



## RISK ASSESSMENT - Control / Action Sheet

| Haz No | EXISTING CONTROLS | ACTION REQUIRED  | DATE COMPLETE | SIGN ON COMPLETION | PREFERRED CONTROL OPTION RANKING   |
|--------|-------------------|--|---------------|--------------------|--|
| 1      | See Appendix      | Review controls in line with daily government updates / advice<br><br>Look for continuing improvements<br><br>Due to COVID - 19 being an external risk, the risk will remain at this level until the national levels are reduced | 18/08/2020    |                    | <ul style="list-style-type: none"> <li>- ELIMINATION</li> <li>- SUBSTITUTION</li> <li>- ENCLOSURE</li> <li>- SEGREGATION</li> <li>- SAFE SYSTEM OF</li> <li>- INCREASE SUPERVISION</li> <li>- ADDITIONAL TRAINING</li> <li>- SAFETY NOTICES / ALARMS</li> <li>- PPE (Personal Protective Equipment)</li> </ul> |
|        |                   |  |               |                    |  |
|        |                   |  |               |                    |  |
|        |                   |  |               |                    |  |
|        |                   |  |               |                    |  |
|        |                   |  |               |                    |  |

| [6] LIST ANY EXISTING CONTROLS FOR THESE HAZARDS | [7] DECIDE IF ANY ADDITIONAL CONTROLS ARE REQUIRED TO ELIMINATE OR REDUCE THE RISK | DECIDE IF ANY ADDITIONAL CONTROLS ARE REQUIRED TO ELIMINATE OR REDUCE THE RISK |          |          |        |            | When the risk level, indicated by the RPN number is shown to be within the following bands the indicated actions should be taken.  |
|--|--|--|----------|----------|--------|------------|--|
|  |  | LIKELY   | PROBABLE | POSSIBLE | REMOTE | IMPROBABLE |  |
| PERSONAL PROTECTIVE EQUIPMENT                    | FATAL  | 25   | 20       | 15       | 10     | 5          | <b>(a) 12 - 25 : Impose additional controls with URGENCY and consider taking immediate containment action</b>  |
| GUARDING   | MAJOR  | 20   | 16       | 12       | 8      | 4          |  |
| ALARMS   | MINOR  | 15   | 12       | 9        | 6      | 3          |  |
| SAFE SYSTEM OF WORK                              | ENVIR  | 10   | 8        | 6        | 4      | 2          | <b>(b) 8 - 11 : Consider installing additional controls as soon as possible</b>  |
|  | NO   | 5  | 4        | 3        | 2      | 1          |  |
|  |  |  |          |          |        |            | <b>(c) Less than 8 : Monitor the situation for any increase in risk levels</b><br>N.B. RPN's 16 or over should be notified to personnel. A copy of this Assessment should be passed to the RA committee within 2 working days. |

Assessors Signature: **P. S. O'SH**

Date: 18.05.2020

### Site Control

- No visitors are allowed into the building without authorisation and must follow company procedure and signage.
- Workstations have been isolated using controls and signage to inform staff where they can and cannot work to maintain a social distancing.
- All walkways are always identified with controls and signage to provide safe passage and direction of travel where practicable to support social distancing.
- Use of lift has been limited to one person at all times signage is displayed.
- Verbal communication in place to maintain social distancing in toilets.
- Canteen times have been extended to limit amount of people to 8 to maintain social distancing this is for break time and lunches. Specific times have been allocated to all staff to prevent any crowding or congestion. Signage is in place
- There is a 5-minute gap in between all canteen times to allow cleaning of tables.
- Some doors are left open in certain areas to help prevent hand contact and prevent any contamination. Normal security checks are carried out at the end of each working day.
- There is a give way system on both sets of stairs identified by signage at the top and bottom of the stairs. To maintain social distancing.

### Cleaning Provision

- Hand sanitation points have been placed at the entrances and exits of the building. Also, hand sanitiser is available throughout the factory.
- Industrial isopropanol in suitable labelled containers is provided for staff to clean workstations, tools, and communal equipment.
- All hand contact points within the factory are cleaned throughout the day using an approved cleaning product from the government guide lines.
- Contract cleaners are employed in the company to maintain a high level of cleanliness.

### Signage and Education

- All AGW Employees have been given information regarding existing controls with reference to Covid-19.
- People are always encouraged to maintain a 2-meter distance where practicable signage is displayed within the factory.
- Weekly newsletter from management.

### Factory users Actions

- Those who can are working from home.
- Personal belongings are stored in lockers.
- Most staff travel to work individually in cars.
- Staff are encouraged to report any feelings of being unwell and to self-isolate as government guidelines.