

Persons at Risk		Employees, visitors, contractors					
Hazard	Existing Controls, Safe Work Procedures & Reference to Safe System of Work (which should be in place on all sites)	Risk Rating			Further Action- by Site Supervisors/Employees	Date Completed	
		L	C	Total			
1	COVID 19 transmission in the workplace	<ul style="list-style-type: none"> <li>No staff member currently classified as extremely vulnerable as defined within government guidelines.</li> <li>No staff member currently living with another person or persons that fall within extremely vulnerable category.</li> <li>Staff members instructed implicitly to stay away from the premises and telephone the Managing Director if they or anyone they live with display any one symptom of COVID 19.</li> <li>Staff members instructed that any person who is showing COVID 19 symptoms, or who suspects they have been exposed to someone who is potentially COVID infectious should contact NHS Test and Trace system to arrange for a test and advise the company of the results.</li> <li>One office based staff working remotely and one office based staff working night shift for the foreseeable future – in line with latest guidance 04/01/2021</li> <li>Work within the factory has been arranged so that staff are able to maintain the government guidelines for social distancing as per the Government Guidelines for Working Safely during COVID – Factories, Plants and Warehouses - <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</a></li> <li>Staying COVID-19 Secure in 2020 Posters displayed at strategic intervals within the premises.</li> <li>Staff work on split shifts to reduce contact and arrive at staggered intervals of 30 minutes. Sufficient space in the yard to leave space between parked vehicles.</li> <li>Only one person permitted within the welfare facilities (canteen / toilets) at any one time and bring their own provisions for lunch - refer separate section on welfare facilities.</li> <li>Staff members are educated on preventative care, including avoiding touching eyes, nose, mouth and unwashed hands, covering coughs or sneezes with a tissue (thrown away in a bin) and washing hands.</li> <li>Hand wash gels available, staff instructed to wash hands on arrival and departure and at intervals during their shift.</li> <li>Continued.....</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Specific individual worker risk assessment to be undertaken for those who have a self-declared health condition which could increase their risk profile (no current staff member has such a condition).</li> <li>Ensure any member who displays signs of COVID or who lives with a person who does must self-isolate in accordance with the Government Guidelines.</li> <li>Ensure any member of staff who displays symptoms of COVID is sent home immediately and instructed to self-isolate in accordance with the Government Guidelines.</li> <li>Ensure that any member of staff who displays symptoms or who suspects they have been exposed to someone who is COVID infectious contacts NHS Test and Trace to arrange for a test and advises the company of the results.</li> <li>Ensure that adequate supplies of hygiene materials such as paper towels, hand gels and sanitisers are maintained.</li> <li>Ensure adequate supplies of all PPE are maintained in accordance with existing risk assessment and Safe Operating Procedures.</li> </ul>	

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	COVID 19 transmission in the workplace continued.....	<ul style="list-style-type: none"> <li>• Social gathering amongst employees has been forbidden whilst at work.</li> <li>• PPE is worn in accordance with existing risk assessment and Safe Operating Procedures. No extra precautionary PPE provided as per Government Guidance.</li> <li>• Adequate training already in place on what PPE is required for what tasks.</li> <li>• All essential meetings are conducted in accordance with social distancing guidelines.</li> </ul>					
2	Visitor or contractor, including delivery drivers, entering the workplace with COVID-19	<ul style="list-style-type: none"> <li>• All third party drivers report to the Factory Manager, observing social distancing guidelines.</li> <li>• Own staff stand well away from driver whilst load is presented for off-loading. Once load presented, driver instructed to return to the cab until loading / unloading completed.</li> <li>• Other visitors report direct to the Managing Director in the office; the position of the MD's at one end of the office allows for comfortable social distancing.</li> </ul>	2	4	<b>8</b>	<ul style="list-style-type: none"> <li>• No additional controls are required however monitoring is required to ensure current control measures are maintained</li> </ul>	
3	Staff travelling to / from work	<ul style="list-style-type: none"> <li>• Staff travel to work in their own vehicles and alone.</li> <li>• Staff instructed not to car share.</li> <li>• Staff instructed not to use public transport unless there is no practical alternative.</li> <li>• Sufficient parking space available to maintain social distancing measures in place.</li> <li>• Staff arrived at staggered intervals, 30 minutes apart, to remove potential for contact.</li> </ul>	1	4	<b>4</b>	<ul style="list-style-type: none"> <li>• No additional controls are required however monitoring is required to ensure current control measures are maintained.</li> </ul>	
4	Staff driving at work	<ul style="list-style-type: none"> <li>• Staff travel in the works vehicle alone – no change since COVID.</li> </ul>	1	4	<b>4</b>	<ul style="list-style-type: none"> <li>• The key touch points of the vehicle should be cleaned with anti-bacterial gel or wipes pre and post use. This includes the steering wheel, gear level, handles, dash board control etc.</li> <li>• The driver of the vehicle should ensure plenty of natural ventilation whilst driving.</li> </ul>	

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5	Entry / exit to the building	<ul style="list-style-type: none"> <li>No use of touch screen or key pad required for staff to gain access to or leave the factory.</li> <li>Third party delivery drivers not required to touch any exit / entry doors.</li> <li>Other visitors report direct to the MD’s office and are not permitted anywhere on the premises.</li> <li>Anti-bacterial gel, soap and swarfega variously available within the offices, canteen, toilets and factory.</li> <li>Staying COVID-19 Secure in 2020 Posters displayed at strategic intervals within the premises.</li> <li>Cleaning regime in place, see below.</li> </ul>	1	4	<b>4</b>	<ul style="list-style-type: none"> <li>Ensure stocks of anti-bacterial gel are maintained and available in the office, canteen, toilets and factory to ensure staff are able to regular wash their hands.</li> </ul>	
6	Cleaning	<ul style="list-style-type: none"> <li>All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, phones, taps, dispensers, toilets and canteen.</li> <li>Appropriate anti-bacterial cleaning products are used during daily preventative clean regime.</li> <li>Paper towels and blue roll used by staff for drying hands – other towels have been removed from the site.</li> <li>The canteen is cleaned and tidied after use – including any equipment that has been used (kettle, for example).</li> <li>Persons undertaking the cleaning provided with clear usage instructions.</li> <li>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use</li> <li>Correct PPE is provided for the use of cleaning materials</li> <li>The use of common work equipment is restricted and managed – factory operatives wear gloves for other health &amp; safety reasons in any event.</li> <li>Rubbish bins are emptied twice daily. Staff wear gloves whilst emptying the bins and / or wash their hands afterwards.</li> </ul>	2	4	<b>8</b>	<ul style="list-style-type: none"> <li>If possible, the cleaning schedule should be documented as evidence that it has been completed. This can be in the format of a simple checklist with set times displayed for cleaning.</li> </ul>	
7	Personal Protective Equipment	<ul style="list-style-type: none"> <li>PPE is worn in accordance with existing risk assessment and Safe Operating Procedures. No extra precautionary PPE provided as per Government Guidance.</li> <li>Adequate training already in place on what PPE is required for what tasks.</li> <li>Adequate supplies of PPE are maintained.</li> </ul>	1	4	<b>4</b>	<ul style="list-style-type: none"> <li>No additional controls are required however monitoring is required to ensure current control measures are maintained.</li> </ul>	

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7	Ventilation / humidity	<ul style="list-style-type: none"> <li>Natural ventilation is available in the office and factory; the doors in the factory, including the roller shutter doors can be left open.</li> <li>Existing Extraction equipment for profiling machines has been recently updated – and is subject to maintenance.</li> </ul>	1	4	<b>4</b>	<ul style="list-style-type: none"> <li>No additional controls are required however monitoring is required to ensure current control measures are maintained.</li> </ul>	
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<b>Assessed By:</b>	<b>Nigel Haines (Instil Consulting Ltd)</b>	<b>Date:</b>	<b>5<sup>th</sup> January 2021</b>	<b>Authorised By:</b>		<b>Date Next Review Due:</b>	<b>April 2021</b>
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**Risk Level Rating**

<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Rating</b>	
1 – Remote	1 – Damage/Loss of Production	<b>16</b>	<b>High</b> Intolerable risk, an alternative method must be employed before work commences.
2 – Possible	2 – Minor Injury	<b>9-12</b>	<b>Medium</b> significant risks, risk reduction methods must be implemented or alternative methods employed.
3 – Likely	3 – Lost time Injury	<b>3-8</b>	<b>Minor</b> Reasonable risk with harmful consequences which require further controls and monitoring.
4 – Certain	4 – Fatality/ Major Injury	<b>1-2</b>	<b>Low</b> No action required at the present time, subject to review.