

EDM COVID-19 RISK ASSESSMENT

Review October 2020 V3
Next Review October 2021

Activity/Area of Assessment	Hazards	Existing Control Measures	Likelihood	Severity	Risk Score	Any additional control measures required to reduce risk	Likelihood	Severity	Risk Score
Spread of COVID-19 Coronavirus in Main production and office areas key workers are working (People with symptoms of COVID-19)	COVID-19 Virus	<ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous / persistent cough or a high temperature in the workplace they will be sent home and advised to follow the isolation guidance issues by the government. Where someone has symptoms they are advised to undergo testing. If someone tested positive for COVID-19 a deep clean would be conducted at the EDM facility before the work area was in use again • Procedure is in place for checking individuals who may report symptoms of high temperature or feeling feverish. This is carried out with the use of non-touch temperature handheld devices to take accurate temperature readings • COVID-19 19 regular briefing of most up-to-date safety advice is cascaded to all staff and posted up in canteen areas, company intranet and notice boards • Line managers will maintain regular contact with isolated staff members during this time • Checklists in place to check for symptoms of the virus following returning from other countries. Isolation rules for anyone travelling to UK will be followed • Communication with employees in place to ensure following government guidelines to protect from spread of the virus and safety, plus check on welfare of all staff • Regular communication received from Compliance on COVID-19 and safe practices • No face to face meeting with 3rd clients. Any meeting where possible is carried out by MT / WebEx 	3	2	6	<ul style="list-style-type: none"> • Maintain the existing control measures • Management to monitor staff to ensure staff are sent home immediately if showing any symptoms of high temperature / coughing/loss of taste and/or smell, etc. • Management will continually promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and offer whatever support they can to help 	2	2	4

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Spread of COVID-19 Coronavirus in Main production and office areas key workers are working (Proximity of people)	COVID-19 Virus	<ul style="list-style-type: none"> • Only key essential staff are working in offices (during full or regional lockdowns) • Cleaning controls in place as above • Wipes, sanitiser available for staff to self-clean where reasonably practicable (phones, keyboards etc.) • Self- Distancing applies as above • Physical separation of employees or PPE where two metre distancing can't be achieved • Meetings conducted by use of software (MT, WebEx etc.) • No in-house face to face meeting led unless self-distancing and business critical • Home working Risk Assessment in place • Monitor daily Government briefing and provide updates on controls advised • Monitoring infection and self-isolation rates amongst employees and update working practices / procedures as per Government guidelines and requirements • Fixed protective screens have been mounted in certain areas where 2m distance rule cannot be achieved. • Screens are cleaned on weekly basis by 3rd party cleaning contractors. Blue rolls / glass cleaner is also available for staff to self-clean should more frequent cleans are required • Digital temperature thermometers in place to monitor the temperature of staff in the event there is an increase of temperature at work 	2	2	4	<ul style="list-style-type: none"> • Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed • Monitor the effectiveness of the control measures put in place • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it 	2	2	4
Spread of COVID-19 Virus (Collection of external Healthcare Trust Documentation)	COVID-19 Virus	<ul style="list-style-type: none"> • Drivers are equipped with PPE, hand sanitisers when collecting from healthcare trusts • Drivers are sanitising the cans each time used • Drivers follow Healthcare guidance on self-distancing / COVID-19 safety measures in place • Drivers may have 2 people in cab and where practicable maintain best distance as possible • Advised to pick up boxes in centralised healthcare locations to avoid travel through clinical areas • Boxes are unloaded at site and left in loading bay (some are scanned next day and other can be same day) 	3	2	6	<ul style="list-style-type: none"> • Maintain the existing control measures 	3	2	6

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Spread of COVID-19 Coronavirus in Main production and office areas key workers are working (Infection through contact)	COVID-19 Virus	<ul style="list-style-type: none"> • Hand washing facilities with soap and hot water in place • Hand washing signage posted in washrooms • Paper towels/hand driers for drying of hands (paper towels in certain areas) • Hand sanitisers mounted up in sensitive areas and signage for staff to use. • Regular updates hygiene communications circulated to all staff to remind them of hand washing • Daily cleaning taking place with janitorial / washroom facilities replenished on a daily basis • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, production areas using appropriate cleaning products and methods • Cleaning schedule in place / checklists • 3rd party contractors cleaning contract in place 	3	1	3	<ul style="list-style-type: none"> • Management to remind Employees on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying and follow guidance posted • Additional deep clean services on standby should more frequent cleaning be required 	2	1	2
Spread of Covid-19 Coronavirus in Main production and office areas key workers are working (Office activates Staff)	COVID-19 Virus	<ul style="list-style-type: none"> • Only key essential staff are working in offices (during full or regional lockdowns) • Cleaning controls in place as above • Wipes, sanitiser available for staff to self-clean where reasonably practicable (phones, keyboards etc.) • Self- Distancing applies as above • Meetings conducted by use of software (MT, WebEx etc.) • No in-house face to face meeting held unless self-distancing and business critical • Home working Risk Assessment in place • Monitor Government briefing and provide updates on controls advised • Monitoring infection and self-isolation rates amongst employees and update working practices / procedures as per Government guidelines and requirements • Fixed protective screens have been mounted across all workstations where 2m distance rule cannot be achieved. All screens fixed to desks to maintain integrity from spread of virus. • Screens are cleaned on weekly basis by 3rd party cleaning contractors. Blue rolls / glass cleaner is also available for staff to self-clean should more frequent cleans are required 	2	2	4	<ul style="list-style-type: none"> • Maintain the existing control measures 	2	2	4

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Spread of COVID-19 Coronavirus. Business Travel or Place of Work (Key Worker-Travelling)	COVID-19 Virus	<ul style="list-style-type: none"> Only key essential staff are eligible to travel only where deemed necessary and must attend for work purposes Public transport is used only where own transport is not available to get to place of work. Re-usable masks provide for staff commuting to work using public transport No site meeting permitted, only key worker who are authorised to travel can do so by use of own transport or Uber facilities 	2	2	4	<ul style="list-style-type: none"> Maintain existing control measures in place 	2	2	4
Use of kitchen facilities at work (production and office) (Kitchen and canteen facilities)	COVID-19 Virus	<ul style="list-style-type: none"> Social distancing Regular handwashing Tables located to allow social distancing Limited personnel in canteen facilities Staggered break times Facility reorganised to ensure social distancing during breaks Enclosed Kitchen areas are operated on a strict one in and one out basis. No stacking of lunchboxes on top of one another in fridges to prevent unnecessary touching. 	2	2	4	<ul style="list-style-type: none"> Lockers to be moved to a new area should that be necessary to ensure social distancing Encourage the wearing of masks or face coverings when moving around kitchen and canteen facilities 	2	2	4
Spread of Covid-19 Coronavirus in Main production and office areas key workers are working (Meetings)	COVID 19 Virus	<ul style="list-style-type: none"> Prohibition of external visitors and meetings Focus on on-line meetings social distancing when holding daily team briefings Capped number of occupants in meetings rooms Hand sanitiser available for meetings Desktop screens placed in meeting rooms to maintain the social distancing and are cleaned frequently. 	2	2	4	<ul style="list-style-type: none"> Maintain existing control measures 	2	2	4
Spread of COVID-19 - (Fire risk)	COVID-19 Virus	<ul style="list-style-type: none"> Fire doors retained open to reduce contact, but systems in place to ensure doors closed in the event of an emergency e.g. last person out closing, security tour to close doors and confirm closure Installed automatic closure devices for high traffic throughput areas Redefining emergency muster points to allow for social distancing during emergencies, updated fire marshals. 	2	2	4	<ul style="list-style-type: none"> Maintain existing control measures 	2	2	4
Spread of COVID-19 - (Toilet Usage)	COVID-19 Virus	<ul style="list-style-type: none"> Restricted numbers allowed in toilets, reduced urinals etc. to ensure limited use Basins restricted for limited number usage Signage to communicate number restrictions In/out boards located on doors, cleaning scheduled updated 	2	2	4	<ul style="list-style-type: none"> Maintain existing control measures Encourage the wearing of masks or face coverings 	2	2	4

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Spread of COVID-19 (Stairwells and enclosed corridors)	COVID-19 Virus	<ul style="list-style-type: none"> •Single file stairwells restricted to give way to people on the stairs or made into one way up/one way down system •Larger stairwells marked as single file no stopping •Mirrors installed to ensure clear sight of people on the stairs •Floor signage to ensure separation distances and direction of flow are clearly identified 	2	2	4	<ul style="list-style-type: none"> • Maintain existing control measures • Encourage the wearing of masks or face coverings 	2	2	4
Spread of COVID-19 Coronavirus in Main production and office areas key workers are working (Use of PPE)	COVID-19 Virus	<ul style="list-style-type: none"> • Nitrile disposable gloves available on request • Disposable masks available on request • Re-usable masks provide for staff commuting to work using public transport • EDM are following Government guideline with regards to PPE usage. • Pocket hand sanitiser, wipes for driver • General / Hazardous waste bins provided • Inform staff on how to remove gloves carefully to reduce contamination and how to dispose of them safely 	2	2	4	<ul style="list-style-type: none"> • Maintain existing control measures 	2	2	4
Spread of COVID-19 virus. (Contractors)	COVID-19 Virus	<ul style="list-style-type: none"> • Contractor briefing on arrival • Signage around the building • Social distancing • Hand washing and sanitisation available • Work completed out of hours where possible • Check on contractor safety methods (RAMS etc.) • Limit number of contractors to essential work only and restrict number of contractors on site • Sign in and sign out 	2	2	4	<ul style="list-style-type: none"> • Maintain existing control measures 	2	2	4
Spread of COVID-19 virus. (Deliveries)	COVID 19 Virus	<ul style="list-style-type: none"> • Deliveries controlled to reception/good inward areas • Social distancing applied at reception/goods inward • hand washing and sanitisation available • Delivery personnel site access restricted to reception/goods inward • Ability to quarantine packages is suspected of contamination 	2	2	4	<ul style="list-style-type: none"> • Maintain existing control measures 	2	2	4

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Spread of COVID -19 Virus (Collection of documentation arising from clinically high risk areas)	COVID 19 Virus	<ul style="list-style-type: none"> • Driver are equipped with PPE, hand sanitisers when collecting from healthcare trusts. • Driver are sanitising the cans each time used. • Drivers follow Healthcare guidance on self-distancing / COVID-19 safety measures in place. • Drivers may have 2 people in cab and where practicable maintain best distance as possible. • Advised to pick up boxes in centralised healthcare locations • Boxes are unloaded at site and left in loading bay (some are scanned next day and other can be same day) <p>Boxes marked and either quarantined at the collection point for 72 hrs or collected and placed in separate quarantine area at EDM facility for 72 hours</p> <p>Extra cleaning applied to vehicles after quarantine items are collected</p>	2	2	4	• Maintain existing control measures	2	2	4
Spread of COVID -19 Virus (First Aid activities)	COVID 19 Virus	<ul style="list-style-type: none"> • Provision of personal First Aid kit including face shield • Disposable aprons • Face Guards • Disposable gloves • Non contact CPR unit • Updated First Aid training provided based on St Johns Ambulance guidelines • Hand sanitiser and hand washing facilities provided • Focus on early detection and prevention of symptomatic employees being present at work 	2	2	4	• Maintain existing control measures	2	2	4

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Risk Assessment Tool

Risk Assessors can either use the quantitative method (numerical) or qualitative (L, M, or H).

Risk level = Severity x Likelihood

		Severity		
		Slight L (1)	Serious M (2)	Major H (3)
Likelihood	Seldom L (1)	L	L	M
	Occasionally M (2)	L	M	H
	Frequently H (3)	M	H	H

Risk level = (1-2) L - Low; (3-4) M - Medium; (6-9) H - High

Risk level	Action and Timescale
Trivial (1)	No action is required to deal with trivial risks, and no documentary records need be kept (insignificant risk).
Acceptable (2)	No further preventative action is necessary, but consideration should be given to cost-effective solutions, or improvements that impose minimal or no additional cost burden. Monitoring is required to ensure that the controls are maintained.
Moderate (3-4)	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard.
Substantial (6)	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, the problem should be remedied as quickly as possible and certainly within one to three months.
Intolerable (9+)	Work should not be started or continued until the risk level has been reduced. While the control measures should be cost-effective, the legal duty to reduce the risk is absolute. This means that if it is not possible to reduce the risk, even with unlimited resources, then the work must not be started or must remain prohibited.

