



Covid-19 Risk Assessment Template	Company Name		Beldam Crossley Ltd	Date of Assessment	01/09/21
Area of Assessment (tick the appropriate box)	Whole Site	X	Department	Time	16.00pm
Department Name if a Department				Date for Re-assessment	01/09/22
Name of assessor(s)	Andy Batty		Version Number	01	
Name of Approver	Dave Haxton		Date	09/09/21	

Risk Matrix		Likelihood (L)				
	Severity (S)	Very likely	Likely	Fairly likely	Unlikely	Very unlikely
		5	4	3	2	1
Fatality	5	25	20	15	10	5
Major	4	20	16	12	8	4
Moderate	3	15	12	9	6	3
Minor	2	10	8	6	4	2
Insignificant	1	5	4	3	2	1

Evaluation Of Risk	
20-25	STOP – Transmission of the virus is almost certain. Significant additional controls are needed. Redesign the process to reduce the risk.
15-16	Urgent Action – There is a strong possibility of transmission without further control measures. Steps must be taken to further reduce the risk before the activity can continue.
8-12	Action – Transmission of the virus could happen. Planned controls must be maintained rigorously. Re assess the risk and apply further control to reduce the risk to the lowest reasonable level.
3-6	Monitor – Transmission or introduction of the virus into the workplace is unlikely and not expected in this situation. Carefully monitor the effectiveness of the current controls and improve when possible.
1-2	No Action – Further action to reduce the risk of transmission is not required, but ensure controls are maintained and reviewed.

Using the risk matrix to undertake the COVID-19 Risk assessment detailed in the pages below take appropriate actions where required.

In line with the Government Guidance for Working safely during COVID-19 in factories, plants and warehouses, we advise you share the results of your risk assessment with your workforce. If possible, you should consider publishing the results on your website (and we would expect all employers with over 50 workers to do so).

<https://assets.publishing.service.gov.uk/media/5eb965d5d3bf7f5d3c74a2dd/working-safely-during-covid-19-factories-plants-warehouses-110520.pdf>

What is the Hazard	Who may be harmed	How might people be harmed	Existing Risk Control Measures in place	Risk Rating			Additional Controls required	New Risk Rating (Residual Risk)			Action Assigned to	Required by Date
				L	S	R		L	S	R		
Government Guidance Document Working safely during COVID-19 in factories, plants and Warehouses Section 2												
Lone working because of working at home arrangements	Employees	Injury from working alone; Stress and anxiety from working at home alone	DSE assessment training and risk assessment completed. Any resultant actions implemented. Daily / weekly Zoho remote meetings, daily contact from managers	2	3	6						
Employees working from home having the correct equipment and access to work systems	Employees	Incorrect postures, incorrect equipment; Ergonomic problems	DSE assessment training and risk assessment completed. Any hardware or software requirements implemented	2	3	6						
Employees who become stressed at work because of their work or working environment	Employees	Stress and Anxiety	Advice offered from supervisors and managers, one to one, HR support internally but also external support through 24 hour confidential Health Assured Employee Assistance Program	2	3	6						
Employees becoming anxious due to external threats to their livelihood (redundancy, Furloughing, reduced hours)	Employees	Stress and Anxiety	Monthly briefs from management, open door policy for employees, external support through 24 hour confidential Health Assured Employee Assistance Program	2	3	6						

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Abusive and / or violent behaviour shown by employees to others	Employees; Contractors; Members of the public	Violent aggression and mental trauma	On-line training for employees regarding bullying, statement on zero tolerance for bullying in employee handbook	1	3	3						
Abusive and / or violent behaviour shown by others to employees	Employees; Contractors	Violent aggression and mental trauma	Employees encouraged to report through supervisor / managers	2	3	6						
Employees classed as clinically vulnerable individuals become anxious or stressed because of their work or working environment	Clinically Vulnerable Employees; Clinically Vulnerable Contractors	Close contact transmission spread of virus	Wearing of masks whilst moving around company through departments, 2m distancing wherever possible, hygiene measures in place and temperature. Vulnerable employees encouraged to work from home wherever possible	2	3	6						

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Employee shows signs of the virus whilst at work	Employees; Contractors	Close contact transmission spread of virus	<p>Person will be removed to a designated area where they can be isolated behind a closed door which is at least 2 metres away from other people.</p> <p>If it is possible to open a window, we will do so for ventilation.</p> <p>The individual will be advised to leave the premises and to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted.</p> <p>The workplace will be decontaminated following Governmental guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	3	3	9	Present controls are as good as they could be with entry control, use of masks, social distancing and hygiene regimes but symptoms could develop through the day. Continued monitoring and vigilance with regard to current controls will continue and be reviewed periodically to assess whether further controls can be implemented					

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Disabled employees working under social distancing working arrangements	Vulnerable Employees	Close contact transmission spread of virus; Stress and Anxiety	We have no disabled employees	1	3	3						
Disabled access being maintained due to different arrangements for access and egress	Vulnerable Employees	Close contact transmission spread of virus	Disabled access only to ground floor areas of the business	1	3	3						
Expectant mothers working under social distancing working arrangements	Expectant Mothers	Close contact transmission spread of virus	2m distance, mask wearing and extra hygiene regime throughout shift	2	3	6						
Persons on walkways not being able to keep 2 meter distancing	Employees; Contractors	Close contact transmission spread of virus	People to turn the opposite way around so they are not face to face when passing each other. Do not touch each other or walls	2	3	6						
Persons on walkways cannot pass each other at 2 meter distancing	Employees; Contractors	Close contact transmission spread of virus	One person waits at an appropriate point whilst the other walks down the passage or if not possible one person has to move backwards to allow the other one to pass	2	3	6						

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People have to open closed doors using a handle	Employees; Contractors	Close contact transmission spread of virus	Hygiene stations near to exits so that hands can be sanitised on moving through doors	3	3	9	It would be possible to gain infection from these surfaces but with constant use of sanitisers at all entrances risk should be contained					
People have to push doors open using a push pad	Employees; Contractors	Close contact transmission spread of virus	Hygiene stations near to exits so that hands can be sanitised on moving through doors	3	3	9	It would be possible to gain infection from these surfaces but with constant use of sanitisers at all entrances risk should be contained					
Employee workstations are closer than the advised 2 meter distancing	Employees	Close contact transmission spread of virus	Office personnel moved to every other desk and rotate working from home to ensure distancing measures are maintained	2	3	6						
Risk of face to face contact due to inhibited working space available	Employees; Contractors	Close contact transmission spread of virus	Wearing of face masks to be maintained whilst working in close proximity	2	3	6						
Lone working due to social distancing	Employees	Risk of injury	DSE assessment training and risk assessment completed. Any resultant actions implemented.	2	3	6						
Close contact of employees at shift changeovers	Employees	Close contact transmission spread of virus	Distancing maintained whilst queuing and one person at a time in entrances whilst clocking in / out	2	3	6						

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Close contact of employees at break times and in welfare areas	Employees	Close contact transmission spread of virus;	Canteen tables spaced at 2m positions, masks worn and distancing maintained whilst moving around in communal areas	3	3	9	It would be possible to gain infection from these surfaces but with constant use of sanitisers at all entrances risk should be contained					
People have to use fingers / thumbs to gain access to workplaces (Contact security devices)	Employees Contractors; Visitors	Contact Transmission of virus	Hygiene station next to finger print access panel to be used after entry or exit	3	3	9	It would be possible to gain infection from these surfaces but with constant use of sanitisers at all entrances risk should be contained					
Extra distancing required in car parking areas to ensure social distancing measures are maintained	Employees; Contractors; Visitors; Members of the public	Close contact transmission spread of virus; Vehicle collision	Large car parking area with people maintaining 2m distancing rule in work and surrounding areas i.e. car park	2	3	6						
Understanding of new vehicle one way systems	Employees; Contractors; Visitors;	Close contact transmission spread of virus; ; Vehicle collision	All changes to routes and rules have been communicated to all employees and are covered in contractor /visitor induction	2	3	6						
Understanding of new pedestrian access / egress routes	Employees; Contractors; Visitors;	Close contact transmission spread of virus; Vehicle collision	All COVID rules have been communicated to all employees and are covered in contractor / visitor induction	2	3	6						

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Areas where 'job rotation' is required and team understanding within new working arrangements	Employees	Close contact transmission spread of virus;	All COVID rules have been communicated to all employees and are covered in contractor / visitor induction	2	3	6						
Space within lifts for new social distancing measures	Employees; Visitors; Contractors	Close contact transmission spread of virus;	Not applicable, no lifts at site	1	1	1						
Employees, contractors, visitors having to access sites via turnstiles	Employees; Visitors; Contractors	Close contact transmission spread of virus;	Not applicable, none at site	1	1	1						
Occupancy of company provided transport for employees who need to be transported to their workplace (Shuttle busses, onsite travel systems)	Employees	Close contact transmission spread of virus;	Paid Taxis were made available for all staff who came to work using public transport (April 202 to end of June 21)	1	3	3						

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Maintenance personnel having to work as or in teams to undertake work	Maintenance employees	Close contact transmission spread of virus	Wearing of face masks to be maintained whilst working in close proximity	2	3	6						
Manual handling of items where team work is involved	Employees; Contractors	Close contact transmission spread of virus	Employees / contractors use their own PPE whilst manual handling but regularly use hygiene measures to sanitise hands	2	3	6						
Person to person, face to face meetings in close proximity environments	Employees; Contractors; Visitors	Close contact transmission spread of virus	2m distancing maintained by spacing chairs accordingly, masked used when this is not practical	2	3	6						
Persons in smoking areas in close proximity due to small spaces available	Employees; Contractors; Visitors	Close contact transmission spread of virus	Non-smoking site, employees maintain safe distancing when in groups outside front gate where smoking is allowed	2	3	6						
First Aiders having to attend an injured person following an incident	First Aid personnel; Ambulance service personnel ; Paramedics	Close contact transmission spread of virus	First aid personnel use mouth to mouth resuscitation devices. On-line training in safe way of providing First Aid given to all first aid staff	2	3	6						

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Visitors having to attend sites	Visitors; employees	Close contact transmission spread of virus	Visitors entering the building must wear masks, have their temperature taken and sign in, use hygiene measures and maintain social distancing. Induction provided and acknowledged to underline COVID rules	2	3	6						
Host employees having to meet and greet visitors	Employees; Visitors	Close contact transmission spread of virus	Touching of elbows rather than handshakes is the recommended method employed	2	3	6						
Cleaning teams having to access areas outside normal working hours	Employees	Lone Working, Contact with chemicals; contact transmission of virus	Team of three cleaners working during end of standard day shift, sanitise frequently used surfaces and utilise COVID hygiene procedures in place for site	1	3	3						
Cleaning and Hygiene staff having to work alone	Employees	Slips, Trips, Falls, Lone working	Team of three cleaners working during end of standard day shift, many other people in reasonably close proximity (>2m)	1	3	3						
Ensuring thorough cleaning of working surfaces including door handles and stair-rails has been undertaken	Employees	Touch transmission of virus	Sanitise frequently used surfaces and utilise COVID hygiene procedures in place for site	2	3	6						

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Air conditioning systems / Positive Pressure systems	Employees; Contractors; Visitors	Air transmission of virus	Air condition units used minimally. Windows and doors remain open to allow air to circulate	2	3	6						
Extended personal hygiene procedures and the requirement for more Handwashing and hand sanitisation	Employees; Contractors ; Visitors	Touch transmission of virus	Poster campaign in place regarding correct method and time for washing hands. Management briefs and monitoring of adhering to rules. Hygiene measures communicated in induction for employees, contractors and visitors	2	3	6						
Use of changing rooms and shower areas	Employees	Close Contact transmission of virus	Distancing maintained through limiting access to one person at a time in washrooms and changing rooms	2	3	6						
Hands contact with shared equipment	Employees; Contractors	Contact spread of virus	Shared equipment wiped down frequently and hygiene measures observed regularly by operators	2	3	6						
Vehicles that may be shared between employees	Employees	Contact spread of virus	Shared equipment wiped down frequently and hygiene measures observed regularly by operators	2	3	6						

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Items that are shared between individuals (Tool boxes, Delivery boxes; computer keyboards)	Employees	Contact spread of virus	Tools are kept to an individual wherever possible so sharing is limited, workstations have been assigned to individuals and are not generally shared. Hygiene and cleaning measures are observed when sharing	2	3	6						
Employees wearing face masks	Employees	Close contact and contact spread of virus from incorrect use and disposal of face masks	Face masks in use by all employees, visitors and contractors. Disposed of daily, free masks are available in each entrance	2	3	6						
Waste items of PPE that are discarded after use	Employees; Contractors; Members of the public	Contact spread of virus	Used PPE is disposed of in general waste	2	3	6						
Shift groups sharing the same communal space and not observing social distancing	Employees	Close contact spread of virus	Employees are instructed to maintain 2m distancing wherever possible. Single day shift in operation	1	3	3						

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Passing of items from one shift to another (Shift handover books, samples, spare parts, Key fobs or keys)	Shift managers, Team Leaders	Contact spread of virus	Hands should be sanitised by both parties prior to passing shared equipment Regular hand sanitisation should be observed by all employees	2	3	6						
Staff members having to travel to work together	Employees	Close contact spread of virus	The requirement to wear face coverings in law has been lifted. However, the government expects and recommends that people wear face coverings in crowded areas such as public transport. It is recommended you wear a face covering when travelling in a private vehicle with people you do not usually meet	2	3	6						
Staff having to make deliveries to other sites and businesses	Employees; Members of the public; Other business employees	Close contact and contact spread of virus	Not applicable as we do not have our own vehicles for deliveries, couriers are used	1	3	3						

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Misunderstanding of COVID-19 related procedures	Employees	Confusion leading to injury or virus spread	On-line awareness training, management briefs, tool box talks, updates and informal Q&A sessions with employees are regularly undertaken	2	3	6						
Maintaining social distancing measures at distribution points	Employees	Contact spread of virus	Packages are accessible to be picked up to avoid close face to face passing of goods	2	3	6						
Maintaining social distancing measures at dispatch points	Employees; Members of the public; Contractors	Contact spread of virus	Delivery drivers are not allowed entry into the building, packages are placed in a suitable area for couriers to pick up to avoid close face to face passing of packages, drivers use their own pens	2	3	6						