

Persons at Risk		Risk Rating		Further Action- by Site Supervisors/Employees	Date Completed
Hazard	Existing Controls, Safe Work Procedures & Reference to Safe System of Work (which should be in place on all sites)	L	C		
1.	COVID 19 transmission in the workplace	2	4	8	<ul style="list-style-type: none"> 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. 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. 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. Ensure that adequate supplies of hygiene materials such as paper towels, hand gels and sanitisers are maintained. Ensure adequate supplies of all PPE are maintained in accordance with existing risk assessment and Safe Operating Procedures.
2	Visitor or contractor, including delivery drivers, entering the workplace with COVID-19	2	4	8	<ul style="list-style-type: none"> No additional controls are required however monitoring is required to ensure current control measures are maintained

4	<ul style="list-style-type: none"> Staff travel in the works vehicle alone – no change since COVID. 	1	4	4	<ul style="list-style-type: none"> 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. The driver of the vehicle should ensure plenty of natural ventilation whilst driving. 	
5	<ul style="list-style-type: none"> No use of touch screen or key pad required for staff to gain access to or leave the factory. Third party delivery drivers not required to touch any exit / entry doors. Other visitors report direct to the MD's office. Anti-bacterial gel, and soap available within the offices, canteen, toilets and factory. Cleaning regime in place, see below. 	1	4	4	<ul style="list-style-type: none"> 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. 	
6	<ul style="list-style-type: none"> All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, phones, taps, dispensers, toilets and canteen. Appropriate anti-bacterial cleaning products are used during daily preventative clean regime. Paper towels and blue roll used by staff for drying hands – other towels have been removed from the site. The canteen is cleaned and tidied after use – including any equipment that has been used (kettle, for example). Persons undertaking the cleaning provided with clear usage instructions. The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use Correct PPE is provided for the use of cleaning materials The use of common work equipment is restricted and managed – factory operatives wear gloves for other health & safety reasons in any event. Rubbish bins are emptied twice daily. Staff wear gloves whilst emptying the bins and / or wash their hands afterwards. 	2	4	8	<ul style="list-style-type: none"> 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. 	

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7	<ul style="list-style-type: none"> • Personal Protective Equipment 	<ul style="list-style-type: none"> • PPE is worn in accordance with existing risk assessment and Safe Operating Procedures. • Adequate training already in place on what PPE is required for what tasks. • Adequate supplies of PPE are maintained. 	1	4	4	<ul style="list-style-type: none"> • No additional controls are required however monitoring is required to ensure current control measures are maintained. 	
7	<ul style="list-style-type: none"> • Ventilation / humidity 	<ul style="list-style-type: none"> • Natural ventilation is available in the office and factory; the doors in the factory, including the roller shutter doors can be left open. • Existing Extraction equipment for profiling machines has been recently updated – and is subject to maintenance. 	1	4	4	<ul style="list-style-type: none"> • No additional controls are required however monitoring is required to ensure current control measures are maintained. • In extreme heat conditions, office closes windows and uses air conditioning units. 	

Assessed By: Nigel Haines (Instil Consulting Ltd)	Date: 14 th January 2022	Authorised By:	<i>Nigel Haines</i>	Date Next Review Due:	January 2023
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Risk Level Rating

Likelihood Consequence Risk Rating

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