to Coronavirus	Minor, serious or potentially fatal health effects or consequences	Employees	4	3	12	Only disposable masks and gloves are to be placed into the waste bins provided - Signage placed on bins "Disposable masks and gloves only" Special waste bags placed around workshops and offices. Special waste bags are then double bagged using a black bin liner. Waste is then disposed into a special waste skip.	4	1	4

Risk Assessment Matrix										
Severity		Likelihood		Severity						
5	Multiple Fatalities – Losses >£1 Million	5	Certain to Happen	5	10	15	20	25		
4	Fatality – Losses > £100K	4	Likely to Happen	4	8	12	16	20		
3	Serious Injury (LTI) – Losses >£10K	3	Probable	3	6	9	12	15		
2	Medical Treatment Case – Losses <£10K	2	Possible	2	4	6	8	10		
1	1st Aid Treatment – No Significant Loss	1	Unlikely	1	2	3	4	5		
				Likelihood						
				1	2	3	4	5		

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