

General Risk Assessment

Assessment No: Saf-Gen-20-01
 Revision No: 8
 Date of Assessment: 30/12/2020

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

Assessors:
 Health & Safety Manager, Health & Safety Advisor, Representative 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 Scottish government guidelines on self isolation. Thermal cameras are located at each main entry point into the plant which can be used by all staff. All staff are aware of the protocol to follow if a high temperature alarm is triggered.	Extremely Harmful	Highly Unlikely	Moderate	Staff members not fully understanding the self-isolation requirements.	Staff should not leave their home if they or anyone in their household display any of the three Covid-19 symptoms which are: a new or continuous cough, a high temperature or a loss or change in in sense of taste or smell. Further information on the symptoms can be found at: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ Staff should also not leave their home if they are asked to self isolate by the NHS test and trace system.	All staff. At all applicable times

2	Potential for Covid-19 transmission from an employee who develops symptoms whilst on site.	Ill Health, Death	All staff are aware of the Scottish government guidelines on good hygiene practices, social distancing 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 Covid waste and PPE disposal bins in place. 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			
---	--	-------------------	---	-------------------	-----------------	----------	--	--	--

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. 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. Face coverings are worn within communal areas where 2 metre distancing cannot be guaranteed. The winter contingency protocol where contractors pick up staff in 4w4 vehicles during adverse</p>	Extremely Harmful	Highly Unlikely	Moderate	<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>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>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>Government guidance states that: - 'There may be occasions when there is no alternative but to travel with people from out with your household. This should be limited as much as possible. On such occasions, you should: keep to small groups of people, up to 6 at any one time, keep your distance and take care entering and exiting the vehicle, sit as far apart as possible in the vehicle, avoiding face-to-face, maintain good ventilation by keeping the car</p>	<p>All staff at all times.</p> <p>Staff who car share with others. At all times</p>
---	---	-------------------	--	-------------------	-----------------	----------	---	---	---

			weather to allow them to attend work will be prohibited.					windows open, wear a face-covering, unless you are exempt, clean your hands before and after your journey, if the vehicle is your responsibility, clean the door handles and other areas that people touch. If you regularly share transport whether it is a car or minibus or other private vehicle, try and share with the same people each time.	
							Staff using other individuals personnel desk phones.	Staff should refrain from using other peoples phones. If it is required then the phone should be disinfected after use.	All staff. At all applicable times
4	Potential for non-direct area staff such as PSE, IT, Maintenance etc to transmit or be infected through a breakdown in social distancing or through contact with contaminated equipment such as PCs and other equipment during repairs or checks,	Ill Health, Death	All staff are aware of the government guidelines on good hygiene practices and social distancing. Increased cleaning regimes have been implemented throughout the plant. Commonly touched surface are wiped down regularly. IT staff have a procedure to follow when carrying out work on equipment.	Extremely Harmful	Highly Unlikely	Moderate	Potential for PSE staff to transmit or be infected with the virus when carrying out tasks such as PAT testing.	A PSE procedure to minimise the risk requires to be created and implemented.	PSE Open

5	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 with no controls in place 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 Ongoing
6	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			

7	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 are displayed at the gatehouse in English and Polish, 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			
8	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.	
9	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

10	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
11	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.	<p>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.</p> <p>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.</p> <p>This guidance will need to be implemented where relevant within SEHE.</p>	<p>Staff who are pregnant. At all times.</p> <p>Senior Plant Management. Whenever required</p>

12	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			
13	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. . Fire drills with social distancing measures have been tested and are effective. EHSS5 .	Extremely Harmful	Highly Unlikely	Moderate			
14	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. All staff who were shielding or working from home for a prolonged period were taken through the new protocols.	Extremely Harmful	Highly Unlikely	Moderate			
15	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. SF588 updated to include the holiday location .	Extremely Harmful	Highly Unlikely	Moderate			
16	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		The gym was closed on the 26th of December due to the implementation of level 4 restrictions in West Lothian.	EHS Complete

Produced by:

Name: Callum Cardle

Date: 30th December 2020

Approval:

Department Manager:

Stewart Cook

Date: 30th December 2020

Safety Department:

Cardle

Date: 30th December 2020

