





Risk assessment for : Colour Anodising Ltd






Risk assessment name	Potential Exposure To Suspected/Diagnosed Coronavirus	Assessment type	 General
Assessor name	Jonathan Buckley	Affected site(s)	Colour Anodising Ltd (M26 2RH)
Assessment date	28/05/2020	Review period	Monthly
Approved by	Jonathan Buckley	Review date	28/06/2020
Approved date	28/05/2020	Reference	Col858004

Workspace(s)	Description
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  Access / Egress </div> <div style="text-align: center;">  Office </div> <div style="text-align: center;"> Outside Area </div> <div style="text-align: center;">  Processing </div> </div>	<p>This Risk assessment has been created to assess and minimise the risk from coronavirus in the work place.</p>



Overall risk rating : 4 (Low)

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)



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 <p>COVID-19</p> <p>COVID-19 is a Coronavirus. The virus is spread via droplets when a person coughs or sneezes. The droplets land on surfaces and are picked up on the hands of others and spread further. People catch the virus when they touch their infected hands to their mouth, nose or eyes.</p>	<p>All staff</p> <p>How?</p> <p>Contracting the virus could lead to symptoms including raised temperature or new/continuous cough. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/</p>	 <p>Do Not Share PPE/RPE</p> <p>No work should be completed utilising other people PPE. With particular focus on gloves, face masks etc. Where PPE is reusable, all articles should be thoroughly cleaned after use.</p>	<p>1 x 8</p>  <p>8</p> <p>Low</p>





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		<p> Do not use local shops for food during breaks. Where possible, bring food and a refillable bottle rather than using local shops where numerous bodies are/have been present.</p> <p> Protective Screens Provided & Used Protective Screens Provided & Used</p>	




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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p data-bbox="1339 368 1420 453"></p> <p data-bbox="1447 363 1637 464">Social Distancing (2 Metres Apart)</p> <p data-bbox="1447 480 1637 959">All individuals should operate a minimum of 2m apart. Where this is not possible, apply risk assessment process where this is not possible or vulnerable person(s) are involved.</p> <p data-bbox="1339 995 1420 1080"></p> <p data-bbox="1447 991 1603 1123">Warning & Information Signage Displayed</p> <p data-bbox="1447 1139 1637 1410">Relevant warning & information signage displayed specifically to maintaining 2 meter distance</p>	





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 <p>Contact with contaminated non-sanitised surfaces Carriers may cough or sneeze over surfaces and/or touch it with uncovered hands with no follow up cleaning of the surfaces</p>	<p>All staff, visitors</p> <p>How? Those coming in to secondary contact with the surface could develop symptoms of the virus.</p>	 <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p>  <p>Hygiene Procedures in Place & Followed</p> <p>Hygiene procedures in place & followed</p>	<p>1 x 8</p>  <p>8</p> <p>Low</p>




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		<p data-bbox="1339 368 1424 456"> Suitable & Sufficient Welfare Facilities Provided To include hot/cold water, soap, means of drying, well ventilated and kept in an orderly condition.</p> <p data-bbox="1339 855 1424 943"> Use Of Hand Sanitisers Use of a hand sanitiser to reduce the risk/spread of infection</p> <p data-bbox="1339 1129 1424 1217"> Waste Bins Are Provided Within The Premises Lidded waste bins are provided within the premises</p>	





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		 <p>Work Surfaces Cleaned & Disinfected Daily. (Internally)</p> <p>Only suitable sanitisers used that fully remove bacteria & compliant with BS EN 1276 or BS EN 13697</p>	
 <p>Employees visiting clients. Those individuals whose work would constitute potential exposure to those carrying the virus as part of their job role.</p>	<p>All staff</p> <p>How? Spread of the virus. Displaying virus symptoms including coughing, raised temperature or shortness of breath.</p>	 <p>No Non-Essential Visitors or Visits</p> <p>Visits incoming or outgoing should only be done under Control guidelines.</p>	<p>1 x 8</p>  <p>8</p> <p>Low</p>



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		<p> Only suitable sanitisers used that fully remove bacteria. Claim sanitisers through expense system.</p> <p> Reporting procedures followed. Those experiencing symptoms or who have come in to contact with those that have should seek further advice from: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/ Avoid calling NHS 111 or local GP where possible.</p> <p> Social Distancing Avoid gatherings, non-essential use of public transport, work from home, keep 2 metres apart</p>	






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 <p>Individuals Displaying Symptoms. Coronavirus reportedly spread through exposure to or contact with cough droplets, either directly or when in contact with contaminated surfaces. Suspected contact may bring on related symptoms.</p>	<p>All staff</p> <p>How? Contact with infected substances may bring on symptoms such as new or persistent cough, raised temperature (exceeding 37.8 degrees). Tiredness. Muscle pains.</p>	 <p>Communication Should individuals display or witness anyone with potential symptoms they should come forward and make the correct person(s) aware immediately.</p>  <p>Good Hand Washing/Hygiene Procedures Observed Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately for in excess of 20 seconds.</p>	<p>1 x 8</p>  <p>8</p> <p>Low</p>




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		<p data-bbox="1339 368 1424 456"></p> <p data-bbox="1447 363 1648 528">Information on Coronavirus communicated amongst all staff.</p> <p data-bbox="1447 547 1630 783">Communicate information on Coronavirus using official medical and Government guidance.</p> <p data-bbox="1339 818 1424 906"></p> <p data-bbox="1447 813 1715 842">Isolate (7 / 14 Days)</p> <p data-bbox="1447 858 1957 1129">Those who have a new or persistent cough or raised temperature (exceeding 37.8 degrees) should stay at home in isolation for 7 days whilst the virus becomes non-infectious. Should individuals live with others who display symptoms they should stay at home in isolation for 14 days.</p> <p data-bbox="1447 1137 1921 1198">Do not visit the GP, hospital or walk in centre.</p> <p data-bbox="1447 1206 1984 1305">Up to date guidance can be found at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	



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 <p>Individuals Returning From Affected Regions. Tourists or visitors returning from affected regions.</p>	<p>All staff</p> <p>How? Individuals may be subject to high temperatures, coughing or shortness of breath. (Even mild symptoms)</p>	<p> Medical Quarantine 14 day assisted quarantine may be enforced at the local medical facility. Contact with your line manager should be made on returning from affected areas and on the return to work.</p> <p> Restrict Access Staff or visitors returning from affected areas should be asked not to visit the premises or ideally leave the house without further medical guidance. Such individuals should go under self containment for 14 days with no contact with others.</p> <p> Self-Isolation Those returning from affected areas should impose self-isolation and call NHS 111 / GP for further advice. (Whether displaying symptoms or not).</p>	<p>1 x 8</p>  <p>8</p> <p>Low</p>



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		Self-containment would be advised by Public Health England.	
 <p>Interface With Customers/Members of the Public Risk of contacting virus from cutomers visiting the site</p>	All staff	 <p>Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p>  <p>Protective Screens Provided & Used Protective Screens Provided & Used</p>	<p>1 x 1</p> <p>1</p> <p>Low</p>





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		<p> Social Distancing Avoid gatherings, non-essential use of public transport, work from home, keep 2 metres apart</p> <p> Suitable Sanitiser Used to clean counter Only suitable sanitisers used that fully remove bacteria & compliant with BS EN 1276 or BS EN 13697</p>	



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		<p data-bbox="1339 368 1420 451"></p> <p data-bbox="1447 363 1621 427">Use Of Hand Sanitisers</p> <p data-bbox="1447 443 1630 643">Use of a hand sanitiser to reduce the risk/spread of infection by all customers</p> <p data-bbox="1339 679 1420 762"></p> <p data-bbox="1447 675 1603 810">Warning & Information Signage Displayed</p> <p data-bbox="1447 826 1630 1098">Relevant warning & information signage displayed relative to the site and social distancing.</p>	





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 <p>Poor levels of hygiene / housekeeping. Risk of ill-health due to poor hygiene controls and cleaning down procedures such as incorrect handling of waste or handwashing etc.</p>	<p>All staff</p> <p>How? Individuals may start exhibiting symptoms related to the virus, including, Coughing. High temperature. Shortness of breath.</p>	 <p>Follow Government and PHE guidance. Employees are encouraged to follow the guidance from the Government and Public Health England as to correct health measures.</p>  <p>Hand sanitisers provided. Only suitable sanitisers used that fully remove bacteria. Claim sanitisers through expense system.</p>	<p>1 x 8</p>  <p>8</p> <p>Low</p>


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		<p> Hygiene procedures in place. Any staff that may have come in to contact with those displaying symptoms should utilise washing facilities immediately.</p> <p> Implement/Increase Hygiene Procedures Provisions of soap, hand sanitiser and paper towels should be ensured at all times. All welfare, common areas and wash areas should be cleaned more frequently throughout the working day to ensure hygiene levels are maintained. Rubbish bins should be provided where applicable. Increased cleaning of door handles, hand rails, flush handles, telephones, food preparation areas, office equipment etc.</p>	


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 <p>Those with pre-existing conditions Individuals with weakened immune systems, auto-immune/motor neuron disorders, expectant mothers, older people and those with diagnosed lung, kidney, liver or heart disease, cancer, or diabetes and those who are overweight with a BMI of over 40. Up to date at risk groups can be found at: https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults</p>	<p>All staff</p> <p>How? Due to weakened immune systems or prescribed medication, symptoms of COVID-19 can be aggravated should the individual become infected.</p>	 <p>Follow Government and PHE guidance. Employees are encouraged to follow the guidance from the Government and Public Health England as to correct health measures.</p>  <p>Health conditions announced. For those with a pre-existing health condition that may be affected by Coronavirus infection, employees are encouraged to inform management.</p>	<p>1 x 8</p>  <p>8</p> <p>Low</p>

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		 <p>Social Distancing</p> <p>Individual should exercise 'social distancing'.</p> <p>Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough</p> <p>Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.</p> <p>Work from home, where possible.</p> <p>Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs.</p> <p>Avoid gatherings with friends and family.</p> <p>Keep in touch using remote technology such as phone, internet, and social media.</p> <p>Use telephone or online services to contact your GP or other essential services.</p> <p>Everyone should be trying to follow these measures as much as is pragmatic.</p>	

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		 <p>Temporary Isolation Those who become unwell during employed ours should be temporarily isolated in a room with a closeable door, a minium of 2 meters away from other where possible. Ensure in transit that the individual does not come in to contact with other people, surfaces or objects and their mouth and nose are covered by a tissue or crook of their elbow.</p>	

Further control measures

None required

Operating procedures

Those returning from affected regions or those concerned that they have come into contact with those displaying symptoms should seek advice from <https://www.nhs.uk/conditions/coronavirus-covid-19/> , which may include / result in self-containment for a minimum of 7 days. Internal HR department and direct line management should be informed immediately.

For individuals displaying symptoms, reduce potential spread by leaving the workplace or client premises and return home immediately. Contact should be made

with the internal HR department and direct line management.

Measures of 'social distancing' should be applied. Individual should exercise 'social distancing'.

1. Only go outside for food, health reasons or work (where this absolutely cannot be done from home)
2. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.
3. Stay 2 metres (6ft) away from other people
4. Wash your hands as soon as you get home

Everyone should be trying to follow these measures as much as is pragmatic.

The incubation period of COVID-19 is between 2 to 14 days - therefore anyone in supposed contact with an infected individual who shows no symptoms post this time has not been infected themselves.

Contact should be made to your internal HR Department and direct line management both on returning from affected areas and/or returning to work following 14 day quarantine. The company may opt to extend the period of quarantine before returning to work.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Self-containment would include staying at home in a well ventilated room, with access to clean, potable water. Those helping with grocery drop offs etc. should not enter the premises and those living with the potentially affected should keep in excess of 2 meters and leave as soon as possible.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including: good respiratory hygiene and respiratory etiquette; frequent careful hand washing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control)

Any hand washes or sanitisers should be purchased and claimed for via the internal expense system.

Mask Use -

- If you are healthy, you only need to wear a mask if you are taking care of a person with suspected 2019-nCoV infection.
- Wear a mask if you are coughing or sneezing.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap/water.
- If you wear a mask, then you must know how to use it and dispose of it properly.

Masks should be utilised as a general precautionary control, however their effectiveness is not guaranteed

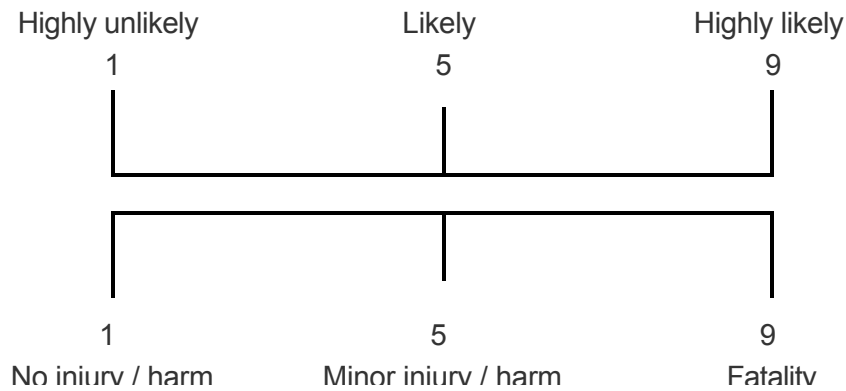
Supporting evidence

[Coronavirus Policy.docx](#)

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Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Probability

Severity

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Jonathan Buckley

Approved by signature: Jonathan Buckley