| **Coronavirus Risk Assessment for Manufacturers (Scotland)** |
| --- |
| **This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Business Continuity Plan.****You must modify this risk assessment to ensure it reflects your business activities and the specific risks and controls you have in place.** |
| **Location/Dept:**  | **Date Assessed:**  | **Assessed by:** |
| **Task/Activity:** Working in the factory/workshop/warehouse |  | **Reference Number:** |
|  | **Risk rating before implementing control measures** |  | **Risk rating after implementing control measures**  |  |
| **Activity/ Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Additional Controls Measures Required** |
| Working in the factory/workshop/warehouse | Contact with persons suffering from coronavirus leading to illness | EmployeesContractorsVisitors | 5 | 5 | 25 | Employees are instructed to work from home if their work allows them. If a worker or known visitor tests positive for coronavirus, all workers who have been in close contact with that person or who work in the relevant areas may be instructed to self-isolate and seek a test in line with [Scottish Government testing guidance](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/).If a person becomes ill in a shared space, these should be cleaned by following current [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings).Employees who are experiencing symptoms are instructed to follow [COVID-19 guidance](https://www.gov.scot/coronavirus-covid-19/).They should remain at home and self-isolate and are to contact their line manager through normal sickness reporting procedures. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the [Scottish Government manufacturing sector guidance](https://www.gov.scot/publications/coronavirus-covid-19-manufacturing-sector-guidance/).Employer guidance on testing will be sought by accessing relevant [Scottish Government guidance on testing](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-advice-for-employers/). |
| Working in the factory/workshop/warehouse | Not maintaining physical distancing leading to spread of coronavirus | EmployeesContractorsVisitors | 5 | 5 | 25 | Social distancing to be implemented in all environments. Members of staff instructed to keep two metres away from each other at all times.Two-metre distance paint/markings on floors to assist people in complying with distancing regulations.Where two metres distance cannot always be maintained, staff will work side-by-side or facing away rather than face-to-face (where possible). Where not possible, staff will work face-to-face for 15 minutes or less and work together in cohorts which are as small as possible.Hygiene posters and signage installed throughout the premises in strategic locations.Movement limited between areas and departments to reduce contact between operatives.Staggered break, entry and exit times considered to reduce risks of staff interaction.Groups/teams may be set up to limit any potential spread of the virus through the workplace.All staff are trained on new procedures prior to returning to work. |  | 5 |  |  |
| Dealing with site visitors/deliveries | Not maintaining physical distancing leading to spread of coronavirus | EmployeesContractorsVisitors | 5 | 5 | 25 | Visits limited to essential services where possible.All contractors expected to complete the Contractor Checklist found on the Ellis Whittam Coronavirus Advice Hub.Contractors only allowed on site if the work cannot be completed at another time. Contractors instructed to keep two metres away from all other persons at all times.Contractors provided with access to handwashing facilities.Contractors supervised at all times.Drivers to remain in vehicles where possible. |  | 5 |  | Permit to Work procedure to be planned and implemented for essential site visitors.Electronic processes to be adopted to reduce the need for transfer of paperwork during deliveries/pick-ups. |
| Working in the factory/workshop/warehouse | Not maintaining strict hygiene standards leading to spread of coronavirus | EmployeesContractorsVisitors | 5 | 5 | 25 | Regular cleaning of work equipment and work stations. Hand sanitation facilities installed at entrance/exit points.Staff instructed on handwashing procedures and respiratory etiquette:* Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
* Put used tissues in the bin straightaway.
* Avoid close contact with people who are unwell.
* Do not touch your eyes, nose or mouth if your hands are not clean.

Face coverings are mandatory in some indoor communal areas (unless [exempt](https://www.gov.scot/publications/coronavirus-covid-19-public-use-of-face-coverings/#Face%20covering%20exemptions)). This may include welfare areas, offices, receptions, etc. Staff advised to bring their own food to work.Staff canteen follows guidance on social distancing.Limit numbers in staff welfare areas.  |  | 5 |  | Consideration of deep cleans weekly/monthly.Signage may need to be installed in common areas to limit numbers and reduce crowding in the workplace. |
| Cleaning activities | Poor cleanliness leading to spread of coronavirusCleaning process leading to cross-contamination | EmployeesCleanersContractorsVisitors | 5 | 5 | 25 | Work areas, staff rooms, canteens and equipment should be cleaned frequently between uses. A cleaning schedule should be designed, and staff trained to implement the schedule (see Ellis Whittam’s Daily Cleaning Checklist).Frequent touch points identified and disinfected regularly, including all objects and surfaces that are touched regularly such as self-service checkouts, trolleys, coffee machines, or staff handheld devices.Adequate disposal arrangements are made available for any additional waste created.Workspaces are to be kept clear and all waste frequently removed. All personal belongings must be removed from work areas at the end of a shift, e.g. water bottles, mugs, stationery, etc.Undertake Ellis Whittam’s Daily Management and Cleaning Checklists. |  | 5 |  | Consider provision of additional waste facilities and more frequent rubbish collection. |
| Maintaining employee health and wellbeing | Poor health leading to illnessExposure at work to coronavirus leading to illness | Employees | 5 | 5 | 25 | Communication and training materials will be provided for employees prior to returning to site, especially around new procedures for arrival at work.Employees living in vulnerable or shielded households only expected to return when new safe working environment measures have been fully tested and a return to onsite work is consistent with individual medical advice.Extremely clinically vulnerable people to follow the relevant [shielding guidance](https://www.gov.scot/publications/covid-shielding/). Employees encouraged to access mental health and wellbeing support through employer and/or from [NHS Inform](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/your-mental-wellbeing/coronavirus-covid-19-your-mental-wellbeing), [Breathing Space](https://www.breathingspace.scot/), the [Scottish Association for Mental Health](https://www.samh.org.uk/) and [Samaritans Scotland](https://www.samaritans.org/scotland/samaritans-in-scotland/)  Employees encouraged to travel to work through other methods away from public transport (where possible) e.g. cycling, using their own car, family member drop-off, etc. |  | 5 |  | Explore options for employees living in vulnerable or shielded households to continue working from home where they can. |

|  |
| --- |
| **Risk/Priority Indicator Key** |

|  |  |  |
| --- | --- | --- |
| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | **Suggested Timeframe** |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 12-25 | High | As soon as possible |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 6-11 | Medium | Within the next three to six months |
| 5. Very High (fatality / business closure) |  | 1-5 | Low | Whenever viable to do so |

|  |
| --- |
| **Review Record**  |

|  |  |  |
| --- | --- | --- |
| **Date of Review**  | **Confirmed by** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

|  |  |  |
| --- | --- | --- |
| **Employee Name (Print)** | **Employee Signature** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |