

General Risk Assessment

Assessment No: Saf-Gen-20-01

Revision No: 2

Date of Assessment: 28th May 2020

Department: Plantwide

Area: Plantwide

Task being Assessed: Potential for transmission of Covid-19

Assessors:
EHS Advisor, EHS Manager,
Senior Plant Management,
Representatives of Employee
Safety.

No.	Hazard Description	Hazard Effect(s)	Existing Control Measures	Risk Evaluation			Remaining Hazards	Additional Actions required	Responsibility & due date for action
				Severity	Likelihood	Risk Eval			
1	Potential for infected staff to enter the site and cause transmission of Covid-19.	Ill Health, Death	All staff are aware of the government guidelines on self isolation. All staff are offered for their temperature to be taken at the gatehouse before entering the site, uptake is around 95%. The temperature scanner is calibrated at the start of each shift. Security have set procedures for dealing with someone displaying a fever temperature.	Extremely Harmful	Highly Unlikely	Moderate	<p>Although the temperature scanning does provide accurate results, more advanced equipment is available.</p> <p>Staff car sharing with others from different households may increase the chance of transmission due to the 2 metre distancing not being achieved.</p>	<p>Determine if airport style walkthrough scanners or permanently mounted automatic thermal cameras should be purchased and installed. Currently in discussions with a supplier.</p> <p>Government guidance states that: - 'Journeys should be shared with the same individuals and with the minimum number of people at any one time. Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. Private vehicles that are used by people from multiple households should be cleaned regularly using</p>	<p>Senior Plant Management Open</p> <p>Staff who car share with others. At all times</p>

2	Potential for Covid-19 transmission from an employee who develops symptoms whilst on site.	Ill Health, Death	All staff are aware of the government guidelines on good hygiene practices and self isolation and should report any symptoms to their line Manager and leave the site. Increased cleaning regimes have been implemented throughout the plant. Government guidance on how to clean up an area after a suspected or confirmed Covid patient has been implemented into an SEH cleaning procedure WI931-7 and distributed to all staff. Specific Coronavirus first aid room. HSE Covid	Extremely Harmful	Highly Unlikely	Moderate	There is no formal SEHE procedure on how to disinfect the plant, deal with cleaning waste etc after a suspected or confirmed Covid patient has been on site. There are no visors within the first aid rooms which are required to be worn if conducting first aid on a suspected Covid sufferer.	SEH-E procedure to be created, published on Q-Pulse and shared with all staff. Visors have been ordered, once they are on-site they require to be placed within the first aid rooms.	QA Engineer Complete EHS Advisor Complete
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3	Potential for Covid-19 transmission from an employee who is unaware that they are infected.	Ill Health, Death	<p>Good hygiene practices and social distancing measures are in place. This is policed by all direct line management. Increased cleaning regimes have been implemented throughout the plant. There is a home working policy in place. Where possible departments such as Shipping, Stores, PSE etc are attempting to isolate themselves from the rest of the plant as much as possible. PPE in the form of face coverings are available for all staff,</p> <p>Specific pedal style Covid-19 bins are available to segregate and dispose of cleaning materials when an area has been deep cleaned following a suspected Covid case.</p> <p>These bins are also used for all used disposable</p>	Extremely Harmful	Highly Unlikely	Moderate	<p>There are no bins to allow suitable disposal and segregation of soiled face coverings at Departmental level.</p> <p>Staff using PPE as the main method of protection against the virus. There is limited evidence on the effectiveness of PPE in providing additional protection against the virus.</p>	<p>Source suitable bins and incorporate their use into the SEH Covid cleaning procedure</p> <p>Staff should be aware on the limitations of using PPE and always where possible comply with the social distancing requirements. The only tasks where the requirements cannot be followed in full will be certain 2 man maintenance or PSE jobs.</p>	<p>EHS Advisor Complete.</p> <p>All staff at all times.</p>
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4	Potential for infected contractors, visitors or delivery drivers to enter the site and cause transmission of Covid-19.	Ill Health, Death	All contractors, visitors and delivery drivers to the site are offered for their temperature to be taken at the gatehouse. They must complete a Covid health questionnaire declaring that they are symptom free and have not been in contact with any confirmed Covid patient in the past 14 days before entering the site. If they are in for more than one day they must verbally declare this each day before being allowed entry to the site. PSE & Maintenance. Covid-19 Contractor controls in place. Wherever possible delivery drivers remain within their vehicle. Shipping department have limited or where possible eliminated the amount of paperwork which is being handed between drivers	Extremely Harmful	Highly Unlikely	Moderate			
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5	Potential for Covid-19 transmission from a contractor/visitor/delivery drivers who develop symptoms whilst on site.	Ill Health, Death	All non-essential works which involve contractors are being postponed. Increased cleaning regimes in place. PSE & Maintenance Covid-19 contractor controls in place. The Contractor induction presentation has been updated with Covid controls and this will be issued in advance where possible to remove the need for person to person induction. The Permit to Work procedure has been amended to reduce interaction between SEH-E staff and Contractors. Wherever possible delivery drivers remain within their vehicle. Shipping department have limited or where possible eliminated the amount of paperwork which is being handed between drivers and SEH staff. Summary of key Covid-19 requirements has been	Extremely Harmful	Highly Unlikely	Moderate	There may be some essential visitors or Contractors where full pre communication is not possible There may be some delivery drivers particular from Eastern Europe who will not be able to read and understand the Covid-19 site requirements.	Create a set of Covid guidelines which can be handed out at the gatehouse when they arrive on site. Summary of key requirements is to be translated into Polish.	EHS/PSE Complete EHS Open
6	Potential for staff to become infected whilst on business trips	Ill Health, Death	Organisation will follow government advice and guidelines. All non-essential travel is currently prohibited.	Extremely Harmful	Highly Unlikely	Moderate	Staff travelling to site once restrictions are eased.	Staff should follow all government advice and guidelines once travel restrictions are lifted.	
7	Potential for staff who are vulnerable and within the 'shielding' category to be infected with Covid-19.	Ill Health, Death	Organisation will follow government advice and guidelines as a minimum.	Extremely Harmful	Highly Unlikely	Moderate	Staff who are classed as critically vulnerable or critically extremely vulnerable potentially returning to work after the 12 weeks self isolation period has expired	Scottish Government announced that updated guidance shall be issued prior to expiry of existing guidance. Once issued this shall be reviewed and implemented.	Senior Plant Management Open

8	Potential for staff who have partners or close immediate family (children) who are classed as critically extremely vulnerable to be infected with Covid-19.	Ill Health, Death	Organisation will follow government advice and guidelines as a minimum.	Extremely Harmful	Highly Unlikely	Moderate	Staff who have partners or close immediate family (children) who are classed as critically extremely vulnerable returning to work after the 12 weeks self isolation period has expired	Scottish Government announced that updated guidance shall be issued prior to expiry of existing guidance. Once issued this shall be reviewed and implemented.	Senior Plant Management Open
9	Potential for staff who are home working to suffer mental health or stress issues through a perceived lack of management or Company support	Ill Health	Regular checks with all home-working staff is in place to confirm well-being and if any support is needed. Staff have access to an Employee Assistance Programme.	Harmful	Unlikely	Moderate		Consider a means of monitoring the health and well being of those working from home	Senior Plant Management Complete
10	Loss of Social distancing discipline during plant evacuations	Ill Health, Death	Normal social distancing rules can be maintained during evacuation and gathering at assembly points.	Extremely Harmful	Highly Unlikely	Moderate	Loss of discipline more likely when returning into the workplace and in cleanroom areas when returning and collecting cleanroom	Review procedure and amend to include Covid evacuation and return procedure	EHS Open
11	Loss of Social distancing discipline when staff who have been working from home or shielding return to work and are unfamiliar with new set up	Ill Health, Death	General public are aware of social distancing rules.	Extremely Harmful	Highly Unlikely	Moderate	Site specific rules may not be known	Create training / awareness package for staff returning to work	EHS / QA Open

Produced by:

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