

Probability:		Severity:		<div>Risk Factor = Probability x Severity</div> <div>Low Risk = 1 to 6</div> <div>Medium = 7 to 11</div> <div>High = 12 +</div>	<div>The following guidelines should be applied to risk factors after control measures have been applied:</div> <div>Risk factor after control measures: 1 – 6</div> <div>OK to proceed</div> <div>Risk factor after control measures: 7 – 11</div> <div>Further control measures should be applied. Seek further guidance from the Health, Safety and Environment Department if unsure.</div> <div>Risk factor after control measures: 12+</div> <div>Unacceptable - Do not proceed</div>
5	Very Likely	5	Fatality		
4	Likely	4	Major Injury		
3	Probable	3	Medical Injury		
2	Possible	2	Minor Injury		
1	Very Unlikely	1	No Injury		

Hazard:	Risk:	Risk Factor Before Control:							Control Measure:	Risk Factor After Control:							Further controls required
Spread of COVID-19 (Coronavirus)	Face to face communication	Probability	5						<ul style="list-style-type: none">Anyone in the building must keep a distance of at least 2 meters between each other.Face masks/visors must be worn when this distance cannot be maintained constantly, and when travelling away from usual areas of work, or when working in offices with others.Work areas, canteen facilities and meeting rooms have been adapted to ensure distancing measures can be maintained.Anyone able to work from home, is working from home to reduce the volume of people in the building.Face to face meetings have been minimised, substituting for Teams or email communication	Probability	5						The organisation asks that employees refrain from physical contact, such as handshaking.
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	Cross contamination from surfaces.	Probability	5						<ul style="list-style-type: none">Surfaces and tools are cleaned by operatives working in the area at least 4 times per day. Shift start, break and lunch times and shift end.Each week, a member of the team is tasked with cleaning high traffic contact areas, such as door handles, railings, banisters etc. using anti-bacterial wipesHand sanitiser is available around the building in multiple locations, as well as personal pocket bottles issued to every employee.All internal doors are open to reduce need for contact.Antibacterial wipes have been placed inside the forklift and company vanContract cleaners have increased cleaning routines	Probability	5						Employees are encouraged to wash their hands regularly for at least 20 seconds. Employees are asked to change clothing daily to achieve maximum hygiene and therefore safety. Employees are also asked not to handle equipment if it is not critical for the task
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	Droplets in the atmosphere	<table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td>10</td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Severity</div>	5						4						3						2					10	1						0	1	2	3	4	5	<ul style="list-style-type: none">Ceiling fans are always active to ventilate airLocal extraction is active throughout the production areaExternal doors are kept open whenever practicable, to allow air to circulate.Face masks to be worn when travelling through the building.UV systems in operation within the offices and toilets.	<table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td>5</td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Severity</div>	5						4						3						2						1					5	0	1	2	3	4	5
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	Individuals entering the building. Potentially with COVID-19	<table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td>20</td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Severity</div>	5						4					20	3						2						1						0	1	2	3	4	5	<ul style="list-style-type: none">All employees and visitors/contractors entering the building have a temperature check, followed by a series of questions to ascertain the possibility of carrying the virus into the building.Visitors and contractors are restricted to essential visits onlyDelivery and collection drivers are asked the control questions, must sanitize their hands, and put on a face mask before entry to the building is permitted.If an individual exhibits a high temperature, they are isolated in a room by themselves and checked again after 10 minutes. If still high, entry to the building is denied and the individual is advised to self-isolate for the recommended periodAfter periods of absence, employees require a COVID-19 return to work to be completed prior to entry to the building	<table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td>10</td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Severity</div>	5						4						3						2					10	1						0	1	2	3	4	5
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	Use of the canteen and vending machine facilities	<table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td>20</td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Severity</div>	5						4					20	3						2						1						0	1	2	3	4	5	<ul style="list-style-type: none">Gloves are available at the vending machines and must be wornSignage states that gloves must be wornSeats at tables have been taken out of use where it is possible to sit closer than 2 metersDistancing lines are present and clearly visible to allow correct spacing around the vending machine area.A bottle of hand sanitiser is available in the canteen.	<table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td>10</td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Severity</div>	5						4						3						2					10	1						0	1	2	3	4	5
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	Queuing, awaiting the screening questions and temperature check and use of the isolation room	<table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td>15</td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Severity</div>	5						4						3					15	2						1						0	1	2	3	4	5	<ul style="list-style-type: none">2-meter distancing is mandatory whilst waiting to be screenedStart times have been split to reduce the volume of people waiting.The seats in the isolation room are positioned at least 2 meters apart.If the isolation room is used, it is thoroughly cleaned after being vacated.	<table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Severity</div>	5						4						3						2					1	1						0	1	2	3	4	5
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	Use of PPE	<table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td>10</td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>	5						4						3						2					10	1						0	1	2	3	4	5	<ul style="list-style-type: none">All employees have had demonstrations on how to correctly handle and apply their face mask.Available quantities of PPE are checked on a regular basis	<table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td>5</td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>	5						4						3						2						1					5	0	1	2	3	4	5
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	Disposal of PPE	<table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td>20</td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>	5						4					20	3						2						1						0	1	2	3	4	5	<ul style="list-style-type: none">Gloves used for vending machines, handling used PPE etc must be placed in the red PPE bins.Paper bags are supplied to keep face masks in when not being worn.At the end of the shift, the face masks must be placed inside the paper bag and placed into the red PPE bins.	<table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td>10</td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>	5						4						3						2					10	1						0	1	2	3	4	5
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	Non conformance of COVID-19 policies and PPE requirements	<table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td>10</td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>	5						4						3						2					10	1						0	1	2	3	4	5	<ul style="list-style-type: none">Signage is visible throughout the building.The management team supervise and observe behaviours and compliance throughout the day	<table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td>5</td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>	5						4						3						2						1					5	0	1	2	3	4	5
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