

Date:	2022
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Staff Name:		Reference Number:	R.A. 060	Review Date:	Ongoing – as per government guidance updates
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Assessors Name:	L. Bentley	Signature:	LB	Position:	QHSE Manager	Date:	March 2022
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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. New update from UK Government, double vaccination do not need to self isolate unless any symptoms shown. 	<ul style="list-style-type: none"> Information and notices have been put up throughout the company to inform Staff of hygiene. QHSE Manager has list and copy vaccine cards. Toilet facilities have hand wash in and kept clean. 	Directors QHSE Manager	Ongoing.	5	1	4	M

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		S	L	R	RR					S	L	R	RR
Catching / Spreading (continued)	Employees, public	5	3	15	H	<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 as per government guidance. Good ventilation is still key in all areas. 	<ul style="list-style-type: none"> Gee Has changed the clocking in and out machine to face recognition – so no contact. 2m visual floor vinyl's 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 near doors and staff usage. Any external contractors must report to LB before booking a visit to GGL. Canteen cutlery shall be removed and staff shall bring in their own. 	<p>Accounts QHSE Manager</p> <p>Production Manager and Supervisor</p>	Ongoing.	5	1	4	M

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		S	L	R	RR					S	L	R	RR
Employee travel plans	Employees, public	3	5	15	H	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Self isolation advice from the Government for all employees who have come back from abroad. 	QHSE Manager Directors	Ongoing	2	3	4	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. 	QHSE Manager Directors	On going	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 Name:	Lucy Bentley	Signature:	LB	Date:	2022
Staff Name	Lauren Crowe	Signature	LC	Date	2022

