

Task Specific Risk Assessment



Department:	All Departments	Task Being Assessed:	Working during the Coronavirus Pandemic	Date:	09/08/2021	Revision:	3
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Assessed by:	Tony Jones	Approved by:	James Gray	Assessment No:	HSE 008	Review Date:	31/12/2021	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	Employees who share a vehicle to travel to work with persons other than members of their household, part of an extended household or living in shared accommodation such as hotels or boarding houses should continue to wear a mask when in an enclosed space. Employees using public transport are reminded to adhere to the rules on wearing face masks already in place by the Scottish Government. Cars are to be parked on site in the designated parking areas for your work place. Employees should not leave the site until the end of their shift except for emergencies or with the prior authorisation of the senior management.			4	1	4
2	Employees entering the factory	Exposure to Coronavirus	Minor, serious or potentially fatal health effects or consequences	Employees				The use of personal lockers is allowed but personnel are reminded to keep numbers to a minimum when in the locker rooms. All personnel are to wash their hands upon arrival and before departure at the sinks provided and to use hand sanitizer throughout the day whenever possible. All personnel are to check their temperature using the wall mounted thermometers upon arrival at the workplace. If you are informed to self-isolate, or a member of your household is instructed to self-isolate, do not come to work, unless you have received both doses of the vaccine and have a negative					

Key to Risk Rating	16 - 25 = Intolerable Risk: Activity should stop immediately
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Reason for Assessment	
Initial Assessment	Change of Process
Periodic Review	Change of Personnel
	✓ Change of Equipment

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2 Cont.					5	3	15	result from a PCR test, telephone your line manager and inform them of your imposed isolation Line managers are required to inform the HR Department of your imposed absence and your expected return date.			4	1	4
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	It is mandatory that all personnel wear as a minimum a disposable face mask or other approved face covering at all times until further notice is provided by the senior management. The company will provide face masks and safety glasses which must be worn in addition to coveralls, gloves specific for the task being completed and safety footwear. No more than 3 persons are allowed inside a trailer or vehicle at a time and they must work apart from each other unless carrying out a task that requires more than one person. 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 it is to be used until the task is complete and then replaced with the disposable face mask afterwards.			4	1	4

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		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	Personnel permitted to operate the crane must wipe controls with anti-bacterial wipes after use to prevent cross contamination. Crane operators must be trained and certified for the use of that crane. Crane operators will be identified by the hi-vis waistcoat with the words crane operator printed on the back	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 fitted directly to the item being lifted or 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. Anyone who has reason to use the FLT and is not the designated driver must sanitize it prior to operation and immediately after they are finished before handing it back to the designated FLT driver. 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. Anyone who operates a company van or truck must follow the instructions fitted in the vehicle to sanitize it before and after use.	4	1	4
6	Office staff sharing offices	Exposure to Coronavirus	Minor, serious or potentially fatal health effects or consequences	Employees	4	3	12	Where possible share documentation electronically. All office are to continue to wear a facemask whenever they are away from their desk until instructed otherwise by senior management. Any office personnel who are required to visit other departments must adhere to the rules and wear a disposable mask and safety glasses.	4	1	4

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7	Contractors and sub-contractors on site	Exposure to Coronavirus	Minor, serious or potentially fatal health effects or consequences	Contractors, Employees	4	3	12	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. 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 have been located throughout the offices. Mail will be delivered to each department twice daily by a dedicated employee who will travel around the factory.	4	1	4
8	Visitors on site	Exposure to Coronavirus	Minor, serious or potentially fatal health effects or consequences	Visitors, Employees	4	3	12	Visitors are permitted on site but must be by appointment only until further notice. A pre-appointment COVID questionnaire must be completed by each visitor not more than 48 hours prior to their visit. No wood collections are permitted until further notice.	4	1	4

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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
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

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

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