

Alchemy Metals Covid-19 Risk Assessment

Task/Activity:	Risk of Sars-Cov-19 transmission within the workplace				
Assessed by: (sign)	A.Kirby	Approved by:	K.Greasby	Location:	Entire site (Cavendish road)
Date:	14/05/20	Review date:	14/05/21	Ref. No.	COVRA01a
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Area/Risk Group	Infection source/fomite	Persons at risk	Initial Risk rating	List existing controls	Controlled Risk Rating	Additional controls required	Target date	Resp	New Controlled Risk Rating
Entrances	Fingerprint scanners (Main gate and turnstile)	Drivers, First in employee	Intolerable Risk	System unable to be disabled as is integral to site security. Local Hand sanitiser for use prior to use. Signage in place. Upon occupation gates are controlled at reception therefore not requiring contact	Tolerable Risk				
	Main office entrance	All employees	Intolerable Risk	Handwashing station prior to entry. All people entering must wash their hands prior to entrance Signage in place. Area is enforced for social distancing, main door is propped open and opened for other visitors. Forehead temperature checks performed prior to admittance.	Tolerable Risk				
	Main vehicular gates	Visiting drivers	Intolerable Risk	Frequent washing down of intercoms, gates are controlled remotely.	Tolerable Risk				
Office	Reception	Receptionist, staff flowing through	Intolerable Risk	Reception screen in place, Internal fingerprint readers disabled, Visitors chairs taped off, Visitors book and tags out of use.	Tolerable Risk				
	Contact surfaces	All office staff	Intolerable Risk	Recorded frequent cleans taking place using medical grade sanitiser. Hand sanitiser stations in place. Printers have local hand sanitiser and signage for application prior to use.	Tolerable Risk				
	Kitchen	All office staff	Intolerable Risk	Only 1 person allowed at a time, communal food offerings have been banned, twice daily recorded cleans with virucidal sanitiser performed, single use of cutlery then dishwasher daily	Tolerable Risk				
	Desks	All office staff	Intolerable Risk	All phones, keyboards and other desk equipment sanitised and recorded twice daily. Screens in place. Where possible desks have been separated. Employees have been briefed on social distancing and its measures	Tolerable Risk				
	Meetings	All office staff	Intolerable Risk	No external face to face meetings are performed, Internal meetings take place within a socially distanced environment. Room is sanitised after use	Tolerable Risk				
	Shared equipment	All office staff	Intolerable Risk	Where possible shared equipment has been banned, where not e.g. printers there is requirement to hand sanitise prior to use which is signed	Tolerable Risk				
	Toilets	All office staff	Intolerable Risk	All toilets with a shared lobbies are now single occupancy only with indication measures externally and signage	Tolerable Risk				
Works Site 1	Entrance	Works personnel, Visitors to area	Moderate risk	During working hours all entrances are held open to eliminate door contact.	Tolerable Risk				
	Toilets	Works personnel, Visitors to area	Intolerable Risk	Toilets with a lobby entrance are now reduced to single person occupancy only, hand dryers have been disabled. Twice daily virucidal sanitising takes place and is recorded.	Tolerable Risk				
	Canteen	Works personnel, Visitors to area	Intolerable Risk	Area is marked for social distancing with a maximum occupancy of 6 persons at a time. All contact surfaces are virucidally sanitised twice daily and recorded. All staff have been brief with records on the importance of handwashing. No shared cutlery is used. Staff are advised if possible to have lunch externally or in their vehicles if possible to reduce delays. Shift staggering system in operation	Tolerable Risk				
	Work stations	Works personnel, Visitors to area	Intolerable Risk	All workstations have either been screened or operate side to side working. Clustering is being used where reasonable.	Tolerable Risk				
	Walkways	Works personnel, Visitors to area	Intolerable Risk	One way system is in operation with signage.	Tolerable Risk				
	Work equipment	Works personnel, Visitors to area	Intolerable Risk	Frequent and after use sanitisation in place. Gloves (Standard anti cut pep) are worn reducing post use contact. All ppe is individual and has minimum 72 hour storage time before issue.	Tolerable Risk				
Works site 2	Entrance	Works personnel, Visitors to area	Moderate risk	During working hours all entrances are held open to eliminate door contact.	Tolerable Risk				
	Toilets	Works personnel, Visitors to area	Intolerable Risk	Toilets with a lobby entrance are now reduced to single person occupancy only, hand dryers have been disabled. Twice daily virucidal sanitising takes place and is recorded.	Tolerable Risk				
	Canteen	Works personnel, Visitors to area	Intolerable Risk	Area is marked for social distancing with a maximum occupancy of 6 persons at a time and 1 person per table operation with signage indicating such. All contact surfaces are virucidally sanitised twice daily and recorded. All staff have been brief with records on the importance of handwashing. No shared cutlery is used. Staff are advised if possible to have lunch externally or in their vehicles if possible to reduce delays. Shift staggering system in operation	Tolerable Risk				

	Work stations	Works personnel, Visitors to area	Intolerable Risk	All workstations have either been screened or operate side to side working. Clustering is being used where reasonable.	Tolerable Risk					
	Walkways	Works personnel, Visitors to area	Intolerable Risk	One way system is in operation with signage.	Tolerable Risk					
	Work equipment	Works personnel, Visitors to area	Intolerable Risk	Frequent and after use sanitisation in place. Gloves (Standard anti cut ppe) are worn reducing post use contact. All ppe is individual and has minimum 72 hour storage time before issue.	Tolerable Risk					
Works Site 3	Entrance	Works personnel, Visitors to area	Moderate risk	Post entrance hand sanitiser is in place to use after operating entrance padlock	Tolerable Risk					
	Work equipment	Works personnel, Visitors to area	Intolerable Risk	Frequent and after use sanitisation in place. Gloves (Standard anti cut ppe) are worn reducing post use contact. All ppe is individual and has minimum 72 hour storage time before issue.	Tolerable Risk					
Drivers	Entrance	Drivers	Intolerable Risk	Hand sanitiser in place for use prior to turnstile use	Tolerable Risk					
	Work equipment	Drivers	Intolerable Risk	Each driver is provided with virucidal medical grade sanitise for use on cab at start of shift and at end of shift	Tolerable Risk					
	External sites	Drivers	Intolerable Risk	All drivers are limited to single occupancy in vehicles, Drivers follow individual sites rules for hygiene however as a minimum stay with their vehicle as much as possible. Paperwork is signed by the driver on the clients behalf and where possible weighbridge tickets are emailed direct to site.	Tolerable Risk					
Weighbridge	Entrances	Weighbridge staff	Intolerable Risk	Routinely sanitised and recorded	Tolerable Risk					
	Main weighbridge	Weighbridge staff	Intolerable Risk	Number of staff are limited and clustering is in effect by excluding non weighbridge personnel. Holed windows are in place with polythene to allow communication externally	Tolerable Risk					
	Work stations	Weighbridge staff	Intolerable Risk	Screening is in place together with side to side working where screening is not possible	Tolerable Risk					
	Work equipment	Weighbridge staff	Intolerable Risk	Frequent and after use sanitisation in place. Gloves (Standard anti cut ppe) are worn reducing post use contact. All ppe is individual and has minimum 72 hour storage time before issue.	Tolerable Risk					
Vulnerable groups	All sources	Alchemy staff	Intolerable Risk	All staff have been reminded about vulnerability and have been asked to declare that vulnerability if they so wish. No declared so far. In the event of such then that individual will be consulted with and altered work practices offered.	Tolerable Risk					
Visitors	Transmission to and from site	Visitors	Intolerable Risk	All visitors are requested to wash hands upon arrival and a forehead temperature check is taken. Visitor tags and books are out of use and visitor are to provide their own PPE. If this is supplied it is sanitised prior to use with sufficient contact time and after return. The visitor is advised of the social distancing measures in place and is hosted during their visit.	Tolerable Risk					
Gate trade	Transmission to and from members of the public	Members of the public, gate trade Alchemy staff	Intolerable Risk	All alchemy staff wear visor protection for the benefit of the public, a dedicated marked bay external to the site for gate trade is in operation and customers unload their own materials. If they wish the transaction does not require hard copy receipt.	Tolerable Risk					
Visiting drivers	Transmission to and from site	Visiting drivers	Intolerable Risk	All visiting drivers are asked to stay with their vehicle during unloading/loading. Gates are remotely operated and intercoms sanitised regularly. Weighbridge reception areas are limited to 1 person at a time. Paperwork is emailed where possible or signed for by the driver themselves under supervision.	Tolerable Risk					
Work from home/furloughed	Ergonomic and mental health risks	Alchemy staff	Moderate risk	Home office equipment is provided upon request and regular periods of contact are maintained with those furloughed personnel to maintain contact and provide mental health support if highlighted	Tolerable Risk					

SSW refs

CONSEQUENCE					
FREQUENCY	Alchmey Metals Risk Matrix	Minor Injury/Incident 1	Injury Requiring First Aid 2	Reportable Injury 3	Major Injury/Fatality 4
	Extremely Likely, Imminent Danger (Daily to weekly)	4			INTOLERABLE RISK Immediate Action
	Very Likely	3			SUBSTANTIAL RISK Action within 1

LIKELIHOOD OF OCCU	(One a month or more)			month
	Likely (Once a year or more)	2		MODERATE RISK Action within 6 months
	Unlikely (Less than once a year but possible)	1	TRIVIAL RISK Review within 2 yrs	TOLERABLE RISK Action within 12 months