

General Risk Assessment

Assessment No: Saf-Gen-20-01
Revision No: 6
Date of Assessment: 26th August 2020

Department: Plantwide
Area: Plantwide
Task being Assessed: Potential for transmission of Covid-19

Assessors:
Health & Safety Manager, Health & Safety Advisor

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. Those who have a locker in B-Fab can also be tested by an additional more accurate thermal camera, all staff are aware of the protocol to follow if a high temperature alarm is triggered.	Extremely Harmful	Highly Unlikely	Moderate	<p>Employees who have lockers in the A-Fab and PSE buildings will not be checked with the more accurate thermal camera.</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>An order has been placed for two additional cameras which will be located at the entrance to the A-Fab locker room and PSE building. Once they arrive on-site they will be installed.</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 gloves and standard cleaning products with particular emphasis on handles and other areas where passengers may touch surfaces.'</p>	<p>EHS/PSE Design 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 first aid guidance shared with all first aiders, the PPE required is available within the first aid rooms.	Extremely Harmful	Highly Unlikely	Moderate	<p>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.</p> <p>There are no visors within the first aid rooms which are required to be worn if conducting first aid on a suspected Covid sufferer.</p>	<p>SEH-E procedure to be created, published on Q-Pulse and shared with all staff.</p> <p>Visors have been ordered, once they are on-site they require to be placed within the first aid rooms.</p>	<p>QA Complete</p> <p>C. Cardle Complete</p>
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3	Potential for Covid-19 transmission from an employee who is unaware that they are infected.	Ill Health, Death	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, 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. These bins are also used for all used disposable gloves and face coverings.	Extremely Harmful	Highly Unlikely	Moderate	There are no bins to allow suitable disposal and segregation of soiled face coverings at Departmental level. 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.	Source suitable bins and incorporate their use into the SEH Covid cleaning procedure 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.	EHS, QA. Complete. All staff at all times.
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4	Potential for Covid-19 transmission whilst carrying out training due to the social distancing guidelines being difficult to adhere to.	Ill Health, Death	Departments are currently investigating and implementing additional control measures for specific training tasks. Staff are normally trained by one trainer therefore mitigating the risk by reducing the amount of contacts. Face to face training within 2 metres is prohibited.	Extremely Harmful	Highly Unlikely	Moderate	Not all training tasks have additional controls in place.	Managers should continue to review, update and implement controls wherever necessary to comply with guidance. Information on alternative training means using technology i.e. tablets, video etc which allows the social distancing guidelines to be followed has been provided to all production Managers. Progress on this point is presented and discussed at the fortnightly social distancing meeting.	Production Managers Open
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5	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 and SEH staff..	Extremely Harmful	Highly Unlikely	Moderate			
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6	Potential for Covid-19 transmission from a contractor/visitor/delivery drivers who develop symptoms whilst on site.	Ill Health, Death	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 displayed at the gatehouse, all contractors and visitors to the site will be asked to read and confirm that they understand this before being allowed entry.	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 Complete
7	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.	

8	Potential for staff who are vulnerable and within the 'shielding' category to be infected with Covid-19.	Ill Health, Death	Organisation will follow the government and the Health and Safety Executives guidelines as a minimum. The organisation is a Covid-19 secure workplace. Staff who can work from home will continue to work from home.	Extremely Harmful	Highly Unlikely	Moderate	Potential for shielding to be re-introduced if transmission of the virus increases.	Scottish Government advice will be monitored and followed.	Senior Plant Management Ongoing
9	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 the government and the Health and Safety Executives guidelines as a minimum. The organisation is a Covid-19 secure workplace. Staff who can work from home will continue to work from home.	Extremely Harmful	Highly Unlikely	Moderate	Potential for shielding to be re-introduced if transmission of the virus increases.	Scottish Government advice will be monitored and followed.	Senior Plant Management Ongoing
10	Potential for pregnant workers 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 pregnant getting infected with Covid-19.	All workers who are pregnant shall notify the organisation. All pregnant workers shall follow stringent social distancing to reduce the risk of severe illness from coronavirus. Some who may be at greater risk may also receive a shielding letter from the NHS advising them to stay at home where possible and that they are not expected to be in the workplace. Those in the shielding category shall notify the organisation and if they cannot work from home will be suspended on paid leave.	Staff who are pregnant. At all times.

								For those who do not receive a shielding letter and are therefore allowed to be in the workplace shall wherever possible work from home. If this is not possible then they can only perform tasks where stringent social distancing measures can be followed at all times, if this is not possible then they shall be suspended on paid leave. This guidance will need to be implemented where relevant within SEHE.	Senior Plant Management. Whenever required
11	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
12	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 suits	Review procedure and amend to include Covid evacuation and return procedure	EHS Complete

13	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/ Corporate Governance Complete
14	Potential for staff to become infected whilst on vacation to locations outwith the home.	Ill Health, Death	General public are aware of social distancing rules and travel restrictions through general mainstream media. Company rules on essential travel and self isolation rules communicated via FAQ issued by HR	Extremely Harmful	Highly Unlikely	Moderate	Some people may not be aware of latest government updates and latest restricted travel lists or Company rules.	Review and update guidance in FAQ. The Company holiday form SF588 is to be updated to require employees to state where their holiday will be taken if outwith the home.	HR Complete
15	Potential for staff to become infected whilst using the on-site gym.	Ill Health, Death	Some equipment has been taken out of use and a screen put in place to comply with the social distancing guidelines. Maximum of four people allowed in the gym at any one time. Additional cleaning equipment and sanitisers have been made available. Additional signage has been displayed reminding staff to disinfect the equipment after each use and to maintain social distancing.	Extremely Harmful	Highly Unlikely	Moderate	Staff not being aware of the new rules.	Send out an email to all line Managers informing them of the new rules and to share this information with their staff.	EHS 28/08/2020

Produced by:

Name: Callum Cardle

Date: 26th August 2020

Approval:

Department Manager:

Desert Cook

Date: 26th August 2020

Safety Department:

Cardle

Date: 26th August 2020