<table>
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<tr>
<th>Number (RPN)</th>
<th>Estimate the level of risk</th>
<th>Judge the likelihood of occurrence</th>
<th>Judge the severity</th>
<th>Identify the hazards</th>
<th>Persons likely to be affected</th>
<th>Consider:</th>
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- **Possible**: 2 Likely to occur but infrequent
- **Remote**: E unlikely to occur but still possible
- **Uncertain**: F unlikely and possible

- **Likely**: G unlikely and possible
- **Possible**: 4 Expected to occur
- **Unlikely**: F unlikely occurs and is the result

- **damage**: NO = No injury, or property damage
- **ENY = Environmental or property damage
- **MAY = May injury possibly
- **MAY = May injury possibility
- **Likely = 5 Unlikely occurs and is the result
- **Possible = 4 Expected to occur
- **Uncertain = E unlikely to occur but still possible
- **Remote = R unlikely to occur but still possible
- **Vulnerable = V group under 16 or 65+
- **EMP = Employees
- **FAT = Fatality
- **VAT = Viscosity
- **PUB = Public
- **Contract: G contract with subcontractors etc.
- **Operations/process: G. operations/processes etc.

**Identify the Hazard**
- **Potential spread of COVID-19 in the workplace**
- **Persons at risk**
- **Hazard Identified (General)**

**RISK ASSESSMENT (General)**

- **Electronics Ltd**
- **Date 10 05 2020**
- **Record No COVID-1 A 1**
- **Ser No 06/10/2007**
<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Likely</th>
<th>Probable</th>
<th>Possible</th>
<th>Remote</th>
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**Risk Assessment - Control / Action Sheet**

- **Date**: 18/08/2020
- **Assessor Signature**: P.J. ANH

<table>
<thead>
<tr>
<th>Action Required</th>
<th>Existing Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Required</td>
<td>Control / Action Sheet</td>
</tr>
</tbody>
</table>

- **Decision**: If any additional controls are required, consider the following:
  - Personal protective equipment (PPE)
  - Alarms
  - Safety notices
  - Additional training
  - Supervision
  - In-service
  - Safe system of work
  - Segregation
  - Enclosure
  - Substitution
  - Elimination

- **Review controls in line with daily government updates/advice**
- **Update/Advice**: 18/08/2020

- **For continuing improvements**

- **Look for continuing improvements**

- **Due to COVID-19 bringing an external risk**

- **Review controls in line with daily government updates/advice**

- **See Appendix**
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 sanitisation 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.