
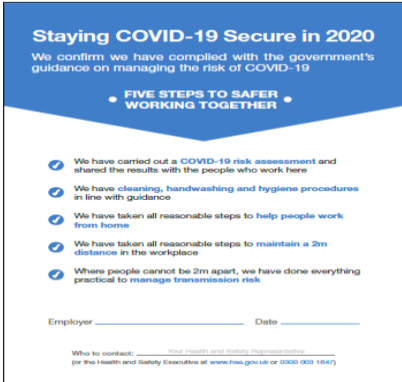


RISK ASSESSMENT

	Risk Assessment Title	Document Ref	Document Owner	Revision
	COVID-19	RA-094	Health and Safety Manager	2
Activity/Task/Area Assessed	Coronavirus Pandemic	Location	All sites	
Date	05/06/2020	Review Date	05/06/2021	

Ref	What are the hazards?	Who might be harmed and how?	Max no of people at risk on one site	What are we already doing?	Likelihood	Severity	Risk Level	Any further measures to control this risk?
1	<p style="text-align: center;">Coronavirus means severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) which causes the disease known as 'COVID-19'</p>	<p>All persons are at risk of being affected by Coronavirus in many ways:</p> <p>In mild cases, the virus will cause high temperature and continual cough where in the main healthy people will recover.</p> <p>In serious cases, the virus will attack the respiratory system forming mucus which severely obstructs the airways.</p> <p>And in more serious cases, this can lead to inability to breath and in a high number of cases worldwide, this can and has unfortunately led to many fatalities.</p>		<p>A Coronavirus Working Group was formed immediately comprising Directors, Senior Management and other key personnel. The Working Group hold weekly update meetings and communicate actions which are in line with current Government and NHS advice.</p> <p>Prior to the working group being established, the Company had already put in place some vital steps such as sanitising units informing and instructing employees alongside poster campaigns to heighten awareness in line with government and NHS guidelines. This has continued and will continue to be the policy of the company throughout this Pandemic</p> <div style="text-align: center;">  </div>	2	5		

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	<p>Coronavirus means severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) which causes the disease known as 'COVID-19' (Cont.)</p>			<p>Key actions from the working group meetings:</p> <ul style="list-style-type: none"> • Information has been and will continue to be relayed across the business to all employees in line with Government and NHS guidelines informing them of: • The requirements to ensure that Social Distancing is maintained supported by instructions, signage and clear and visible social distancing markings: • Avoiding contact with anyone who is displaying symptoms of coronavirus (COVID-19). • Avoiding non-essential use of public transport when possible. • Avoiding gatherings in public spaces in accordance with government guidelines • Only attending gatherings with family and friends in accordance with current government guidelines • Utilising telephone or online services to contact GPs or other essential services. • Requirements for frequent Handwashing and good respiratory hygiene in accordance with Government and NHS guidelines and advice: • Washing hands more often with soap and water for at least 20 seconds or using a hand sanitiser when arriving at home or after nose blowing, sneezing or coughing, eating or handling food • Avoiding touching eyes, nose, and mouth with unwashed hands. • Avoiding close contact with people who have symptoms. 			
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	<p>Coronavirus means severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) which causes the disease known as 'COVID-19' (Cont.)</p>			<ul style="list-style-type: none"> • Covering coughs or sneezes with a tissue, then throwing the tissue in a bin and washing or sanitising hands • Disposing of waste following government guidelines on double bagging and 72-hour quarantine of waste before disposing of in general waste • Cleaning and disinfecting frequently touched objects and surfaces. • Car sharing and the using public transport following government guidelines <p>We have also implemented the following:</p> <ul style="list-style-type: none"> • Sanitiser stations have been positioned around access doorways to communal spaces and offices. • We have Increased hygiene standards within welfare facilities and made provision for ample stocks of sanitising products, to be available to all members of the workforce at all times. • We have rearranged working throughout the business to enable persons to comply with social distancing, by implementing, segregation, changing working patterns, and office seating arrangements etc. • We have ensured that where employees can work from home they do. • Access to any site is by appointment/prior agreement only and is subject to the completion and agreement of OCD 126 (Pre-Visit information Sheet) 				
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				<ul style="list-style-type: none"> • We have introduced the mandatory wearing of face masks at all sites when in offices and other communal spaces and when staff are moving around from area to area. This has been communicated to all personnel via personal notifications and via prominent signage in communal areas and office spaces • We ensure that all group gatherings such as meetings and briefings are either carried out via video calls or in very small groups following government guidelines on social distancing. • We have set rules applied through staff rotas for maximum numbers allowed in kitchen and canteen facilities to avoid the spread of COVID-19 and we have installed protective screens and limited numbers of employees per table. • We have instructed our personnel to ensure that the highest level of hygiene is maintained at all times during and after use of welfare facilities. • We have contacted our Customers and requested to provide prior notice of attending site and to email/ fax paperwork to the weighbridge to eliminate the handling of paper. • We have instructed our employees to cancel all non-essential business travel and that any essential travel is authorised and in accordance with government guidelines • We are communicating with all site personnel on a regular basis (i.e. if new legislation is announced or new/ amended government announcements) • Extremely Vulnerable people – those who have been identified by receipt of a shielding letter, are supported by the company in response to government guidelines • We have ensured that we purchase and maintain adequate 				
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				<p>stock levels of PPE and other vital hygiene products and equipment</p> <ul style="list-style-type: none"> • Disable the biometric facility on all time and attendance terminals to reduce the risk of contamination. • When we receive Postal/courier deliveries, our staff have been instructed not to sign to acknowledge receipt, but to ask for the provider to sign on our behalf • Instructed personnel in the correct methods for quarantining and disposing of waste 				
2	<p>Persons showing signs of symptoms or have been in contact with anyone who has symptoms relating to the virus</p>	<p>All personnel who experience symptoms as below: Symptoms range from high temperature to continual cough and a feeling of being unwell. Other symptoms have been established such as loss of smell and taste. Risk of passing on the infection to others.</p>		<ul style="list-style-type: none"> • The Coronavirus Working Group have communicated the requirements for personnel who experience any known symptoms of the virus to go home and comply with self-isolation requirements 	2	5		
3	<p>Persons from outside of the business entering sites/ S Norton personnel entering other sites</p>	<p>There is a major risk of the spread of the virus from outside of the business as there is a frequent passage of drivers, contractors and site visitors who as part of the business continuity are required to</p>		<ul style="list-style-type: none"> • The working group has assessed the risk from non-S Norton staff attending site and S Norton staff attending other sites and have implemented rules for entry at all depots. • Drivers coming to site must stay inside vehicles unless it is safety critical for them to leave the vehicle and for unloading and loading purposes. When leaving the vehicle, they are to 	2	5		

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		enter the yards.		<p>follow strict Government guidelines on social distancing.</p> <ul style="list-style-type: none"> All drivers are not allowed to exit their vehicle at the weighbridge and all documentation for loads is being dealt with electronically. Customer notices informing them of onsite controls have been put up. Persons from outside of the business can no longer use the internal welfare facilities and we have provided and maintain portable welfare facilities across the group Only essential business travel is permitted All sanctioned site visits will be subject to onsite COVID-19 controls and will be conducted following social distancing and hygiene requirements following government and NHS guidelines. All contracted company are required to include their COVID-19 control measures within their risk and method statement prior to approval. All contract workers will be subject to COVID-19 onsite questionnaire and will be instructed in onsite COVID-19 requirements prior to start of work 		
5	Extremely Vulnerable/Vulnerable persons	There are certain people who are at heightened risk from the virus who have either been instructed by the Government to stay at home because of underlying conditions or who are in the other		<ul style="list-style-type: none"> Shielding letters/ texts messages were sent to around 1.5 million high risk coronavirus people from the NHS and Government. In line with government and NHS advice we will support/comply with self-isolation guidance as necessary We continue to support this group of workers in line with government and NHS guidelines 	1	5

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		higher risk groups.						
6	Lack of communication	Lack of communication and support can lead to heightened stress and anxiety during this crisis		<p>The working group offer a support mechanism taking into account social distancing rules by:</p> <ul style="list-style-type: none"> Ensuring Support is provided via dedicated email addresses to enable employees to raise questions that will be responded to by the Coronavirus Working Group: Coronavirussupport@s-norton.com and Coronavirussupport@axionrecycling.com Providing updates when applicable following Coronavirus Working Group meetings (or following new information/guidelines from the government and NHS) Providing a mechanism which allows employees to ask questions through dedicated email addresses, from which the working group will endeavour to provide answers to each individual or group in a timely manner Ensuring that managers and directors are available at all times for any issues raised and that they communicate with the workforce on all related matters. We have produced for all sites across the group a site specific COVID-19 risk assessment which has been distributed to all members of the workforce. The workforce are encouraged to be involved within the risk assessment process and all comments from the workforce are fed back to top management through the COVID-19 working group. All comments, questions or concerns are reviewed and responded to, and where necessary risk assessments and controls measures are amended accordingly. <p>Communicating to employees returning from Furlough or</p>	1	2		

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				<p>shielding:</p> <ul style="list-style-type: none"> • Employees who are returning to work after being furloughed or those who have been shielding will be given a re-induction into the workplace and all returning workers will be taken through their site specific COVID-19 risk assessment, ensuring that they fully understand how to apply and work with the control measures which have been implemented in their absence. • All employees have been and continue to be encouraged to be involved in the risk assessment process and S Norton & Axion take their comments and views seriously and will make reasonable adjustments to the risk assessment and the control measures where applicable. 			
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7	Lack of first aid cover and first aid response	Lack of first aid cover which could result in emergency first aid response not being available which in turn could put lives at risk		<ul style="list-style-type: none"> • First aid cover remains unchanged in terms of numbers covered by the appropriate number of first aid personnel on each shift pattern. • Southampton site shares first aid arrangements with Solent Stevedores who are the site operator and who are familiar with the operations within S Norton. • First aid personnel will be given protective equipment in the form of face masks and protective gloves and over wear and are instructed in the hygiene requirements both pre and post incident response • Guidelines on resuscitation communicated to all sites • Disposal of used potentially contaminated PPE and other first aid equipment used in an incident as Class B waste by authorised waste disposal company. 	2	5		
8	Post illness return to work	Persons coming back to work may pose a risk to other persons who are currently not suffering or showing symptoms		<p>The working group have established lines of communication between previously ill personnel and management when they are likely to want to return to work.</p> <ul style="list-style-type: none"> • All employees wishing to return to work must first contact their line manager to discuss their current health status. 	1	5		
9	Home workers	Person working from home are at risk of stress due to lack of interaction/communication with colleagues and line managers		<ul style="list-style-type: none"> • We have ensured that all personnel who work from home are given support from all company directors and line managers and lines of communication are good. • We have ensured that all home workers are linked to the company IT system via company lap top/remote access and are able to function normally throughout the working day with email connectivity and mobile phones provided. 	2	1		

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				<ul style="list-style-type: none"> We have facilitated an IT function called "Teams" which allows for video meetings with multiple attendees. Our Senior management team conduct regular update meetings and relay information to all home workers as and when required. 				
10	Incoming drivers welfare	Lack of welfare facilities leading to discomfort for the drivers and also heightened risk of spread of COVID19 within the permanent sites facilities		<ul style="list-style-type: none"> Incoming drivers are provided with separate portable welfare facility that are maintained/cleaned and include toilet,-urinal, soap and hot water and sanitising products on all sites 	1	5		

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Risk Rating Methodology

		SEVERITY				
		Trivial	Minor	Moderate	Serious	Fatal
LIKELIHOOD	Remote	1	2	3	4	5
	Unlikely	2	4	6	8	10
	Possible	3	6	9	12	15
	Likely	4	8	12	16	20
	Very Likely	5	10	15	20	25

Hazard Severity (A)		Likelihood of Occurrence (B)		Score
1	Trivial (eg discomfort, slight bruising, self-help recovery)	1	Remote (almost never)	A X B = Risk
2	Minor (eg small cut, abrasion, basic first aid need)	2	Unlikely (occurs rarely)	
3	Moderate (eg strain, sprain, incapacitation > 3 days)	3	Possible (could occur, but uncommon)	
4	Serious (eg fracture, hospitalisation >24 hours, incapacitation >4 weeks)	4	Likely (recurrent but not frequent)	
5	Fatal (single or multiple)	5	Very likely (occurs frequently)	

LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

Reference

- <https://www.gov.uk/coronavirus>
- <https://www.england.nhs.uk/coronavirus/primary-care/about-covid-19/>

Forms

- None

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Record of Revision

Revision	Date	Description of Change
1	16/04/2020	Initial launch of risk assessment
2	05/06/2020	Section 1: addition of COVID secure poster: Section 6: Addition of site specific risk assessment and addition of Communicating to employees returning from Furlough: Section 8: Removal of Temperature checks on return to work Post illness.
3	3/2/2021	Several amendments made to wording and the addition to section 1: The requirements to wear face mask in communal spaces when moving around.

REMEMBER THAT RISK ASSESSMENTS ARE TO ENSURE YOUR SAFETY AND THAT OF OTHERS AND MUST BE FOLLOWED.
IF IN DOUBT, ASK. DO NOT TAKE RISKS.

Failure to comply with or breaches of this procedure may be treated as an offence under the Company's disciplinary rules.

I have discussed the above R.A. with and I understand what is required and agree to follow these instructions at all times

Print Name: Signed: Date: