

Eastland Compounding Health and Safety Risk Assessment

Work Area	Office Block, Main Factory, Warehouse, Engineering, Development Laboratory, Shower Block, Canteen, Yard.																								
Description of Activities	The site manufactures unvulcanised rubber compound.																								
Participants	Directors / Department Managers / Workers																								
Reason for Assessment	Covid-19 – Due to the Omicron variant cases																								
Document Ref:	RA – E3gCovid-1																								
Related SSOW:	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 / QHSE B/I 60 / QHSE B/I 61 / QHSE B/I 65 / QHSE B/I 66																								
Legislation 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 Public Health England Guidance (PHE) HM Government Covid-19 Guidance Health Protection (Coronavirus, Restrictions) (Self Isolation) (England) Regulations 2020	Personnel Affected: Operators Visitors Contractors Risk Scoring: <table 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>	1-8 Low Risk	9-15 Medium Risk	16-25 High Risk																					
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Date: 03.02.2022	Issue No. 21	Review Date: When Required																							

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	Coronavirus	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. Monthly fogging undertaken to disinfect surfaces and prevent transmission of the virus through frequently used surfaces on site.	5	2	10	
	Vulnerable Workers	Infection									
	Contractors	Virus Spread									
	Showers										
	Basins										
Covid-19 Symptoms	Workers	Coronavirus	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. A copy of the test result will be sent to the company from the employee. Those employees who test positive will be told to isolate for 10 days. Those employees informed to	5	2	10	December 2021 - Those who have come into contact with an individual who have been infected with the Omicron variant will self-isolate. This will apply even if workers are fully-vaccinated or aged 18 or under.
	Vulnerable Workers	Infection									
	Visitors	Virus Spread									

							isolate by Test and Trace will be told to self-isolate for the required isolation period. Shift managers and department managers will maintain regular contact with staff members during this time. The company is enrolled in the workplace testing programme enabling workers to test before coming to work in the event they are experiencing symptoms. Employees who have been fully vaccinated will not need to isolate in the event they have been in close contact with a covid-19 case. Those who have come into contact with an individual who may have been infected with the Omicron variant will MUST self-isolate. This will apply even if workers are fully-vaccinated or aged 18 or under.				
Asymptomatic carriers for the virus	Workers Vulnerable Workers Visitors	Coronavirus Infection Virus Spread	Body	5	4	20	The company is enrolled in the workplace testing programme enabling workers to test before coming to work in the event they are experiencing symptoms and test twice per week at home. Employees who have been fully vaccinated will not need to isolate in the event they have been in close contact with a covid-19 case. Those who have come into contact with an individual who may have been infected with the Omicron variant will MUST self-isolate. This will apply even if workers are fully-vaccinated or aged 18 or under.	5	1	5	December 2021 - Those who have come into contact with an individual who have been infected with the Omicron variant will self-isolate. This will apply even if workers are fully-vaccinated or aged 18 or under
Narrow staircases with	Workers	Coronavirus	Body	5	4	20	Red and green traffic light systems have been installed on the banbury	5	1	5	

workers unable to socially distance	Vulnerable Workers Visitors	Infection Virus Spread					and canteen staircases. Signage is in place to inform workers upon approach of the procedure and the one-way system.				
Insufficient supply of PPE to protect workers from the virus	PPE	Coronavirus Infection Virus Spread	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 supply of PPE in January 2020 and a further six-month supply in May 2020.	5	1	5	
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. Employees who have been fully vaccinated will not need to isolate in the event they have been in close contact with a covid-19 case.	5	2	10	
Workers working in close proximity / virus spreading from	Workers Vulnerable Workers	Coronavirus Infection	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	5	2	10	December 2021 - Those who have come into contact with an individual who have been infected with the Omicron

<p>person to person</p>	<p>FLT Drivers Visitors Contractors Engineers</p>	<p>Virus Spread</p>					<p>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. Perspex screens are in place in the weighing area to segregate workers due to the close proximity. 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 portaloo 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 are conducted remotely where practicable. 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. 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. Face coverings are mandatory</p>				<p>variant will self-isolate. This will apply even if workers are fully-vaccinated or aged 18 or under.</p>
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							for all workers and to be used when less than 2 metres in distance and travelling around site. The company is enrolled in the workplace testing programme enabling workers to test before coming to work in the event they are experiencing symptoms and test twice per week at home. Employees who have been fully vaccinated will not need to isolate in the event they have been in close contact with a covid-19 case. Those who have come into contact with an individual who may have been infected with the Omicron variant will MUST self-isolate. This will apply even if workers are fully-vaccinated or aged 18 or under.				
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, wear a face covering and work 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. Face coverings are mandatory for all workers and to be used when less than 2 metres in distance and travelling around site. Employees who have been fully vaccinated will not need to isolate in the event they have been in close contact with a covid-19 case.	5	2	10	December 2021 - Those who have come into contact with an individual who have been infected with the Omicron variant will self-isolate. This will apply even if workers are fully-vaccinated or aged 18 or under.

Overcrowding with shift arrivals and departures	Workers Vulnerable Workers Clock In Areas Showers Canteen	Coronavirus Infection Virus Spread	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 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. Face coverings are mandatory for all workers and to be used when less than 2 metres in distance and travelling around site. Employees who have been fully vaccinated will not need to isolate in the event they have been in close contact with a covid-19 case.	5	2	10	
Vulnerable workers	Extremely / Clinically	Coronavirus	Body	5	5	25	There are no clinically vulnerable people within the organisation. There	5	1	5	

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exposed to the virus	Vulnerable Workers	Death Infection Virus Spread					are 2 x clinically extremely vulnerable workers within the organisation. Both workers have been vaccinated. 1 is on the government furlough scheme and 1 has been brought back to work after undertaking risk assessment RAE3GCOVID-2. All vulnerable workers on site have been fully vaccinated.				
Risk of transmission from employees holidaying in high risk covid-19 countries	Workers	Coronavirus Death Infection Virus Spread	Body	5	4	20	Employees submitting a holiday form must also complete the Covid-19 Employee Holiday Assessment form (OHS D/I 56). Employees travelling outside of the UK will be required to self-isolate where required and in line with HM government guidance.	5	1	5	
Site visitors spreading the virus or becoming exposed to the virus	Contractors Suppliers Customers Public	Coronavirus Infection Virus Spread	Body	5	5	25	Site visits are conducted remotely where possible. Only essential visitors such as contractors conducting statutory inspections or providing breakdown support are authorised on site. All site visitors are required to complete the Covid-19 visitor assessment prior to arrival.	5	1	5	
Statutory Inspections unable to be conducted due to no visitor policy	Lifting Equipment Vehicles Pressure Equipment Electrical Equipment	Dangerous Occurrences Unsafe Equipment Falling Objects Electric Shock Explosion	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	5	1	5	

							Covid-19 visitor assessment prior to arrival.				
Firefighting inspections unable to be conducted due to no visitor policy	Extinguishers Fire Alarm Emergency Lighting Sprinklers	Slow Evacuation Burns Death	Body Limbs Lungs	5	5	25	The firefighting equipment on site remains in date and was recently inspected in September 2020. The inspections of emergency equipment are authorised and remain in place.	5	1	5	
Slow Evacuation due to social distancing measures	Evacuation Workers Vulnerable Workers Visitors	Slow Evacuation Burns Death	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 evacuation time remains at 20 seconds for workers.	5	1	5	
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	Unable to coordinate evacuation. Unable to provide	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	

	Provision	immediate attention to injured workers.								
Insufficient awareness and communication of covid-19	Awareness	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 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. The organisation uses Microsoft teams to communicate with the workforce safely and in the undertaking of inductions, training and briefings.	5	1	5
	Communication									
	Consultation									
	Workers									
	Vulnerable Workers									
	Visitors									
Insufficient cleaning regime	Handrails	The virus may spread and infect	Body	5	4	20	The company has increased the cleaning regime on site. Handrails,	5	1	5

<p>leading to virus spread and infection</p>	<p>Handles Doors Equipment</p>	<p>others on surfaces used frequently by workers.</p>					<p>push pads and door handles are disinfected regularly. The office block, technical department and control lab undergo daily cleaning and recorded. Each vehicle on site is disinfected daily and recorded. The shift production office, canteen, smoking shelter, clock in machines and changing areas are disinfected daily and recorded. Workers are encouraged to wear gloves when operating equipment or navigating around site in order to reduce the risk of infection and dispose off correctly. Signage has been installed on each PPT and counterbalance requiring operators to wear gloves. Signage is displayed on kitchen appliances including fridges, kettle and microwaves informing workers of cleaning procedures. Wipes are provided for workers to clean down after use. Monthly fogging undertaken to disinfect surfaces and prevent transmission of the virus through frequently used surfaces on site.</p>				
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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
Create and Implement Covid-19 employee holiday assessments	KOB / PG / JB	06.08.2020	06.08.2020	JB
Perspex's screen installation in weighing area	GP / JB	02.09.2020	02.09.2020	JB
Face coverings made mandatory	JB / JS / KOB	01.10.2020	01.10.2020	JB
Install signs on canteen appliances and provide packs of wipes as per guidance from EH	JB/AC	14.10.2020	14.10.2020	JB
Purchase fogging machine and implement cleaning schedule	JB / AC	01.12.2020	01.12.2020	JB
Issue company updated January 2021 re new lockdown	JB / PAG/ KOB	06.01.2021	06.01.2021	JB
Install traffic light systems in welfare units	JB / GP	14.03.2021	14.03.2021	JB
Workplace Collect Testing Programme	KOB / PAG / JB	28.04.2021	28.04.2021	JB
Company Covid-19 Update	KOB / PAG	22.06.2021	22.06.2021	JB
Issuing of tests, face coverings and company memo	JB / KOB / PAG	14.07.2021	14.07.2021	JB

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Company update issued due to change in isolation guidance	JB / KOB / PAG	18.08.2021	18.08.2021	JB
Communicate new isolation guidance to employees for Omicron variant	JB / KOB / PAG	06.12.2021	06.12.2021	JB
Issuing of test kits and face coverings	JB / KOB / PAG	07.01.2022	07.01.2022	JB

SIGNED: *J.Bushell*

James Bushell (HSQE)