

Date: Jan 2021	Assessed by: David Hodgson	Issued to: Notice boards- COVID-19	Location: Elements-Europe Telford	Assessment ref no: RA-H&S-G 052	Review date: March 2021
Task / premises: Staff working at Elements-Europe and staff returning to work from lockdown at Elements-Europe					
Hazard Number:	Hazard:	Who might be harmed :	Existing measures to control risk and hazards identified:	Risk rating:	Result :
1	Before entering Elements:- Hand washing before entering Elements-Europe factory	Employees: Entering the Elements-Europe factory	Before any staff enter the Elements-Europe factory, all staff must go through the outside hand washing centre, that is located outside the staff entrance, making sure that they wash their hands for 20 seconds with soap and water	MED	A
2	When Entering the Elements-Europe factory:- Temperature Check	Employees: On entering Elements-Europe factory	Once staff have washed their hands, they are then to have their Temperature taken at the staff entrance, for staff that start work at 06:00, any staff that start work after 06:00 their temperature will be taken at the main gate, once their temperature has been checked and it is not over 37c then the staff member will be allowed to continue to their place of work within Elements-Europe, if a staff members temperature reading is over 37c, they will be asked to stay outside the building, to be re-tested, if the re-test is the same as the first test, the member of staff will be asked to leave site to book a COVID-19 test and isolate themselves for 14 days. So there is no risk to the other members of staff.	MED	A
3	While within Elements-Europe factory	All staff	While working within Elements-Europe factory, ALL staff must abide by the 2 mtr social distancing guidelines where viable, if staff have to work together within the 2 mtr rule then the staff who are affected, will be asked to wear the correct PPE, this would be if two staff members are working in a POD together, the PPE issued will be, full body suit, gloves & mask	MED	A

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4	2mtr social distancing	All staff	All staff working at Elements-Europe will maintain a 2 mtr distance from all other employees where possible, this would include all work areas (unless stated as above), walking or queuing in the corridors, when queuing for items from stores and when using the staff canteen, staff have been informed that there is only to be one person sat at a table in the canteen for lunch, to keep within the 2 mtr rule, out of the four seats at each table that are provided within the canteen for staff to sit, three of the four chairs are taped off and signage put on the table reminding staff that it is only one person per table and no bags are to be left on the table before or after their break.	MED	A
5	Staff information Elements-Europe signage	N/A	Elements-Europe have put COVID-19 signage / posters on walls and noticeboards around the factory and office areas reminding staff of the 2 mtr social distancing that needs to be observed at all times, COVID-19 updates and advice from Gov.uk have also been put up so we can keep our staff informed of any changes to working practice.	LOW	A
6	Staff toilets	All staff	The toilet areas such as sinks and gents urinals have been taped off so that there is distance between employees, so the staff have at least one basin or one urinal distance between staff using the toilets, the toilets are cleaned twice a day and handles, ect sanitised.	MED	A
6	Staff working from home	Home working staff	All staff that can work from home are currently doing this, however when these staff members do attend site then the above guidelines must be adhered to	MED	A

Action plan				
Ref No	Further action required	Owner:	Action by when	Completed
1	All staff to wash their hands and temperature checks to be completed, before entering the building.	All Managers	Each Morning	
2	2mtr Social distancing to be observed throughout the factory and offices at all times	All Managers	On-going	
4	Staff working two persons in a POD must have the correct PPE on before commencing the work.	All Managers	On-going	
4	All staff are to adhere to this COVID-19 RA.	All Staff and Managers	On-going	

Notes to accompany General Risk Assessment Form:

Risk Rating:

The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.

The risk is **MEDIUM** - if it is more likely that harm might actually occur, and the outcome could be more serious eg some time off work, or a minor physical injury.

The risk is **HIGH** - if injury is likely to arise (eg there have been previous incidents, the situation looks like an accident waiting to happen) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

Result:

T = trivial risk. Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

A = adequately controlled, no further action necessary. If your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met.

N = not adequately controlled, actions required. Sometimes, particularly when setting up new procedures or adapting existing processes, the risk assessment might identify that the risk is high or medium when it is capable of being reduced by methods that are reasonably practicable. In these cases, an action plan is required. The plan should list the actions necessary, who they are to be carried out by, a date for completing the actions, and a signature box for the assessor to sign off that the action(s) has been satisfactorily completed. Some action plans will be complex documents; others maybe one or two actions that can be completed with a short timescale.

U = unable to decide. Further information required. Use this designation if the assessor is unable to complete any of the boxes, for any reason. Sometimes, additional information can be obtained readily but sometimes detailed and prolonged enquiries might be required.

For T and A results, the assessment is complete.

For N or U results, more work is required before the assessment can be signed off.

Action Plan. Include details of any actions necessary in order to meet the requirements of the information in Section 11 'Existing measures to control the risk'. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.