

## Eastland Compounding Health and Safety Risk Assessment

<b>Work Area</b>	Office Block, Main Factory, Warehouse, Engineering, Development Laboratory, Shower Block, Canteen, Yard.															
<b>Description of Activities</b>	The site manufactures unvulcanised rubber compound.															
<b>Participants</b>	Directors / Department Managers / Workers															
<b>Reason for Assessment</b>	Covid-19															
<b>Document Ref:</b>	RA – E3gCovid-1															
<b>Related SSOW:</b>	QHSE B/I 47 / QHSE B/I 49 / QHSE B/I 50 / QHSEB/I 51 / QHSE B/I 52 / QHSE B/I 53 / QHSE B/I 54 / QHSE B/I 55 /QHSE B/I 56 / QHSE B/I 57															
<b>Legislation</b> Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulation 1999 Workplace (Health, Safety & Welfare) Regulations 1992 Health and Safety (First Aid) Regulation 1981 Provision and use of work equipment Regulations 1998 Personal Protective Equipment Regulations 2002 Pressure Equipment Regulations 1999 Electricity at Work Regulations 1989 Lifting operations and lifting equipment Regulations 1998 (L113) Regulatory Reform (Fire Safety) Order 2005 HM Government Covid-19 Guidance	<b>Personnel Affected:</b>  Operators Visitors Contractors  <b>Risk Scoring:</b>  <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 33%; background-color: #90EE90;">1-8 Low Risk</td> <td style="width: 33%; background-color: #FFD700;">9-15 Medium Risk</td> <td style="width: 33%; background-color: #FF0000;">16-25 High Risk</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Risk / Severity</th> <th style="width: 50%;">Likelihood / Probability</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>1 Highly Unlikely</td> </tr> <tr> <td style="text-align: center;">2</td> <td>2 Unlikely</td> </tr> <tr> <td style="text-align: center;">3</td> <td>3 Likely</td> </tr> <tr> <td style="text-align: center;">4</td> <td>4 Highly Likely</td> </tr> <tr> <td style="text-align: center;">5</td> <td>5 Almost Certain</td> </tr> </tbody> </table>	1-8 Low Risk	9-15 Medium Risk	16-25 High Risk	Risk / Severity	Likelihood / Probability	1	1 Highly Unlikely	2	2 Unlikely	3	3 Likely	4	4 Highly Likely	5	5 Almost Certain
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<b>Date: 27.07.2020</b>	<b>Issue No. 7</b>	<b>Review Date: When Required</b>														

HAZARD	SOURCE / OBJECT / EQUIP.	POSSIBLE TYPE OF INJURY / RESULT FROM ACCIDENT	PARTS AFFECTED / POINT OF CONTACT	R / S (1-5)	P / L (1-5)	T	CONTROLS / PROTECTION / PREVENTATIVE METHODS IN PLACE (Consider elimination, substitution, controls, instruction, discipline, PPE)	R / S (1-5)	P / L (1-5)	T	FURTHER ACTIONS REQUIRED
Lack of hygiene and washing facilities to prevent the spread of the virus	Workers Vulnerable Workers Contractors Showers Basins	Coronavirus Infection Virus Spread	Body	5	5	25	Welfare facilities are available in the office block, main factory, mixing deck, shower block, development laboratory and engineering block. Additional hand washing stations with hand soap have been installed. Hand sanitiser dispensers are available at clock in machines, all production areas and building entry / exits. Hand sanitisers are available in meeting rooms. Washing facilities for visitors are provided separately via the temporary portaloos. Canteen seating has been reorganised and marked with hazard tape to adhere to social distancing during break times. Additional seating and tables have been purchased and installed to further aid social distancing in the canteen. Posters are in place reminding workers to wash their hands for 20 seconds.	5	2	10	
Covid-19 Symptoms	Workers Vulnerable Workers Visitors	Coronavirus Infection Virus Spread	Body	5	5	25	If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to get tested. Shift managers and department managers will maintain regular contact with staff members during this time.	5	1	5	
Insufficient supply of PPE to protect workers from the virus	PPE	Coronavirus Infection	Body	5	5	25	The company identified the virus risk in early 2020 using both internal and external risk assessment tools. The company purchased a six-month	5	1	5	

		Virus Spread					supply of PPE in January 2020 and a further six-month supply in May 2020.			
Delivery drivers transmitting and spreading the virus to site	Transport Welfare facilities	Virus Spread	Body	5	5	25	The company has implemented a new transport policy which requires all paperwork to be sent electronically by suppliers where practicable to prevent the spread of the virus on surfaces. A protective screen has been installed in the Transport Department to protect those workers working in Transport. In the event paperwork is brought to site, the Eastland FLT operator will wear gloves and the delivery driver is required to stay in their cab throughout loading / unloading. Separate welfare facilities are available for delivery drivers situated adjacent to the engineering block. The separation of facilities will reduce the risk of the virus spreading on site.	5	2	10
Workers working in close proximity / virus spreading from person to person	Workers Vulnerable Workers FLT Drivers Visitors Contractors Engineers	Coronavirus Infection Virus Spread	Body	5	5	25	Social distancing is in place on site and enforced where practicable with a 2m distance. Workers have been informed of the social distancing measures via briefings, posters and verbal communication. High visibility distancing vests have been issued to each worker to wear on site at all times. The vest contains information on maintaining two metres distance at all times. Work areas are barriered to provide a safe area for 1 x worker at a time. A drop off zone has been created in the lodge for shifts to leave key documentation. Welfare facilities for workers and visitors have been segregated and a temporary portalo	5	2	10

							has been hired on site to accommodate visitors. Those workers unable to keep the 2 metre distance are to work side by side and back to back where practicable and keep the activity as short as possible. Workers providing assistance must be from the same shift and same production line to enable consistent pairing systems. Face to face meetings have been suspended on site. Desks and work spaces for office staff have been distanced by 2 metres and hazard lines installed and members of staff working from home where practicable. 40% of the workforce have been furloughed. Shower times are staggered to adhere to the 2-metre distance. Shift managers conduct audits to ensure social distancing is being adhered to. 2metre signage and matting has been installed at points around site where queues form.				
Workers assisting each other with manual handling activities	Wrap Ups Product Packing Reject Batches	Coronavirus Infection Virus Spread	Body	5	5	25	Those Workers unable to keep the 2-metre distance are to work side by side and back to back where practicable and keep the activity as short as possible. Workers helping one another must be from the same shift and same production line to enable consistent pairing systems. Signage and barriers are installed to remind workers of the measures.	5	2	10	
Overcrowding with shift arrivals and departures	Workers Vulnerable Workers	Coronavirus Infection	Body	5	5	25	3 x shifts in operation on site. 6-2, 2-10 and 10-6. Arrivals are staggered to prevent large numbers of workers clocking in at the same time. Workers	5	2	10	

	Clock In Areas Showers Canteen	Virus Spread					on each shift can only depart once their relief has arrived. The workers providing relief must wait outside the barriered work area for the person to leave before entering. Showers and canteens are used by one shift at a time to reduce the risk of infection spreading between shifts. Clock in machines are located in each building to prevent queues building and limit contact between departments. Clocking out is socially distancing and signage / mats installed at both clock points. Adherence to the distancing is monitored via 2 x cameras at both clock in areas. A new bike shed has been built to accommodate those workers wanting to cycle to work. A shelter has been installed outside to provide more space for workers during break and rest times. 2 metre rubber matting has been installed at each clock point to remind workers to keep a safe distance when clocking in and out.				
Vulnerable workers exposed to the virus	Extremely / Clinically Vulernable Workers	Coronavirus Death Infection Virus Spread	Body	5	5	25	There are no clinically vulnerable people within the organisation. There are 3 x clinically extremely vulnerable workers within the organisation. 2 are currently furloughed and 1 has been brought back to work after undertaking risk assessment RAE3GCOVID-2.	5	1	5	
Site visitors spreading the virus or becoming exposed to the	Contractors Suppliers Customers	Coronavirus Infection Virus Spread	Body	5	5	20	Site visits have been postponed and visitors are not authorised to be on site. Only essential visitors such as contractors conducting statutory inspections or providing breakdown	5	1	5	

virus	Public						support are authorised on site. All site visitors are required to complete the Covid-19 visitor assessment prior to arrival.				
Statutory Inspections unable to be conducted due to no visitor policy	Lifting Equipment	Dangerous Occurrences	Body	5	5	25	Statutory inspections remain in place and up to date for all equipment on site. Contractors conducting these inspections have been authorised on site and continue to be authorised to work on site. Contractors have been provided with separate welfare facilities to further prevent the spread of the virus on site and adhere to social distancing measures. All site visitors are required to complete the Covid-19 visitor assessment prior to arrival.	5	1	5	
	Vehicles	Unsafe Equipment									
	Pressure Equipment	Falling Objects									
	Electrical Equipment	Electric Shock Explosion									
Firefighting inspections unable to be conducted due to no visitor policy	Extinguishers	Slow Evacuation	Body Limbs Lungs	5	5	25	The firefighting equipment on site remains in date and was recently inspected in March 2020. The inspections of emergency equipment are authorised and remain in place.	5	1	5	
	Fire Alarm	Burns									
	Emergency Lighting	Death									
	Sprinklers										
Slow Evacuation due to social distancing measures	Evacuation	Slow Evacuation	Body Limbs Lungs	5	5	25	In emergencies workers are not required to stay 2m metres apart and must evacuate the building as normal. The workstations remain in close proximity to all fire exits. The site has furloughed 40% of onsite workers so there are less numbers in the event of an evacuation. The evacuation time remains at 20 seconds for workers.	5	1	5	
	Workers	Burns									
	Vulnerable Workers	Death									
	Visitors										

First aid provision	First Aid Workers Vulnerable Workers Visitors	Coronavirus Infection Virus Spread	Body	5	4	20	First aid provision is available on site at all times. Updates to first aid as a result of Covid-19 have been communicated to all onsite first aiders and mouth to mouth is not required to be performed. First aiders treating workers with injuries are required to wear face masks and protective gloves. Those workers showing symptoms of covid-19 are isolated and sent home immediately.	5	1	5
Lack of trained first aiders / fire marshals due to furlough	Fire Provision  First Aid Provision	Unable to coordinate evacuation.  Unable to provide immediate attention to injured workers.	Body Lungs  Body	5	5	25	A minimum of 2 first aiders remain on each shift to provide first aid. The shift managers on each shift are all fire marshals so provision in the event of an emergency remains in place.	5	1	5
Insufficient awareness and communication of covid-19	Awareness Communication Consultation Workers Vulnerable Workers Visitors	The virus may spread and infect others if workers are not aware of the risks of Covid-19 and the controls the company has implemented.	Body	5	5	25	The company has provided regular updates to all on site workers and contractors. The updates include information about the virus and recent measures the company has introduced. The company has ran poster campaigns to inform and remind workers to wash their hands and socially distance. Posters have been installed on noticeboards, digital display boards and in toilets. Members of staff working from home have been informed of the updates via emails. Briefings have been developed for specific workers informing them of measures relating to their department. FLT drivers in the loading / unloading	5	1	5

							process have been briefed on the procedure for delivery drivers and signed to acknowledge the information provided. The company has published key information relating to the control of Covid on the company website and via the intranet. Risk assessments and Covid secure posters are available to all workers. The company Covid Secure poster is available on the company website, intranet and noticeboards.			
Insufficient cleaning regime leading to virus spread and infection	Handrails Handles Doors Equipment	The virus may spread and infect others on surfaces used frequently by workers.	Body	5	1	5	The company has increased the cleaning regime on site. Handrails, push pads and door handles are disinfected regularly. Workers are encouraged to wear gloves when operating equipment or navigating around site in order to reduce the risk of infection. Signage has been installed on each PPT and counterbalance requiring operators to wear gloves.	5	2	10

## CORRECTIVE / PREVENTATIVE ACTION PLAN

### Area: Site

ACTION	WHO BY:	TARGET DATE	COMPLETION DATE	SIGNED OFF
Company Covid-19 Update	KOB / PAG	05.03.2020	05.03.2020	JB
Install additional Hand Washing Stations	GP / JB	13.03.2020	13.03.2020	JB
Hand Wash Poster Campaign	JB	16.03.2020	16.03.2020	JB
Communicated updated Transport Policy to workers and Interested Parties	KOB / PAG	16.03.2020	16.03.2020	JB
Company Covid-19 Update	KOB / PAG	18.03.2020	18.03.2020	JB
Shutdown Update	KOB / PAG	30.03.2020	30.03.2020	JB
Company Covid-19 Update	KOB / PAG	24.04.2020	24.04.2020	JB



Purchase Social Distancing Vests and Issue to workers	JB / AC	27.04.2020	27.04.2020	JB
Hire Portaloo and Inform workers	JB	27.04.2020	27.04.2020	JB
Furlough clinically vulnerable workers	KOB / PAG	04.05.2020	04.05.2020	JB
Barrier canteen seating and appliances	JB / KOB	11.05.2020	11.05.2020	JB
Purchase additional canteen seating and tables	KOB/ JB	12.05.2020	12.05.2020	JB
Publish Risk Assessment and Covid Secure Posters on company website and intranet	JB / JC	13.05.2020	13.05.2020	JB
Demarcate main production line 1 areas	JB / KOB	16.05.2020	16.05.2020	JB
Implement shift social distancing audits	JS / JB	18.05.2020	18.05.2020	JB
Install hand sanitiser stations at clock in machines and entry's / exits	GP / JB	18.05.2020	18.05.2020	JB
Install signage on FLT's and inform operators to use gloves	JB	26.05.2020	26.05.2020	JB
Install production drop off zone in lodge	JB	02.06.2020	02.06.2020	JB
Install outside shelter to accommodate breaks	GP / KOB	08.06.2020	05.06.2020	JB
Erect new bike shed	GP / JB	10.06.2020	05.06.2020	JB
Install external Covid secure signs on site	JB	10.06.2020	10.06.2020	JB
Implement visitor assessments on site	JB	15.06.2020	15.06.2020	JB
Conduct risk assessment for clinically extremely vulnerable persons returning to work	JB	26.06.2020	26.06.2020	JB
Complete the demarcation of all production lines on site	GP/ JB	04.07.2020	04.07.2020	JB
Install clock in machine in engineering	GP/JC	16.07.2020	04.07.2020	JB
Perspex's screen installation in weighing area	GP / JB	07.08.2020		

SIGNED..... James Bushell (HSQE)