















KAMMAC HEALTH & SAFETY RISK ASSESSMENT

Assessment Title: COVID-19 Compliance assessment

Site/Location	All Sites	Work Area <i>e.g. Warehouse, Transport, etc.</i>	All Site locations and areas			Reference Number <i>Previous RA reference #</i>	KAM-COVID-03.20 V1.0
Date	10/03/2020						
Reason for Assessment	New Task Assessment	<input type="checkbox"/>	Is a PTW required?		No		
	Significant Change	<input checked="" type="checkbox"/>	If so, state type i.e.				
	Periodic Review (Maximum 12 months)	<input type="checkbox"/>	<ul style="list-style-type: none"> • General • Hot Work • Working at Heights • Electrical Safety 	<ul style="list-style-type: none"> • Lone Working • Confined Spaces • Machinery/Equipment • Other 			
* Accident / Incident details being Reviewed	Due to the current threat of the spread of coronavirus throughout the UK, this risk assessment has been conducted to ensure that Kammac Ltd have adequate controls in place						
PPE requirements							
	Harness <input type="checkbox"/>	Face Mask <input checked="" type="checkbox"/>	Welding Mask <input type="checkbox"/>	Gloves <input checked="" type="checkbox"/>	Glasses <input checked="" type="checkbox"/>	Head Protection <input type="checkbox"/>	
Task Description							
	Respirator <input type="checkbox"/>	Safety Footwear <input checked="" type="checkbox"/>	Overalls <input type="checkbox"/>	Visible Vest <input checked="" type="checkbox"/>	Full Face <input checked="" type="checkbox"/>	Hearing <input type="checkbox"/>	
Task Description <i>Describe the task; provide a "story" that outlines the workplace, equipment and processes that is to be conducted by the individual.</i>	<p>A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.</p> <p>The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.</p> <p>Face mask and face shields are no recommended at this time, however they are optional for employees if they wish to use such items.</p>						



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2. WHO MIGHT BE AFFECTED?

<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Agency Workers <input checked="" type="checkbox"/> Customers	<input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Public <input checked="" type="checkbox"/> Vulnerable People <input type="checkbox"/> Other	Comments if Other, Multiple Groups or Vulnerable People Young people, people aged 65+ and people with current health conditions are at a higher risk of further difficulties due to catching the virus.
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3. KAMMAC HEALTH & SAFETY RISK TASK ASSESSMENT AND ACTION PLAN

3.1 SPECIFIC HAZARDS <i>Description of hazard, where it exists, what could be its effect & potential harm?</i> <i>(Adopt the X, Y, Z approach and when rating the risk remember it is the reasonably foreseeable worse case injury that should be reflected)</i>	3.3 RISK RATING (Likelihood x Severity)			3.2 EXISTING CONTROLS <i>From the above 'existing common controls', list the common control numbers that are relevant to the Hazard and comment on their effectiveness.</i>	3.9 Residual Risk		
	L	S	R		L	S	R
COVID-19 spread of infection There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus. From what's known about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person. Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.	5	3	15	**If a risk control measure is not introduced, the reason(s) must be given for not implementing the recommendation in Section 5 Management Review and Declaration below. To prevent infection to people who are nearby (within 2 metres) and inhale the virus into the lungs, all inbound drivers have been reduced access to the warehouse office, all drivers must use the hatch at the entrance. It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face). The site cleaning schedule has been increased to once a day to attempt to keep areas cleaner, wash stations have been replenished and extra hand sanitisers have been ordered. There is currently little evidence that people who are without symptoms are infectious to others. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straight away. Wash your hands with soap and water often – use hand sanitiser gel after washing. Try to avoid close contact with people who are unwell. Clean and disinfect frequently touched objects and surfaces. Do not touch your eyes, nose or mouth if your hands are not clean Face masks for the general public are not recommended to protect from infection, as there is no evidence of benefit from their use outside healthcare environments.	3	3	9



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	L	S	R		L	S	R
<p><u>Virus on surfaces</u></p> <p>Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.</p> <p>It is known that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.</p>	4	3	12	<p>It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face). The site cleaning schedule has been increased to once a day to attempt to keep areas cleaner, wash stations have been replenished and extra hand sanitiser have been ordered.</p> <p>Wash your hands with soap and water often – use hand sanitiser gel after washing.</p> <p>Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.</p> <p>Similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.</p>	3	3	9
<p><u>Personal Protective Equipment</u></p> <p>It is recommended that the best way to reduce any risk of infection is good hygiene and avoiding direct or close contact (closer than 2 metres) with any potentially infected person.</p>	3	3	9	<p>Employees are not recommended to wear facemasks (also known as surgical masks or respirators) to protect against the virus. Facemasks are only recommended to be worn by symptomatic individuals (advised by a healthcare worker) to reduce the risk of transmitting the infection to other people.</p> <p>Any member of staff who deals with members of the public from behind a full screen will be protected from airborne particles. The drivers hatch being introduced will provide a 2-metre safe zone from air born particles.</p>	2	3	6
<p><u>Employee becomes exposed to COVID-19</u></p> <p>If someone becomes unwell in the workplace and the person has not been to specified areas or been in direct contact with a person who has in the last 14 days, then normal practice should continue.</p>	4	3	12	<p>The unwell person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation.</p> <p>The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and outline their current symptoms.</p> <p>Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people.</p> <p>They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.</p>	3	3	9



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	L	S	R		L	S	R
<p><u>Returning from travel overseas</u></p> <p>People who have returned from Hubei Province, including Wuhan, in the last 14 days should avoid attending work.</p>	4	3	12	<p>Advice is in place for what to do if you have returned in the last 14 days from specified countries or areas which is being updated on an ongoing basis.</p> <p>All other staff should continue to attend work.</p>	3	3	9
<p>A member of staff, customer or contractor with suspected COVID-19 has recently been in your workplace</p>	5	3	15	<p>The management team of the office or workplace will be contacted by the PHE local Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.</p> <p>The Compliance Team will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.</p> <p>Advice on cleaning of communal areas such as offices or toilets has been increased.</p>	3	3	9
<p>When individuals in the workplace have had contact with a confirmed case of COVID-19</p>	5	3	15	<p>If a confirmed case is identified in your workplace, the local Health Protection Team will provide the relevant staff with advice. These staff include:</p> <p>Any employee in close face-to-face or touching contact, talking with or being coughed on for any length of time while the employee was symptomatic, anyone who has cleaned up any bodily fluids, close friendship groups or workgroups, any employee living in the same household as a confirmed case.</p> <p>Contacts are not considered cases and if they are well they are very unlikely to have spread the infection to others:</p> <p>Those who have had close contact will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case, they will be actively followed up by the Health Protection Team, if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call NHS 111 for reassessment,</p> <p>If they become unwell with cough, fever or shortness of breath they will be tested for COVID-19, if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection</p> <p>Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.</p>	3	3	9



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	L	S	R		L	S	R
Handling post, packages or food from affected areas	4	3	12	Employees should continue to follow existing risk assessments and safe systems of work. There is no perceived increase in risk for handling post or freight from specified areas.	3	3	9
Cleaning offices and public spaces where there are suspected or confirmed cases of COVID-19	4	3	12	<p>Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:</p> <p>all surfaces and objects which are visibly contaminated with body fluids all potentially contaminated high-contact areas such as toilets, door handles, telephones</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>	3	3	9
Rubbish disposal, including tissues	3	3	9	<p>All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the individual test positive, you will be instructed what to do with the waste.</p>	2	3	6



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4. KAMMAC HEALTH & SAFETY RISK ASSESSMENT: CONSULTATION & APPROVAL

This risk assessment has been reviewed by relevant people involved in the task/activity

Colleague Consultation <i>The following colleagues were consulted to facilitate a team approach to this risk assessment (E.G. First Line Manager, Safety Rep, Colleagues who do the job)</i>	Names	Job Title/Position	
	Leanne Liddell	Head of Compliance	
	Laura Olson	Executive Director	
	Craig Olson	Operations Director	
Lead Assessor	Dave Burke	Title / Position	Health & Safety Advisor
Signature		Review by Date	09/06/20

Assessor Comments



All employees are working 2 or more meters apart. We have issued required PPE and informed employees Mask and/ or Face shields are optional. We have additional floor markings on order and will be with us WC 25/05/2020.

Extra work tables have been put in place and an extra 45,000 sq. ft as been allocated to the co pack area to ensure social distancing is met



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5. KAMMAC HEALTH & SAFETY RISK ASSESSMENT: MANAGEMENT REVIEW

Confirmation that the risk assessment actions are approved by management

5.1 Declaration of Risk Assessment Approval							
Assessor(s)	Dave Burke	Job Title	Health & Safety Advisor	Signature		Date	10.03.2020
Manager	Leanne Liddell	Job Title	Head of Compliance	Signature		Date	10.03.2020
Senior Manager	Laura Olson	Job Title	Executive Director	Signature		Date	10.03.2020
Comments <i>Provide reasons / justification for any actions not approved and any additional comments as required.</i>							
5.2 Management Final Declaration							
Confirming that all approved remedial actions have been completed							
Senior Manager Print Name		Signature		Date			



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APPENDIX: KAMMAC HEALTH & SAFETY TASK RISK ASSESSMENT: RISK RATING ESTIMATOR

For reference when calculating risk ratings in section 3 of the task risk assessment

Note:- Likelihood and Severity should be based on a practical and reasonable outcome			(L) LIKELIHOOD				
			1. Highly unlikely	2. Unlikely	3. Possible	4. Likely	5. Highly likely
(S) SEVERITY	5.	Extreme Harm (Fatality)	5	10	15	20	25
	4.	Major Harm Permanent disablement or long term sick leave	4	8	12	16	20
	3.	Harmful (Broken Limb or Non-permanent incapacity) Weeks or months off sick, hospitalisation, RIDDOR	3	6	9	12	15
	2.	Slightly Harmful any injury that requires first aid 1-3 days off sick	2	4	6	8	10
	1.	Minor Harm Cuts, abrasions and minor skin or eye irritations, etc. No lost time (sick leave not required)	1	2	3	4	5
RISK LEVEL CATEGORY		SCORE	ACTIONS TO BE TAKEN				
Negligible (N)		1	Negligible risk refers to a level of risk usually presumed to be below 1 in a million per annum of seriously adverse consequences occurring.				
Tolerable (T)		2-4	Tolerable means that the risk and score has been reduced to the lowest level that is "reasonably practicable" i.e. in accordance with statutory obligations. No additional controls are required; consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.				
Moderate (M)		5-12	Where practicable all efforts must be made to reduce the risk to demonstrate as low as reasonably practicable, particularly at higher scores. The cost of prevention should be carefully evaluated. Risk reduction measures should be implemented with a defined time period.				
Substantial (S)		15-16	If the residual risk cannot be reduced lower, then the assessment must demonstrate that ALARP has been met. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress urgent action (including considering prohibition) should be taken.				
Intolerable (I)		20-25	Work must not be started or continued until the risk has been reduced if it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.				