


RISK ASSESSMENT

	Risk Assessment Title	Document Ref	Document Owner	Revision
	COVID-19	RA-094	Health and Safety Manager	4
Activity/Task/Area Assessed	Coronavirus Pandemic		Location	All sites
Date	28/02/2022	Review Date	01/04/2022	

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>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 including the Human Resources Manager. The Working Group hold regular 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> <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: <ul style="list-style-type: none"> 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). Utilising telephone or online services to contact GPs or 	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>other essential services.</p> <ul style="list-style-type: none"> • 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. • 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 72hour quarantine of waste before disposing of in general waste • Cleaning and disinfecting frequently touched objects and surfaces. <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. 			
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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"> 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. Wearing of face masks is optional at all sites when in offices etc. 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 where possible 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 using welfare facilities. We have informed our employees that domestic travel is now allowed, however international travel is subject to approval on a case-by-case basis. We are communicating with all site personnel on a regular basis (i.e., if new legislation is announced or new/ amended government announcements) We have ensured that we purchase and maintain adequate stock levels of PPE and other vital hygiene products and equipment Made sure that our Clocking in machines have all been disabled (biometric/fingerprint) to reduce the risk 			
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				<p>of contamination.</p> <ul style="list-style-type: none"> 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	Persons showing signs of symptoms or have been in contact with anyone who has symptoms relating to the virus	<p>All personnel who experience symptoms as below:</p> <p>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"> A communication has been sent out to inform our employees that from the 24th of February 2022 they are not be legally required to self-isolate if they test positive for COVID-19. However, Employees we respectfully request that they stay at home if they can and avoid contact with other people as per Government guidelines. Employees should refer to COVID-19: People with COVID-19 and their contacts-GOV.UK (www.gov.uk) for the latest advice 	2	5
3	Persons from outside of the business entering sites/ S Norton personnel entering other sites	<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 enter the yards.</p>		<p>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.</p> <ul style="list-style-type: none"> 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 All sanctioned site visits will be subject to onsite COVID-19 controls and will be conducted following social distancing and hygiene requirements following 	2	5

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				government and NHS guidelines.			
5	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 higher risk groups.		<ul style="list-style-type: none"> We continue to support vulnerable workers in line with government and NHS guidelines 	1	5	
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> <p>Ensuring support is provided via dedicated email addresses to enable employees to raise questions that will be responded to by the Working Group:</p> <p>Coronavirussupport@s-norton.com and Coronavirussupport@axionrecycling.com</p> <p>Providing where applicable updates following the Working Group meetings (or following new information from the government and NHS) are communicated across the business.</p> <p>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</p> <p>Ensuring that Managers and directors, are available at all times for any issues raised and that they communicate</p>	1	2	

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				<p>with the workforce on all related matters.</p> <p>We have produced for all sites across the group a site specific COVID-19 risk assessment which has been distributed to all member of the workforce. The workforce is 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.</p> <p>All comments, questions or concerns are reviewed and responded to, and where necessary risk assessments and controls measures are amended accordingly.</p> <p>Communicating to employees returning from Furlough or shielding:</p> <p>All employees have been and continue to be encouraged to be involved in the risk assessment process and the S Norton Group take their comments and views seriously and will make reasonable adjustments to the risk assessment and the control measures where applicable.</p>		
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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. 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"> Home working is only now used for someone who is isolating and can work from home. We have ensured that all home workers are linked to the company IT system via company laptop and are able to function normally throughout the working day with email connectivity and mobile phones provided. 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 	2	1		

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				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 site facilities		<ul style="list-style-type: none"> Incoming drivers are provided with separate portable welfare facility which are maintained and include toilet, urinal, soap and hot water and sanitising products on all sites 	1	5

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 (e.g., discomfort, slight bruising, self-help recovery)	1	Remote (almost never)	A X B = Risk
2	Minor (e.g., small cut, abrasion, basic first aid need)	2	Unlikely (occurs rarely)	
3	Moderate (e.g., strain, sprain, incapacitation > 3 days)	3	Possible (could occur, but uncommon)	
4	Serious (e.g., 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

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

Forms

- None

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	31/08/2021	<p>Point 1:</p> <p>Delete the Government 'Staying Covid-19 Secure in 2020' poster which was withdrawn on 19th July.</p> <p>Delete the following bullet points from the 'key actions from the working group meetings':</p> <ul style="list-style-type: none"> ○ 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 government guidelines ○ We have ensured where employee can work from home, they do ○ Access to the main building has been denied to all site visitors and delivery drivers, with notices displayed to provide information updates <p>Change 'We have introduced the mandatory wearing of face masks at all sites when in offices etc...' to 'Wearing of face masks is optional at all sites when in offices etc.'</p> <p>Delete '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.'</p> <p>Amend 'We have instructed our employees that all non-essential business travel has been cancelled' to reflect that 'domestic travel is now allowed' but international travel is subject to approval on a case-by-case basis.</p> <p>Delete 'Vulnerable people – those who have received a shielding letter have been strongly advised to self-isolate'.</p> <p>Delete 'We have, in addition to closing the canteen, ensured the use of microwaves has been removed, except for those with</p>

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		special diets and they have been instructed to clean/sanitise the microwave after use.				
		<p>Point 3 Delete 'Drivers coming to site must stay inside the vehicles.....' Delete 'All drivers are now not allowed to exit their vehicle at the weighbridge.....' Delete 'All potential site visits by S Norton personnel have been postponed until further notice....' Delete 'All contract work is subject to approval from the head of operations and will require the contracted company to display their Covid-19.....'</p> <p>Point 5 Delete 'Shielding letters/texts letters and text messages' Delete ' Those who received the communication' Delete 'In line with government and NHS advice...'</p> <p>Point 6 Delete 'Communicating to employees returning from Furlough or shielding: 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.' Add the word 'Group' to S Norton in the paragraph 'All employees have been and continue to be encouraged to be involved in the risk assessment process and S Norton take their comments and views seriously and will make reasonable adjustments to the risk assessment and the control measures where applicable'</p>				
4	28/02/2022	<p>Point 1 Deleted the requirements for car sharing</p> <p>Point 2 A communication has been sent out to inform our employees that from the 24th of February 2022 they are not be legally required to self-isolate if they test positive for COVID-19. However, Employees we respectfully request that they stay at home if they can and avoid contact with other people as per Government guidelines. Employees should refer to COVID-19: People with COVID-19 and their contacts-GOV.UK (www.gov.uk) for the latest advice</p> <p>Point 3</p>				

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		<p>Delete: 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</p> <p>Point 7</p> <p>Deleted, Southampton site shares first aid arrangements with Solent Stevedores who are the site operator and who are familiar with the operations within S Norton</p> <p>Point 9</p> <p>Changed to: Home working is only now used for someone who is isolating and can work from home.</p>
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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: