



Risk Assessment of **Covid-19**
 Assessment Last Updated: **12th October 2021**

Cell Layout Assessed

Below are pictures taken on the day that the risk assessment took place.

Management of Risk Priorities

- 1 – **Eliminate** (Redesign the job or substitute the substance so the hazard is removed)
- 2 – **Substitution** (Replace the material or process with a less hazardous one)
- 3 – **Engineering Controls** (Use work equipment, LEV, additional machinery to control the risk)
- 4 – **Administrative Controls** (Identifying, implementing and monitoring procedures to work safely)
- 5 – **PPE** (Only after all previous measures have been tried and found ineffective in controlling risk to a reasonable level should PPE be used).

Risk Assessment Calculation

Consequence: 1=No loss; 2=Minor injury or harm; 3=Significant injury or harm; 4=Major injury or harm; 5=Fatal injury or harm

Likelihood: 1=Seldom occurs; 2=Probable occurrence; 3=Frequently occurs; 4=Certain to occur **Total** =Consequence x Likelihood

Note: The risk assessment is reviewed on a weekly basis and if updated the date will change.

No.	Task	Hazard (inc Who can be Harmed)	Risk BEFORE Control			Control	Risk AFTER Control		
			C	L	T		C	L	T
1	First Aid	Exposure to casualty's vapour droplets whilst carrying out First Aid duties (including CPR) - First Aiders	5	2	10	'Hands Only' CPR to be carried out, head turned away from First Aider, casualties face to be covered. Face shields, disposable apron, nitrile gloves and FFP2 Mask to worn by First Aider for ALL first aid duties. Ask casualty to turn head away from you whilst carrying out first aid. All equipment used to be disposed of in biohazard bins, glasses to be cleaned using biohazard wipes.	5	1	5



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1	First Aid – cont.	Employee develops symptoms of COVID-19 whilst at work - Employees - Contractors - Visitors	5	2	10	All surfaces wiped down with biohazard wipes or appropriate spray afterwards. Employee quarantined locally if possible or else use the First Aid Room until transport off site is arranged. Place of work cordoned off, so cleaning of area can take place (carried out by First Aiders). First Aider's given the option to 'step down' temporarily until current situation has passed.	5	1	5
2	Exposure to virus whilst carrying out normal duties.	Exposure to virus on surfaces at work. - Employees - Contractors - Visitors	5	2	10	Departments given cleaning materials to clean surfaces regularly. All communal equipment (forklifts, trollies, keyboards, mice etc) will cleaned after each use. Signs informing staff to wash hands thoroughly and regularly. Hand Sanitiser provided throughout site. Employees maintain 2 metres social distancing when reasonably practicable, and if less than 2m (other than briefly eg when passing down a	5	1	5



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2	Exposure to virus whilst carrying out normal duties – cont.	Exposure to virus from other employees - Employees - Contractors - Visitors	5	2	10	<p>corridor) and no other controls available, to wear a face covering.</p> <p>Face Masks/Coverings must be worn when outside of your cell/department. If someone visits you at your workstation and you are unable to maintain the two-metre spacing, you must put your mask on. Attendees at a meeting may remove their masks for the meeting as long as the two-metre spacing is observed.</p> <p>Managers to review cleaning procedures in local areas and ensure (if applicable) that they are being carried regularly throughout the day.</p> <p>Hot plated meals only served when local restrictions allow.</p> <p>Tables spaced to maintain 2 metre social distancing where possible and clear screens used where it is not possible. Employees must sanitise hands before entering restaurant.</p>	5	1	5



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2	Exposure to virus whilst carrying out normal duties – cont.	Exposure to virus from other employees – cont. - Employees - Contractors - Visitors	5	2	10	<p>Employees supported to self-isolate if any signs or symptoms of virus develop (including family member) in line with government advice.</p> <p>Employees who are double vaccinated (as has been evidenced by line manager) can continue to come to work but should conduct a daily lateral flow test for the first 7 days after being contacted. Advised also to get a PCR test, but do not need to isolate while waiting for the test and/or the result. If you get a positive lateral flow or PCR test, then you must self-isolate in accordance with Government requirements.</p> <p>Liberal application of sick pay policy to encourage employees to self-isolate if they feel ill or have been in close contact with an ill person.</p> <p>Employees who can eat at their work station (cold meals) allowed to do so, to allow other employees more room in the Restaurant.</p> <p>Employees returning from sickness to be taken through 'Return to Work' checklist and sign 'COVID-19 Declaration Form'.</p>	5	1	5
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	Exposure to virus whilst carrying out normal duties – cont.	Exposure to virus from other employees – cont. - Employees - Contractors - Visitors	5	2	10	<p>Employees encouraged to ‘challenge’ fellow employees who do not social distance or are not complying with COVID-19 Risk Assessment.</p> <p>Employees who can work from home can in line with company requirements, do so based upon departmental rota and working from home policies.</p> <p>Car sharing with people from different households should wear masks and have windows open if possible.</p> <p>Managers to check procedures are being carried out regularly throughout the day.</p>	5	1	5



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3	Exposure to virus from employees returning from holidays or normal activities outside of work (social distancing relaxed).	Exposure to virus from employees. - Employees - Contractors - Visitors	5	2	10	<p>Employees returning from holiday to be taken through 'Return to Work' checklist and sign 'COVID-19 Declaration Form'</p> <p>Employees uncomfortable working with employees returning from holiday are allowed to take holiday themselves or unpaid leave if alternative work is not available.</p> <p>Follow the governments guidelines on when to isolate when returning from holidays abroad or use the 'Test to Release for international travel'.</p> <p>Item 2 controls used.</p>	5	1	5



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4	Visitors/Contractors/Delivery Drivers arriving at Norbar	Exposure to virus from visitors - Employees - Contractors - Visitors	5	2	10	Visitor Request Form to filled out and approved by a member of the COVID-19 Committee BEFORE visitor allowed on site. Visitors are required to follow Norbar's Covid-19 Risk Assessment when on site. All visitors must complete a declaration form indicating they have not been exposed to Covid-19. No cold callers allowed on site. Buyers encouraged to hold virtual meetings if at all possible. Delivery drivers requested to stay in the vehicle if at all possible. Face Masks/Coverings must be worn at all times when on site (including the host) Contractors who are carrying out work must produce their method statements, safe systems of work and COVID-19 Risk Assessment prior to visit.	5	1	5



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4	Visitors/Contractors/Delivery Drivers arriving at Norbar – cont.	Exposure to virus from visitors – cont. - Employees - Contractors - Visitors	5	2	10	Visitors from overseas must follow government guidelines on when to isolate No visitors from red list countries allowed to visit premises. Overseas visitors required to provide evidence of vaccination status, and this must be recognised by UK government.	5	1	5
5	Employees visiting other premises	Exposure to virus from visitors - Employees - Contractors - Visitors	5	2	10	Norbar employees which deliver stock to have hand sanitiser in vehicle. Face masks and nitrile gloves available for drivers. Approval for site visit to be given by a Manager. Employees, who visit other companies as part of job, to comply with government guidelines on travel and in accordance with Norbar Travel and Site Visit Risk Assessment. Employees encouraged to hold virtual meetings with customers if at all possible.	5	1	5



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I confirm that I have communicated the identified risks and the recommended control measures to all staff.

MANAGERS NAME (PRINT)

SIGNATURE

Andy Lobo

RISK ASSESSOR (PRINT)

SIGNATURE

Ian Broome

Recommended date of next Risk Assessment: **Will be reviewed weekly (and updated if necessary), whenever government guidelines or recommendations are updated, change in company policy or procedure, or an incident or near miss occurs.**