

General Health and Safety

© 2019 T100 Risk Manager [6.1]

INSTRUCTIONS
ASSESSMENT STAGE: Complete section **A1**; Identify hazards and assign pre and post likelihood and consequence scores (using a 3x3 or 5x5 matrix) in section **A2**. Control Measures to reduce risks can then be added.

Section A1 - Assessment Information

Reference / title	RA-GHAS-12 COVID-19
Location	
Org group	Applied Nutritional Research Limited
Activity / item / area	COVID-19, workplace
Person(s) at risk	Contractors, Employees, Visitors
Contract description	
Contract site	

Risk matrix	5x5
Assessor	Shirley Richardson
Assessment date	18/03/2021
Reviewed by	Shirley Richardson
Reviewed date	18/03/2021
Monitoring frequency	
Next review due	05/04/2021

Section A2 - Risk / Control Measures

Category	General		
Hazard	Cleaning and hygiene. Inadequate cleaning and hygiene standards pose a risk of spreading infection by cross contamination from surfaces contaminated with the surface.		
Pre-Control Risk Level	Likelihood	Consequence	Total
	3	4	12
Post-Control Risk Level	Likelihood	Consequence	Total
	1	3	3

Control Measure	<p>The importance of good personal hygiene has been explained to all staff, particularly the need for regular and thorough hand washing and the avoidance of touching eyes, nose or mouth.(Handwashing SOP)</p> <p>Additional hand sanitising dispensers (60%+ alcohol) have been installed at key areas such as visitor and staff entrance areas. All people who enter the site must sanitise their hands upon entry and before leaving the sites.</p> <p>Cleaning regimes have significantly increased and the frequency of cleaning hard surfaces (door handles, floors, handrails, lockers, table surfaces, equipment buttons etc) Additional sanitising spray and wipes at work areas. (supplied by approved supplier Holchem).</p> <p>A colour coded cleaning system is used by all employees to prevent cross-contamination of surfaces. (SOP 0030, Clean As You Go)</p> <p>Sufficient hot water, liquid soap. disposable towels and /or contract maintained hand drier (HEPA filter) are provided throughout the building.(PCS 0103, temp checks)</p> <p>Employees are required to report anything contaminated or split that requires cleaning to QA, line manager and /or hygiene. (SOP009, Non conformance)</p> <p>Workforce are instructed to politely refrain from consuming beverages and food products offered by visitors.</p> <p>Workforce prepare food and drink for personal consumption at home. Sanitise outside of container before opening, store in a sealed container in the fridge or locker. All used containers must be stored in personal locker and taken home each day.</p> <p>Fruit provided by ANR Ltd must be washed thoroughly before consuming and disposed of in lidded food bin.</p>
-----------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Category	General		
Hazard	Travel, Vehicles and public places.		
Pre-Control Risk Level	Likelihood	Consequence	Total
	3	4	12
Post-Control Risk Level	Likelihood	Consequence	Total
	1	4	4

Control Measure	<p>ANR Ltd employees are not permitted to travel (include visiting suppliers, customers and shops) for company purposes unless it is deemed essential by a Director.</p> <p>If travel is essential the place of visit, mode of transport and accommodation will be risk assessed beforehand, then a decision made by the Directors.</p> <p>Staff are discouraged from sharing vehicles to travel between sites. If this is absolutely necessary then the passenger must sit in the rear seat and a 3 ply face mask must be worn.</p> <p>FLT drivers and manual pump truck operators must sanitise hand contact surfaces before and after each use - controls, steering wheel, seat-belt.</p> <p>Advice is given to employees on safe travelling to and from work, also during leisure time (following government guidance and policies). Includes public transport, taxi, walking, cycling, public places. .</p> <p>Employees are advised to follow Welsh Government law of wearing 3 ply face coverings on public transport and taxis. (https://gov.wales/face-coverings-guidance-public)</p> <p>Travel rules including domestic and international restrictions are followed. Welsh rules are also adhered to. (www.gov.uk/guidance/travel-advice-novel-coronavirus)</p>
-----------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Category	General		
Hazard	Managing visitors and contractors. Potential for cross-infection.		
Pre-Control Risk Level	Likelihood	Consequence	Total
	3	4	12
Post-Control Risk Level	Likelihood	Consequence	Total
	1	4	4

Control Measure	<p>Visitors and/or contractors are not permitted on ANR sites unless considered essential to business continuity and/or employee safety.</p> <p>The Compliance Manager manages a 'COVID-19 Essential Visitor and Contractor Register'.(PCS0163)</p> <p>Visitor and contractor questionnaires include questions about COVID-19 and symptoms. These are completed before entry to the sites are permitted. (SOP003 GMP Visitors, Engineers and Contractors)</p>
-----------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Category	General		
Hazard	Waste. Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste.		
Pre-Control Risk Level	Likelihood	Consequence	Total
	2	4	8
Post-Control Risk Level	Likelihood	Consequence	Total
	1	4	4

Control Measure	<p>Waste bins (food waste, general and recycling) are provided in office areas, production floor, toilet facilities, kitchens and other areas.</p> <p>Staff are instructed not to put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated tissues or other items.</p> <p>Staff are required to have consideration for hygiene operatives with regards to discarded tissues, food, PPE etc to prevent hygiene operatives becoming accidentally contaminated.</p> <p>Yellow bio-hazard waste bins are located in isolation rooms and first-aid stations for disposal of potentially contaminated equipment and PPE.</p>
-----------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Category	General		
Hazard	Workforce management. Failure to follow Govt policies will lead to spread of coronavirus infection among our workforce and anyone they come into contact with		
Pre-Control Risk Level	Likelihood	Consequence	Total
	2	4	8
Post-Control Risk Level	Likelihood	Consequence	Total
	1	4	4

Control Measure
Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect the changes in the official guidance. (https://gov.wales/staying-safe-social-distancing)
Every member of staff is kept fully briefed (toolbox talks, SSoW, posters, e-mails) .
NHS, Welsh Governemnt and Public Health advice posters are displayed throughout the premises, alongside ANR's own guidance and information.
Employees are encouraged to inform their manager of people who may not be following the safe working procedures (for any reason) so we can take reasonable measures to ensure the safety of each other. CCTV is in operation.
Workforce are reminded to comply with company no-smoking regulations at all times. As a precautionary measure employees are advised to avoid inhaling tobacco smoke and e-cigarette vapour emitted from other persons (carried in droplets of moisture from mouth)
Guidance under regulation 7A of the Health protection (Coronavirus Restrictions)(Wales) Regulations 2020 is adhered to by ANR Ltd. Employees are advised they also have a legal duty to follow social distancing inside and outside the workplace.
Employees are split into fixed department teams/pods and fixed partnering, so that where contact is unavoidable it is limited between the same people.
There are defined drop-off areas for all deliveries, paperwork and parts.
COVID marshalls are in place. They monitor, enforce and model good practise.
Procedures are in place for: 'Return to work' after any absence and recruitment.

Category	General		
Hazard	Social distancing - maintain a 2 metre distance in the workplace where possible. Failure to comply with govt policy transfer covid-19 to other people.		
Pre-Control Risk Level	Likelihood	Consequence	Total
	3	4	12
Post-Control Risk Level	Likelihood	Consequence	Total
	1	4	4

Control Measure
Where 2 metre distance is not reasonably practicle (risk assessed activities such as manual handling) then alternative measures have been put in place (SSoW 0015 - social distancing and manual handling). Includes fixed teams/pods and fixed partnering for limited periods of time, appropriate PPE.
Meetings in enclosed spaces should only be undertaken when absolutely essential for business needs and kept as short as possible with a 2 metre distance. Where possible (non confidential meetings) windows and doors should be open to allow free flow of air into the area.
Employees are advised to avoid physical contact with visitors and contractors such as handshakes, hugs etc; and to give a polite explanation of this policy if required.
First-aiders and those attending to an unwell or injured person should keep a 2 metre distance where possible. Gloves, face- mask and visor are stored in the first aid kit and covid response kit if required. (Rapid Response Covid-19 Action Plan).
Staff are instructed to avoid face-to-face contact or touching other people. Use back-to-back working or side-to-side if guidelines cannot be followed.
Social distancing is applied and controlled in all areas : break-times, entrances, exits, canteens, toilet facilities and changing rooms
Meetings are held through Microsoft Teams, and telephone. Messages and communication are sent via e-mail. Toolbox talks are completed in open areas where a 2 metre distance can be adhered to.

Category	General		
Hazard	Personal hygiene. Poor personal hygiene standards pose a risk of passing or contracting the infection.		
Pre-Control Risk Level	Likelihood	Consequence	Total
	3	4	12
Post-Control Risk Level	Likelihood	Consequence	Total
	1	4	4

Control Measure
The importance of good personal hygiene is explained to all employees (e-mail updates, induction training, toolbox talks, Safe Sytems of Work and signs). Includes avoidance of touching eyes, nose or mouth if their hands are not clean.
Employees instructed to clean their hands frequently, for 20 seconds each time, following hand washing (SOP 0045). Hand sanitisers are positioned throughout the building (entrance, offices, production) and are checked frequently using a schedule.
Staff are instructed that any potentially contaminated PPE clothing should be removed, double bagged and placed in the laundry locker.
Employees are instructed to sneeze or cough into a flexed elbow, never on surfaces, food or the direction of a person. Used tissues are disposed into lidded bins or flushed in toilet.

Category	General		
Hazard	Vulnerable and high risk from covid-19 employees. Existing health conditions are at higher risk of contracting Covid-19, which may have a significant increased adverse affect on thri health and wellbeing.		
Pre-Control Risk Level	Likelihood	Consequence	Total
	3	5	15
Post-Control Risk Level	Likelihood	Consequence	Total
	1	3	3

Control Measure
In accordance with Govt. policy, staff who are in the vulnerable and high risk categories have made informed (e-mail and 1-1 meetings). Decisions are made on individual basis through consultation. Personal/Individual Risk Assessment may be required.
Staff with family members in the at risk categories have been instructed to inform the HR Manager.

Category	General		
Hazard	Use of equipment, tools and work stations.		
Pre-Control Risk Level	Likelihood	Consequence	Total
	2	4	8
Post-Control Risk Level	Likelihood	Consequence	Total
	1	2	2

Control Measure
Segregation panels and dividers are in place where social distancing cannot be achieved (mixing area, turntable at packing area, desks).
Floor and wall labels to show 2 metre spacing at work stations and other areas (canteen, entrance, hand wash stations, change room)
Employees are instructed not to use visitors accessories (tools, computer, telephones).
All shared IT equipment, phones, pens, calculators, cameras, tools etc must be sanitised before and after each use. Workers are discouraged from sharing equipment where you have your own item such as a pen.
Desk screens have been placed in the offices and/or work stations positioned to maintain a 2 metre social distance .

Category	General		
Hazard	PPE and face coverings		
Pre-Control Risk Level	Likelihood	Consequence	Total
	1	4	4
Post-Control Risk Level	Likelihood	Consequence	Total
	1	4	4

Control Measure
All employees, visitors and contractors are required to wear a face covering (preferred: 3 ply medical mask provided by ANR Ltd) in the workplace. Exceptions may be made on an individual basis where evidence is provided on medical grounds and reasonable adjustments are considered.
Employees are given training on fitting, use, storage, disposal and care of covers.
Employees are reminded to follow government guidance for face coverings outside the workplace (such as transport, shops, shopping centres, medical centres)

Category	General		
Hazard	COVID-19 symptoms in the workplace and entry to the sites.		
Pre-Control Risk Level	Likelihood	Consequence	Total
	2	5	10
Post-Control Risk Level	Likelihood	Consequence	Total
	1	4	4

Control Measure
Employees, contractors and visitors will have their temperature checked upon arrival to ANR sites. Any person with a temperature reading at 37.8C and above will be refused entry.
Any person feeling unwell and/or displaying symptoms of COVID- 19 in accordance with the government guidelines (temperature of 37.8 or above, newly developed and persistent cough, loss of taste and/ or smell. Correct as of 22 September 2020) , are required to report immediately to their manager or allocated ANR employee.
COVID-19 isolation room and rapid response kit are in place.
Employees, contractors and visitors are not permitted to attend site if they have been instructed to self-isolate, are feeling unwell (includes covid-19 symptoms) have been in contact with a person displaying symptoms or tested positive for COVID-19. Isolation periods are followed as defined by Welsh Government.
Face coverings are provided by ANR Ltd for all visitors, contractors and employees. These are worn as directed by ANR for tasks and in areas where a 2 metre distance is not reasonably practicable.
Employees are advised to self check temperature at home if they feel unwell : a high temperature means you feel hot to touch on your chest or back. (www.gov.wales : Check your symptoms to see if you need coronavirus medical help).

