

SAFETY RISK ASSESSMENT

Title or Description: Coronavirus (COVID-19) management and controls for KMG Employees and business continuity	Assessment Reference No. OFG 005	Job No: N/A
--	----------------------------------	-------------

Hazard and Effects	Who is likely to be affected	Risk before Controls	Control Measures	Residual Risk
1. (COVID-19 Coronavirus) Pandemic Virus with rapidly changing guidance on controls and impacts to business & people.	KMG Employees KMG Visitors KMG Contractors	5x5 High	Health & Safety team to meet frequently following briefings and guidance as per Government announcements, required changes & updates to be completed as set actions. KMG COVID-19 Policy issued and shared with all employees.	5x2 Med
2. (COVID-19 Coronavirus) Individuals identified as having pre-existing health conditions which make them more likely to die from Covid 19 and advised to shield themselves by the government exposed to CV19 at work.	KMG Employees	5x5 High	Employees in receipt of NHS shielding letters should not attend the workplace. They may work from home if this can be done effectively.	5x1 Med
3. (COVID-19 Coronavirus) Symptomatic or exposed personnel is/are symptomatic of COVID-19 or have been in close contact (<2m and or > 15 min) with someone with COVID-19 passing the virus to other in the workplace.	KMG Employees KMG Visitors KMG Contractors	4x5 High	KMG COVID-19 Policy requesting anyone that is showing COVID-19 Symptoms to self isolate for 7 days. Anyone living in the same household with others that have been advised to self isolate must isolate for 14 days.	4x1 Low
4. (COVID-19 Coronavirus) Transmission of the disease in the workplace	KMG Employees	4x5 High	All employees who are able to work from home effectively provided with IT equipment and work from home. Safety advice provided for WFH hazards; DSE guidance given; Online and telephone access to wider team. Employees with tasks/roles which cannot be done effectively when	4x1 Low 4x2 Med

Hazard and Effects	Who is likely to be affected	Risk before Controls	Control Measures	Residual Risk
			WFH to attend the workplace on a role/ task by task basis.	
5. (COVID-19 Coronavirus) Contractors/Visitors visiting KMG site to carry out essential work exposed to CV19 at work or exposing others.	KMG Employees KMG Contractors KMG Visitors	4x5 High	All KMG Contractor/visitor visits are subject to approval from H&S Dept, Factory/Projects Manager and a Director following submission of the KMG COVID-19 Questionnaire prior to the visit. Where possible, contractors are to use marked out/segregated walkways and access to their work area, reducing contact with KMG Employees. Where more than one contractor from the same firm is attending site, a nominated individual is required to sign in the whole team in/out reducing volume of traffic to confined areas within the building. RAMS to include specific CV19 control measures.	4x2 Med
6. (COVID-19 Coronavirus) Delivery drivers visiting KMG site to collect or deliver goods exposed to CV19 or exposing others at KMG premises. 7. Drivers may not speak or read English.	KMG Employees Delivery drivers	4x5 High	The HSE website states: "All drivers must have access to welfare facilities in the premises they visit as part of their work." Delivery drivers will be accompanied at a 2m distance by a nominated KMG employee to required facilities (toilets, hand washing, drinking water) to ensure they take the shortest safe route and observe social distancing on the way there and back. Pictographic signs indicate the need for social distancing and hand washing.	4x2 Med
8. (COVID-19 Coronavirus) Asymptomatic personnel or unaware symptomatic personnel passing the virus to others in the workplace.	KMG Employees KMG Visitors KMG Contractors	4x5 High	Hygiene Measures: As per Government Guidelines wash hands thoroughly for 20 seconds (Reminder Instruction Posters in each rest room) Employees also encouraged to wash their hands upon arriving & leaving work. Hand sanitizer readily available and strategically placed throughout the factory and work areas. Social Distancing – KMG are practicing safe social distancing measures of 2m where practicable.	4x2 Med

Hazard and Effects	Who is likely to be affected	Risk before Controls	Control Measures	Residual Risk
			<p>In addition high traffic areas such as the staff canteen, water/vending machines, stores and clocking in/out areas have been measured and marked out on the floors to 2m distances. Social distancing signage has been placed throughout the company to enforce and remind individuals to keep 2 metres apart. No hot desking/shared desks; workstations thoroughly sanitised before change of user. Meetings to take place online or in sufficiently large rooms. M2 can hold 10 people. Smaller meeting rooms can hold up to 4 with careful spacing. Where practicable office layouts have been reviewed to enable 2M distancing. Toilets: number of people able to access toilet blocks at one time reduced to allow distancing.</p>	
<p>9. (COVID-19 Coronavirus) Risk of Coronavirus exposure between non-symptomatic employees where social distancing is not possible due to the nature of the task/location</p>	KMG Employees	4x5 High	<p>Carry out mitigating actions as per Govt guidance: further increasing the frequency of hand washing and surface cleaning keeping the activity time involved as short as possible using screens or barriers to separate people from each other using back-to-back or side-to-side working (rather than face-to-face) whenever possible</p>	4x2 Med
<p>10. (COVID-19 Coronavirus) Certain health conditions increase the likelihood of a severe illness from Covid -19. Vulnerable employee exposed to CV19 at work</p>	KMG Employees	4x5 High	<p>Employees identified as vulnerable (not shielding) are given the safest possible roles A personal safety plan is drawn up with each employee attending the workplace who identifies as vulnerable and shared with their line manager Individually agreed measures put in place to make it easier for these employees to follow control measures</p>	4x2 Med

Hazard and Effects	Who is likely to be affected	Risk before Controls	Control Measures	Residual Risk
11. (COVID-19 Coronavirus) risk of exposure to CV19 to cleaners from cleaning personnel desk areas.	KMG Employees	4x5 High	Employees throughout the whole business are provided with antibacterial wipes for their desks and are encouraged to use them as frequently as necessary. Cleaners are provided with PPE	4x2 Med
12. (COVID-19 Coronavirus) Risk of exposure to CV19 via Multi touch surfaces such as light switches, hand rails clocking in, water machines, vending machines and various keypads etc	KMG Employees KMG Visitors KMG Contractors	4x5 High	Cleaner's priorities are to include frequently wiping: <ul style="list-style-type: none"> • handrails, • door handles, • key pads, • scanners • switches etc with antibacterial wipes/solution. Doors left open where possible to reduce the need to touch door handles. Warning signs strategically displayed at multi touch surfaces such as vending machines, clocking in/out stations & water machine with a reminder to the user to sanitise hands. Shift clocking in and clocking out times have been staggered to reduce congestion. Employee tea break and lunch breaks staggered to reduce traffic to the staff welfare facilities. In the staff canteen area the microwaves and the kettles have been separated to encourage social distancing. Hot drink consumables tea bags, coffee sugar etc have been suspended as so to reduce cross contamination. Employees can obtain free hot water but must supply their own tea bags and coffee etc. As per Government Guidelines wash hands thoroughly for 20 seconds (Reminder Instruction Posters in each rest room)	4x2 Med

Hazard and Effects	Who is likely to be affected	Risk before Controls	Control Measures	Residual Risk
			Employees also encouraged to wash their hands upon arriving & leaving work.	
13. (COVID-19 Coronavirus) Employees not aware of the need to self isolate or how to self isolate.	KMG Employees KMG Visitors KMG Contractors	4x5 High	Posters are placed around the offices and factory to encourage employees to follow Government guidance re self isolation.	4x2 Med
14. (COVID-19 Coronavirus) Increased risk to First Aiders when administering First Aid and may need to break 2M social distancing.	KMG Employees	4x5 High	First Aiders have been issued with suitable PPE kits for their own use only including Face Masks, Gloves. If a hospital submission is required and does not warrant an Ambulance, the casualty will be driven to hospital sitting in the rear of a car at the furthest point from the driver. The driver and passenger must wear face masks and vehicle must be ventilated as much as is safely possible throughout the journey. Only first Aiders are authorised to enter the First Aid Room to reduce possible contamination. The First Aid Room has been supplied with sanitiser gel.	4x2 Med
15. (COVID-19 Coronavirus) Request from KMG Customer for essential work to be carried out at site such as a service breakdown or installation.		4x5 High	Employees travelling to customer site to carry out servicing activities do so in separate vehicles unless the employees are from the same household. Customer site COVID-19 Questionnaire is to be completed by the customer upon requirement of servicing to be carried out at customer site to advise COVID-19 control measures in place such as; Risk Assessment, Social Distancing, availability of PPE & Hand sanitiser, welfare facilities to be established before travel. Questionnaire reviewed and approved before visit sanctioned. Foreign travel - compliance with country specific regulations and carrying of completed travel documentation.	4x2 Med
16. (COVID-19 Coronavirus) A possible case (person) of COVID-	KMG Employees KMG Visitors	4x5 High	Person leaves site and goes directly home as soon as they become aware of symptoms as per govt guidelines.	4x2 Med

Hazard and Effects	Who is likely to be affected	Risk before Controls	Control Measures	Residual Risk
19 has spent time at KMG site.	KMG Contractors		Immediate decontamination and thorough clean of work station and any likely contact points. People working in the immediate vicinity to symptomatic person informed of need to be vigilant re symptoms.	
17. (COVID-19 Coronavirus) CV19 transmitted by air conditioning	KMG Employees KMG Visitors KMG Contractors	4x1 Low	The advice from HSE says: "The risk of air conditioning spreading coronavirus is extremely low. If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust other types of air conditioning systems." We do not use a centralised ventilation system.	4x1 Low
Assessed by: Safety team	<i>JKM, PAS, SL</i>	Date Assessed: 15/06/2020	RISK CATEGORIES: LOW – Acceptable. Proceed with activity. MEDIUM – Mitigate risk where possible, proceed using appropriate controls. HIGH – Not acceptable, do not proceed. Review task & risks.	
Print Name	Signature	Date for review:		

QUALIFYING CATEGORIES FOR WORK RISK ASSESSMENT

Use this table as the guide to assessing whether the Risk is low, medium or high.

Severity of Effect	Likelihood of Effect	Quantified Risk = Severity x Likelihood
1. No injury or minor injury. Injury not requiring treatment and no lost time.	1. Improbable. Less than 1 chance in 10,000 <0.01%.	
2. Slight injury. Injury requiring treatment but not resulting in loss of work.	2. Unlikely. More than 1 chance in 10,000 >0.01%	1-4 Low
3. Medium Injury. Requiring treatment and resulting in up to 3 day loss of work.	3. Possible. More than 1 chance in 1,000 >0.1%	5-10 Medium
4. Significant injury. Leading to more than 3 day loss of work	4. Likely. More than 1 chance in 100 >1%	11-25 High
5. Severe Injury. Leading to permanent disability or loss of life.	5. Probable. More likely to happen than not. >50%	