

Date:	24/03/2020
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Assessors Name:	L. Bentley	Reference Number:	R.A. 060	Review Date:	Ongoing – as per government guidance updates
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Endorsed By:	L. Bentley	Signature:	LB	Position:	QHSE Manager	Date:	March 2020
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Description of assessment	Coronavirus (COVID-19)
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Location Details	All Areas – Gee Graphite Limited, including home workers.
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Catching / Spreading	Employees, client, public	5	3	15	H	<ul style="list-style-type: none"> Welfare facilities will contain suitable levels of soap and antibacterial gel. Employees will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds. Tissues will be provided for all employees. Employees should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. Contact with personnel suspected of having caught COVID-19 will be avoided. 	<ul style="list-style-type: none"> The provision of hand moisturiser or barrier cream should be considered as employees will be expected to wash their hands regularly. Information and notices have been put up throughout the company to inform Staff of hygiene. Toilet facilities have hand wash in and kept clean. One in / Out toilet signs to reduce staff in toilet areas. 	Directors QHSE Manager	Ongoing.	5	1	5	M

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<p>Catching / Spreading (continued)</p>	<p>Employees, public</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>H</p>	<ul style="list-style-type: none"> • Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean. • A cleaning schedule will be implemented throughout the site, ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance. • Should employees find they have a new, persistent cough and/or a high temperature and live alone then they are to self-isolate for 7 days. • Should employees disclose that personnel living with them are showing the above symptoms, they should be encouraged to stay at home for 14 days from the day the first person got symptoms. • High-risk employees are to self-isolate in line with government guidance. • Employees will be allowed to work from home where possible. • Where employees are still expected to be at work, social distancing will be considered wherever possible. 	<ul style="list-style-type: none"> • Breaks have now been staggered. • Production Manager and Supervisor to daily walk around reminding all staff to clean hands and keep to the social distancing advice given by the PHE. • Gee Have cancelled the clock in/ out machine for all employees to help reduce the risk of spreading by hand. • Staff who can work from home are doing so. • VDS assessments sent to all staff working at home. • Individual fasce masks have been given to staff to help prevent the spread. These are for public transport use and where working environment requires close working. • High viz with 2m social distancing have been given out to help staff keep a visual aid near other members of staff. • 2m visual floor vinyls have been put around the company to show a 2m distancing requirement. • Posters have been placed around the company to show and remind staff to wash hands and keep to the social distancing of 2m. • Hand sanitisers stations have been put around the company 	<p>Accounts QHSE Manager Production Manager and Supervisor</p>	<p>Ongoing.</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>M</p>
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						<p>near doors and staff usage.</p> <ul style="list-style-type: none"> • Offices have been re-evaluated to fall in line with the government's guidance of the 2m social distancing. • Perspex boards will be put in place to act as a barrier between staff in offices. • Any external contractors must report to LB before booking a visit to GGL. • Covid 19 questionnaire has been completed by staff at work. • Any returning staff will have to be inducted to GGL via LB. • Meetings have been cancelled with the exception of 3 people following the 2m social distancing rules. • No hot desking shall happen or use of individual phones • Canteen cutlery shall be removed and staff shall bring in their own. 						
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Catching / Spreading (continued)	Employees, public	5	3	15	H	<ul style="list-style-type: none"> Where still at work, breaks should be staggered to ensure that only a suitable number of personnel are in canteens/welfare facilities and that they can remain 2m apart. 	<ul style="list-style-type: none"> Breaks have now been staggered to give employees more space and to keep within the 2-meter social distancing. 	Production	Ongoing	5	1	5	M
Employee travel plans	Employees, public	3	5	15	H	<ul style="list-style-type: none"> We will ask employees to inform us if they are leaving the country. We will provide relevant government guidance in line with the area / country that they are visiting. Self-isolation will be enforced in line with the area / country guidance. Ask employees to not access public transport unless absolutely necessary. Non-essential travel will be avoided. 	<ul style="list-style-type: none"> Self isolation advice from the Government for all employees who have come back from abroad. All trips / visits have been cancelled until further notice. Covid 19 questionnaire which covers travel have been completed for staff at Gee and will be completed for staff coming back into work. Staff have been given a high viz 2 meter vest and a face mask, which staff , if travelling on public transport must wear. 	QHSE Manager Directors	Ongoing	2	3	6	M

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		S	L	R	RR					S	L	R	RR
Lack of awareness	Employees	5	3	15	H	<ul style="list-style-type: none"> The latest government campaign posters will be displayed in the welfare areas and in suitable places around site. Regular bulletins will be issued and where possible and safe to do so at an acceptable distance, toolbox talks and safety briefings will be carried out, warning employees of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms and making them aware of new Government advice as and when updated. We will continually adopt and review new government / WHO guidance as and when it is available. 	<ul style="list-style-type: none"> Notices and updates are around the company. The Directors issue out communication letter to all staff to keep them updated on the Company and how we plan to safeguard all staff. 	QHSE Manager Directors	On going	5	1	5	M

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"at-risk" employees	Employees	5	4	20	VH	<ul style="list-style-type: none"> Medical questionnaires are issued upon employment. Employees known to be in the "at-risk" category to follow government guidance and as a minimum take "particular care to minimise their social contact". These personnel may have received letters to state that they must self-isolate for 12 weeks. The category includes: <ul style="list-style-type: none"> Pregnant women People over 70 People who have had an organ transplant and are taking immunosuppressant medicine People who are having chemotherapy or radiotherapy People who have blood or bone marrow cancer People who have a severe chest condition, such as cystic fibrosis or severe asthma People who have other serious health conditions 	<ul style="list-style-type: none"> Medical questionnaires have been updated in Feb 2020. Those Employees with High Risk have been asked to work from home. No pregnant workers at the moment. No over 70 staff In house laser thermometer is at work for any employee who feels ill. All staff to contact Manager is they are feeling unwell. Government guidance is followed. Covid 19 questionnaire has been completed and actions taken for at risk employees. MHFA are around GGL to help anyone struggling with metal health. 	QHSE Manager	Ongoing	5	1	5	M

Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

Additional comments:

1. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

Assessor 1 name:	L.Bentley	Signature:	LB	Date:	24.03.2020
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Assessor 2 name:	J. Ellis	Signature:	JE	Date:	24.03.2020
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