











HENDRY HYDRAULICS LTD






ACTIVITY / TASK Coronavirus (COVID-19)		Personnel affected: All Personnel			ASSESSMENT DATE: 08/07/2020		
ASSESSED BY Sean Bradshaw		Authorised BY: M Hendry			ASSESSMENT NO: HH 034 REV 1		
Frequency of the activity: Daily		Associated Risk and COSHH Assessments:					
Minimum PPE REQUIREMENTS:		    		Safety Glasses Gloves Coveralls Face Masks Safety Footwear			
Appropriate Regulations		The management of health and safety at work regulations 1999, Regulatory Reform (fire safety) Order 2005, Fire (Scotland) act 2005					
Step of Operation	Hazard	Effect	Persons in Danger	Control Measures / Comments	Rating AFTER implementing Control Measures		
					Likelihood	Severity	Result
OVERVIEW Exposure from others due to 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred	Coronavirus (COVID-19)   	Illness, Severe Illness, Hospitalisation, Death	All personnel	To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers' Maintain contact with line management to follow company policy / guidance. Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice required. Ensure extremely vulnerable (underlying medical conditions) persons do not return to work until specific medical advice is issued. Follow good NHS hygiene measures at all times Continue following ongoing government guidance (see current advice on page 4)	Unlikely	Major	Medium



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<p>Personnel with suspected symptoms</p> 	<p>Coronavirus (COVID-19) New continuous cough or a high temperature</p>	<p>Illness, Severe Illness, Hospitalisation, Death</p>	<p>Individual, All personnel, persons who may have come into contact</p>	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home immediately and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time Management to reassure and support employees in a fast changing situation. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), management must contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>	<p>Unlikely</p>	<p>Major</p>	<p>Medium</p>
<p>Personal Hygiene: Handwashing & use of Hand Sanitiser</p> 	<p>Potential spread of Virus</p>	<p>Illness, Severe Illness, Hospitalisation, Death</p>	<p>Individual, All personnel, persons who may have come into contact</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus All employees are encouraged to use the alcohol-based Hand Sanitiser provided</p>	<p>Unlikely</p>	<p>Major</p>	<p>Medium</p>
<p>Sneezing/Coughing</p> 	<p>Potential spread of Virus</p>	<p>Illness, Severe Illness, Hospitalisation, Death</p>	<p>Individual, All personnel,</p>	<p>Catch coughs and sneezes in tissues (or elbow if necessary) – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	<p>Unlikely</p>	<p>Major</p>	<p>Medium</p>



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<p>Personal Protective Equipment Gloves</p> 	<p>Potential spread of Virus</p>	<p>Illness, Severe Illness, Hospitalisation, Death</p>	<p>Individual, All personnel,</p>	<p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff to be reminded that wearing of gloves is not a substitute for good hand washing</p>	<p>Unlikely</p>	<p>Major</p>	<p>Medium</p>
<p>Face Coverings</p> 	<p>Potential spread of Virus</p>	<p>Illness, Severe Illness, Hospitalisation, Death</p>	<p>Individual, All personnel,</p>	<p>In line with Scottish Government advice, all personnel must wear a face mask to help prevent the spread of the virus. Personnel working within their own environment may remove the mask but must replace it when they interact with others and whilst transiting throughout the facility.(Revised 08/06/20)</p>	<p>Unlikely</p>	<p>Major</p>	<p>Medium</p>
<p>Social Distancing</p> 	<p>Potential spread of Virus</p>	<p>Illness, Severe Illness, Hospitalisation, Death</p>	<p>Individual, All personnel,</p>	<p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency All Staff reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Line Management checks to ensure this is adhered to. Staggered start and finish times to reduce congestion and contact at all times Screens to be installed in areas where personnel work closely due to necessary work requirements. Toilet areas to have a maximum occupancy of 2 persons at any one time whilst observing Social Distancing. Canteen:</p> <ul style="list-style-type: none"> • Break times staggered to reduce congestion and contact at all times • Hand cleaning facilities and hand sanitiser available at the entrance where people eat and should be used by workers when entering and leaving the area • The workforce asked to bring pre-prepared meals and refillable drinking bottles from home • Workers should sit 2 metres apart from each other whilst eating and avoid all 	<p>Unlikely</p>	<p>Major</p>	<p>Medium</p>



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<p>Temperature Checks</p> 	<p>Potential spread of Virus</p>	<p>Illness, Severe Illness, Hospitalisation, Death</p>	<p>Individual, All personnel,</p>	<p>All personnel on site MUST have their temperature checked twice daily to help identify a suspected case of COVID-19</p> <p>Test to be carried out by authorised personnel wearing minimum PPE requirements of Gloves, Face mask & Face shield.</p> <p>Normal temperature considered between 36.5°C and 37.2°C</p>	<p>Unlikely</p>	<p>Major</p>	<p>Medium</p>
<p>CURRENT GOVERNMENT ADVICE (RELEASED 07/09/20)</p>							
<p>Current Scottish Government advice</p>  <p>(Phase 2 of Route Map, Phase 3 likely to be implemented 09/07/20)</p>	<p>Potential spread of Virus</p>	<p>Illness, Severe Illness, Hospitalisation, Death</p>	<p>Individual, All personnel,</p>	<p>Face coverings should be worn in enclosed spaces - face coverings will be mandatory by law in shops from 10/07/20 with obvious exceptions, for people with medical conditions or young children.</p> <ul style="list-style-type: none"> • wear a face covering • avoid crowded places • clean hands and surfaces regularly • stay 2m away from other people (this remains the general rule) • Self-isolate, and book a test, if you experience any symptoms of Covid 19, don't wait to do that, do that immediately. 	<p>Unlikely</p>	<p>Major</p>	<p>Medium</p>



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HAZARD SEVERITY	RISK LIKELIHOOD			
	UNLIKELY Unlikely to occur but not impossible. Would require multiple failures of systems and controls to occur.	POSSIBLE Less likely to occur than not to occur. Could happen if additional factors present.	LIKELY More likely to occur than not to occur. Not certain to happen but additional factors may result in accident.	VERY LIKELY Almost inevitable that an accident would occur though not necessarily certain.
VERY MINOR Trivial effect, very minor first aid attention may be required, potential to slight damage to equipment.	LOW	LOW	LOW-MEDIUM	MEDIUM
MINOR Likely to require first aid or minor medical treatment, short term effect, potential for minor damage to equipment.	LOW	LOW-MEDIUM	MEDIUM	HIGH
SIGNIFICANT Significant injury or condition (resulting in days away from work, lost time or restricted duty), potential for significant damage to equipment.	LOW-MEDIUM	MEDIUM	HIGH	VERY HIGH
MAJOR Serious injury or condition, potential for fatality, may have long term effects, potential for major damage to equipment.	MEDIUM	HIGH	VERY HIGH	VERY HIGH