


Category: General Health	Hazard	Coronavirus (COVID-19)	RA Nos	RA 10.03 - Ver 3 See updates in red	
Who can be harmed and how	Employees, visitors, contractors, delivery drivers & customers could become infected by COVID-19				
Assessed By: Steve Meredith	Date Created	18/05/2020	Next Review Date	31/04/2021	
Location: All Locations	Process Owner	Simon Forrester	Reviewed By	SM 29/01/2021	

LIKELIHOOD	RISK RATING TABLE					SEVERITY	PERSONS AFFECTED (P/A)	CATEGORY
	1	2	3	4	5			
1	1	2	3	4	5	1 Extremely Unlikely	E Employee	LOW - Acceptable
2	2	4	6	8	10	2 Possible	C Contractor	MEDIUM - Controls Required
3	3	6	9	12	15	3 Probable	P Public	HIGH - Immediate Controls Required
4	4	8	12	16	20	4 Very Likely	V Visitor	
5	5	10	15	20	25	5 Certain	Other: Employees includes Agency workers	

Does this activity have any adverse consequences for the following classes of worker: Pregnant, Lone, Young, Disabled?  
If so make comments:

## HEALTH & SAFETY RISK ASSESSMENT

No	Hazard/Infection Route	Risk	Uncontrolled Risk Rating (L x S = Total)	H M Government Recommended Steps	Proposed Risk Rating (L x S = Total)	Current Control Measures	Current Risk Rating (L x S = Total)	Revised Control Measures	Revised Risk Rating (L x S = Total)	Resp	Proposed Date	Date Completed
<b>1. THINKING ABOUT THE RISK</b>												
1.0	Thinking about risk: Objective: That all employers carry out a COVID-19 risk assessment.	E V C 1. If the risks from COVID-19 are not properly assessed and adequate control measures implemented employees will be put at risk of COVID-19 infection.	4 4 16	1. As an employer we have a duty of care to carry out a risk assessment for the recognised health hazard of COVID-19. 2. The risk assessment must be based on the published government guidance "Working safely during COVID-19 in factories, plants and warehouses".	2 4 8	1. Luxfer Risk Assessment - Working safely during COVID-19 RA 10.03 (this document) completed.	2 4 8	N/A	0 0 0	SM	18/05/2020	18/05/2020
1.1	Managing risk: Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.	E V C 1. If the hierarchy of control to reduce the risk to as low as is reasonably practicable is not implemented this will leave employees and visitors at risk of infection from COVID-19.	4 4 16	1. Increase the frequency of handwashing and surface cleaning. 2. Enable employees to work from home as a first option. 3. Where working from home is not possible, ensure social distancing is observed by keeping people 2m apart wherever possible. 3. Where the social distancing guidelines cannot be followed, consider whether that activity needs to continue, and if so, take mitigating actions to reduce the risk of transmission between staff. 5. Keeping the activity time involved as short as possible. 6. Using screens or barriers to separate people from each other. 7. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. 8. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). 9. Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. 10. In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.	2 4 8	1. We have identified additional control measures to reduce the risk as low as is reasonably practicable: See below for progress in relation to home working & isolation. See the Shop floor & Offices sheet for progress on the practical & process based control measures.	2 4 8	Update 15/12/20: 1. Monthly & weekly COVID-19 controls audits implemented to ensure all of the COVID-19 secure site rules are being followed. 2. Ventilation review completed 14/12/20 and actions being implemented to ensure there is an adequate supply of fresh air in the workplace.	2 4 8	SF/SM/KS/DB SM/AR	09/12/2020 14/12/20	09/12/2020 14/12/20
1.2	Sharing the results of your risk assessment: Objective: To ensure all employees are aware of COVID-19 as a hazard, the risks involved and additional control measures in place.	E V C 1. If employees are unaware of the risks and control measures they will be more vulnerable to COVID-19 infection.	4 4 16	1. You should share the results of your risk assessment with your workforce. 2. If possible, you should consider publishing the results on your website (and we would expect all employers with over 50 workers to do so). 3. Below you will find a notice you should display in your workplace to show you have followed this guidance.	2 4 8	1. COVID-19 risk assessment to be communicated to all employees via a series of toolbox talks. 2. The government Staying COVID-19 Secure in 2020 policy document will be signed and displayed in reception and all notice boards including contact details for any concerns.	3 4 12	1. Discuss with Luxfer corporate about publishing the COVID-19 risk assessment results on the Luxfer Superform website.	2 4 8	IB	26/05/2020	22/05/2020
<b>2. WHO SHOULD GO TO WORK</b>												
2.0	Who should go to work: Objective: That everyone should work from home, unless they cannot work from home.	E V C 1. If all employees come to work there is an increased risk of COVID-19 cross infection from people outside of the organisation.	4 4 16	1. Considering who is essential to be on site: for example, office staff should work from home if at all possible. 2. Planning for the minimum number of people needed on site to operate safely and effectively. 3. Monitoring the well-being of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site. 4. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. 5. Providing equipment for people to work from home safely and effectively, for example, remote access to work systems.	2 4 8	1. Minimum essential employees retained in the initial phase of COVID-19 to maintain the business and manage the furlough process. 2. Limited number of employees unfurloughed to start to plan for a staged safe return to work. 3. Mental health first aiders available over the phone to take any call from concerned employees. 4. Regular updates form the management team on the ongoing furlough situation. 5. DSE equipment provided to employees working from home. 6. Online communication routes still accessible i.e. Email, Skype, WhatsApp etc.	3 4 12	1. Check with STG to see what other communication links have been established to check on the workforce in terms of mental health & well being. STG reply: Microsoft teams set up for those working from home, HR team doing welfare calls with those on furlough.	2 4 8	SM/STG	29/05/2020	29/05/2020
2.1	Protecting people who are at higher risk: Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals.	E V C 1. If clinically vulnerable employees come to work the risk of infection could be higher due to reduce immune system protection. 2. Also if this group contract the COVID-19 virus the consequences are much higher.	5 4 20	1. Clinically <b>extremely</b> vulnerable individuals have been strongly advised not to work outside the home. 2. Clinically vulnerable individuals, have been asked to take extra care in observing social distancing and should be helped to work from home. 3. If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. 4. Providing support for workers around mental health and wellbeing. This could include advice or telephone support. 5. See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.	2 4 8	1. Check current controls and advice given to vulnerable groups.	5 4 20	1. Check with STG on our communication to Clinically vulnerable individuals and Clinically <b>extremely</b> vulnerable individuals. STG reply: All employees classed as vulnerable groups are currently on furlough. Vulnerable groups to be reviewed as people come back from furlough.	2 4 8	SM/STG	19/05/2020	19/05/2020
2.2	People who need to self-isolate: Objective: To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.	E V C 1. If workers who have symptoms or live with someone who has symptoms comes to work there is a very high risk that they will infect others at work with COVID-19.	5 4 20	1. Enabling workers to work from home while self-isolating if appropriate. 2. See current guidance for employees and employers relating to statutory sick pay due to COVID-19. 3. See current guidance for people who have symptoms and those who live with others who have symptoms.	2 4 8	1. Luxfer Superform has fully adopted the government guidelines on self-isolation. 2. Posters were displayed at the early stages of the COVID-19 pandemic to communicate to the workforce about what to do if you or someone in your household have the symptoms.	2 4 8	1. Check with SF/STG if any further communication has been made to individuals or the workforce who are self-isolating. STG reply: We have no one self isolating but the advice given was if you have the symptoms 7 days self isolating at home, if someone you live with has them 14 days self isolating at home and follow normal absence reporting policy.	2 4 8	SM/SF/STG	19/05/2020	19/05/2020
2.3	Equality in the workplace: Objective: To treat everyone in your workplace equally.	E V C 1. Recognising the risk to diverse groups in the workplace is vital at all times, however the current climate it is even more important that the risks, controls and any reasonable adjustments are considered when considering the risk these groups.	4 4 16	1. Understanding and taking into account the particular circumstances of those with different protected characteristics. 2. Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them. 3. Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation. 4. Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers. 5. Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.	2 4 8	1. Check current controls and advice given to diverse groups.	2 4 8	1. Check the current control measures with STG. STG reply: Current equality policy covers all employees through the COVID-19 pandemic and will be applied to all groups equally when considering furlough leave etc. There are currently no pregnant workers or employees with disabilities. There are some with caring responsibilities which have been taken into account.	2 4 8	SM/STG	19/05/2020	19/05/2020

No	Hazard/Infection Route	Risk	H M Government Recommended Steps	Current Control Measures	Revised Control Measures	Resp	Proposed Date	Date Completed
<b>3. SOCIAL DISTANCING AT WORK</b>								
3.0	3. Social distancing at work: Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.	1. COVID-19 is spread from person to person via water droplets transmitted by people when the cough, sneeze, talk or just when breathing. 2. The scientific advice for the government is that this transmission is greatly reduced when people are kept over 2 metres apart.	1. You must maintain social distancing in the workplace wherever possible. 2. Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Mitigating actions include: 3. Further increasing the frequency of hand washing and surface cleaning. 4. Keeping the activity time involved as short as possible. 5. Using screens or barriers to separate people from each other. 6. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. 7. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). 8. Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms and canteens and similar settings. These are often the most challenging areas to maintain social distancing.	1. 2 metre markers painted/taped on floor areas where queuing or waiting may occur. 2. Various seats removed from canteen areas to enable 2 metre apart seating arrangements, only 4 people at a time. 3. Staggered break times introduced to avoid congestion in canteen areas. 4. Contracted cleaning company implemented increased cleaning regimes for surfaces and door handles. 5. Sales team homeworking to enable reduced numbers in the office to enable social distancing to operate effectively. 6. Hand washing signs displayed in washrooms & canteens showing government advice on hand washing frequency and techniques. 7. Maximum occupancy of meeting rooms identified to enable social distancing to occur during meetings. 8. Activity times are kept as short as possible already for process efficiency requirements.	1. Posters required to push the social distancing message. 2. Review all desk arrangements to ensure 2 metre distance is possible. 3. Look at possible back to back seating arrangements in certain offices or zig-zag layout. 4. Purchase and install Perspex screens where social distancing is not possible. Not required at present currently managing to maintain the 2 metre distance.  15/12/20 update: 5. Additional 2 metre distance floor markings painted in gangways. 6. Additional Hands, Face, Space posters displayed in all areas to remind employees about the need for social distancing.	SB/STG KS/CD/DK SM/KS/DB	22/05/2020 11/12/20 11/12/20	21/05/2020 18/12/20 09/12/20
3.1	Coming to work and leaving work: Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.	1. If social distancing is not maintained at the start and end of shifts the risk of COVID-19 infection is increased. 2. If employees don't wash their hands on arrival at work they could spread COVID-19 unintentionally from external sources.	1. Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. 2. Providing additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible. 3. Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty. N/A 4. Reducing congestion, for example, by having more entry points to the workplace. 5. Using markings and introducing one-way flow at entry and exit points. 6. Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points. 7. Providing alternatives to touch-based security devices such as keypads. N/A 8. Defining process alternatives for entry/exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance. N/A	1. 2 metre markers painted/taped on floor areas where queuing or waiting may occur. 2. 2 metre markers at entrance & exit doors including clocking in/out areas.	1. Introduce staggered start & finish times where possible. 2. Hand sanitiser stations required at entrance & exit doors plus in various strategic locations. 3. Provide secure bike storage to encourage employees to cycle to work. 4. Install give way signs at entry and exit points.  Update 15/12/20: 5. Mandatory temperature checks implemented for all employees, visitors, contractors & customers. 6. Contactless wall mounted digital thermometers installed to reduce the risk of cross infection by handling the hand held digital thermometers.	SM/LR/KS SM/KS/LR/EJ	22/05/2020 18/12/20	21/05/2020 25/01/2021
3.2	Moving around buildings and work sites: Objective: To maintain social distancing wherever possible, while people travel through the workplace.	1. If social distancing is not maintained whilst people move around our buildings the risk of COVID-19 infection is increased. 2. If employees don't wash their hands on arrival at work they could spread COVID-19 unintentionally from external sources.	1. Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use. 2. Reducing job and equipment rotation. 3. Introducing more one-way flow through buildings. 4. Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and encouraging use of stairs wherever possible. 5. Making sure that people with disabilities are able to access lifts. 7. Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses. N/A 8. Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.	1. 2 metre markers painted/taped on floor areas where queuing or waiting may occur. 2. Reduced number of meeting i.e. no morning production meeting in production managers office.	1. Implement one way system for walkways where possible or install give way signs. 2. Encourage employees to stay at their work station, send out a communication to all employees. 3. High pedestrian traffic areas separation 2 metre rule control required.	SM/KS/SB/STG	22/05/2020	21/05/2020
3.3	Workplaces and workstations: Objective: To maintain social distancing between individuals when they are at their workstations.	1. If social distancing is not maintained in and around employees work stations the risk of COVID-19 infection is increased.	1. Reviewing layouts, line set-ups or processes to allow people to work further apart from each other. 2. Using floor tape or paint to mark areas to help workers keep to a 2m distance. 3. Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. 4. Only where it is not possible to move workstations further apart, installing screens to separate people from one another. 5. Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned. 6. Workstations should be assigned to an individual as much as possible. If they need to be shared they should be shared by the smallest possible number of people. 7. If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk.	1. 2 metre markers painted/taped on floor areas where queuing or waiting may occur. 2. Work stations are generally operated on a 2 or 3 shift system with the same people on the shifts.	1. Carry out a review of work station layouts to identify any modifications required for social distancing. 2. Supply Perspex screens where 2 metre distance can't be maintained. Not required at present currently managing to maintain the 2 metre distance. 3. Identify lifting buddies for 2 man lifts and maintain the same pairing. 4. Supply cleaning solutions or sanitary wipes to clean the machine controls between shifts.  Update 15/12/20: 5. High Touch Point area cleaning stations and signage installed to ensure shared tools and controls are cleaned regularly.	SB/STG/LR/KS/SM SM/LR/EJ/KS/DB	22/05/2020 09/12/20	22/05/2020 09/12/20
3.4	3.4 Meetings: Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.	1. If social distancing is not maintained during meetings the risk of face to face COVID-19 infection is increased.	1. Using remote working tools to avoid in-person meetings. 2. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout. 3. Avoiding transmission during meetings, for example, from sharing pens and other objects. 4. Providing hand sanitiser in meeting rooms. 5. Holding meetings outdoors or in well-ventilated rooms whenever possible. 6. For areas where regular meetings take place, using floor signage.	1. Maximum occupancy of meeting rooms identified to enable social distancing to occur during meetings. 2. Skype in use for remote meetings. 3. WhatsApp group set up for management communications. 4. Regular conference calls in place with the US. 5. Conference & video calling set up for customers meetings.	1. 1. Ensure all staff maintain the 2 metre distance during the daily briefings. 2. Provide hand sanitisers in meeting rooms. 3. Ensure no shared items are required in meeting rooms i.e. keyboards, mics etc or provide cleaning wipes for such items.  Update 15/12/20: 4. Speaker and microphone provided for shift handover briefs on the shop floor to ensure social distancing can be maintained.	SM/KS/LR SM/LR/EJ/DK/CD/KS	21/05/2020 11/12/20	22/05/2020 09/12/20
3.5	Common areas: Objective: To maintain social distancing while using common areas.	1. If social distancing is not maintained in common areas the risk of COVID-19 infection is increased.	1. Staggering break times to reduce pressure on breakrooms or places to eat. 2. Using safe outside areas for breaks. 3. Creating additional space by using other parts of the worksite or building that have been freed up by remote working. 4. Using protective screening for staff in receptions or similar areas. 5. Providing packaged meals or similar to avoid opening staff canteens, where possible. N/A 6. Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. 7. Encouraging staff to stay on-site during working hours. 8. Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms.	1. 2 metre markers painted/taped on floor areas where queuing or waiting may occur. 2. Various seats removed from canteen areas to enable 2 metre apart seating arrangements, only 4 people at a time. 3. Staggered break times introduced to avoid congestion in canteen areas. 4. Contracted cleaning company implemented increased cleaning regimes for surfaces and door handles. 5. Vending machines in place in canteen areas ???.	1. Look at outdoor break areas (weather permitting) possibly purchase some tables & chairs. 2. Install Perspex screen in reception, goods inwards etc. Not required at present currently managing to maintain the 2 metre distance. 3. Identify empty office areas that could be utilised for canteen facilities, meeting rooms etc. 4. Ensure 2 metre markers include common areas. 5. Restrict toilets/washrooms to one person at a time i.e. one in one out. 6. Send communication to staff to stay on-site during working hours where possible.  Update 15/12/20: 7. Additional cleaning stations installed in canteens and office areas to ensure these areas are cleaned regularly.	SM/KS/DB/SB/STG EJ/SM/LR	21/05/2020 11/12/20	22/05/2020 08/12/20

No	Hazard/Infection Route	Risk	Unmitigated Risk Rating (L x S x T = Total)			H M Government Recommended Steps			Proposed Risk Rating (L x S x T = Total)			Current Control Measures			Control Risk Rating (L x S x T = Total)			Revised Control Measures			Proposed Risk Rating (L x S x T = Total)			Resp	Proposed Date	Date Completed		
			L	S	T	L	S	T	L	S	T	L	S	T	L	S	T	L	S	T	L	S	T					
3.6	Accidents, security and other incidents. Objective: To prioritise safety during incidents.	1. First aiders could become infected whilst administering first aid in the event of an accident. 2. Social distancing would not be possible during first aid provision so PPE is vital to protect first aiders. 3. Social distancing could be a hazard in the event of an emergency because it could increase the time needed to exit the building in the event of a fire.	4	4	16	1. In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe. 2. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.	2	4	8	1. Additional measures required	4	4	16	1. Communication required for what to do in the event of a fire or emergency to maintain social distancing where applicable. 2. Additional PPE required for first aiders i.e. masks & gloves as standard for first aid treatment plus communication to all first aiders.	2	4	8	SM/STG/MS	20/05/2020	20/05/2020								
<b>4. MANAGING YOUR CUSTOMERS, VISITORS AND CONTRACTORS</b>																												
4.1	Managing your customers, visitors and contractors. Objective: To minimise the number of unnecessary visits to factories, plants and warehouses.	1. Visitors to the site pose an increased risk of unknowingly carrying the COVID-19 virus. 2. This consequently increases the risk of COVID-19 infection to our employees. 3. It is vital that visitors are kept to a minimum during the pandemic.	4	4	16	1. Encouraging visits via remote connection or remote working for visitors where this is an option. 2. Limiting the number of visitors at any one time. 3. Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. 4. Maintaining a record of all visitors, if this is practical.	2	4	8	1. Skype & video conferencing in place and being used to communicate with customers and other stakeholders. 2. Only essential visitors are currently being asked to visit the site all other communication is being done remotely. 3. Maintenance are only scheduling essential safety critical services at present and where possible this is being done out of hours. 4. All visitors are recorded either by reception or in the permit to work folder.	2	4	8	Update 15/12/20: 1. Mandatory temperature checks implemented for all employees, visitors, contractors & customers. 2. Contactless wall mounted digital thermometers installed to reduce the risk of cross infection by handling the hand held digital thermometers.	2	4	8	SM/KS/LR/EJ	18/12/2020	25/01/2021								
4.2	Providing and explaining available guidance. Objective: To make sure people understand what they need to do to maintain safety.	1. Clear communication of revised site rules is vital to ensure visitors don't pose a risk of COVID-19 infection to both themselves and our employees.	4	4	16	1. Providing clear guidance on social distancing and hygiene to people, for example, inbound delivery drivers or safety critical visitors, on arrival, for example, signage, visual aids, and before arrival, for example, by phone, on the website, by email. 2. Establishing host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors. 3. Reviewing entry and exit routes for visitors and contractors to minimise contact with other people. 4. Coordinating and cooperating with other occupiers for those working in facilities shared with other businesses including with landlords and other tenants.	2	4	8	1. Hand washing signs displayed in washrooms & canteens showing government advice on hand washing frequency and techniques.	3	4	12	1. Posters required to push the social distancing message. 2. Provide guidelines to employees acting as hosts to visitors. The existing COVID-19 site rules will apply equally to employees and visitors. 3. Create signs for visitors and contractors at entry points so they understand the site rules before entering the building. 4. Communicate visitor guidelines via email when scheduling visitors and contractors. COVID-19 site rules sent to all visitor/contractor hosts.	2	4	8	SM SM SM/AR SM/STG/KS	21/05/2020 29/05/2020 21/05/2020 29/05/2020	22/05/2020 25/05/2020 22/09/2020 25/05/2020								
<b>5. CLEANING THE WORKPLACE</b>																												
5.0	Cleaning the workplace																											
5.1	Before reopening: Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including: An assessment for all sites, or parts of sites, that have been closed, before restarting work. Cleaning procedures and providing hand sanitiser, before restarting work.	1. There could be a risk of COVID-19 cross infection if ventilating systems are not running at normal capacity because of stale air not being circulated with fresh air.	3	4	12	1. Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. 2. Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers. 3. Positive pressure systems can operate as normal.	1	4	4	1. Additional measures required.	3	4	12	1. Check HVAC & LEV systems as start up commences. All systems being checked as we start them up. 2. Obtain prices for deep cleaning/sanitising services and evaluate if this is necessary. This was deemed unnecessary, we are covering this off with extra daily cleaning. 3. Review current cleaning schedules and service level to see if extra cleaning is required. Agreed extra cleaning of touch points and additional hours required.	1	4	4	AR SM/LR SM/LR	30/06/2020 N/A 19/05/2020	04/06/2020 N/A 19/05/2020								
5.2	Keeping the workplace clean: Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.	1. Keeping the workplace clean is vital to stop the spread of COVID-19 BY contaminated surfaces.	4	4	16	1. Frequent cleaning of work areas and equipment between uses, using your usual cleaning products. 2. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, pump handles and printers, and making sure there are adequate disposal arrangements. 3. Clearing workspaces and removing waste and belongings from the work area at the end of a shift. 4. If you are cleaning after a known or suspected case of COVID-19 then you refer to the specific guidance.	2	4	8	1. Contracted cleaning company implemented increased cleaning regimes for surfaces and door handles. 2. Waste bins are emptied regularly (check frequency).	3	4	12	1. Look at arrangements and supply of cleaning products/wipes for shared office and production equipment. 2. Implement end of shift clean up procedures and carry out tool box talks to all employees. 3. Check what frequency the cleaners are emptying the bins and increase if necessary.	2	4	8	SM/KS/STG/S B/SF	21/05/2020	22/05/2020								
5.3	Hygiene – handwashing, sanitation facilities and toilets: Objective: To help everyone keep good hygiene through the working day.	1. Personal hygiene along with social distancing is key to stopping the cross infection of COVID-19. This can only be achieved if the correct provisions are made for hand cleaning/sanitization and clean toilet and washroom facilities.	4	4	16	1. Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. 2. Providing regular reminders and signage to maintain hygiene standards. 3. Providing hand sanitiser in multiple locations in addition to washrooms. 4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. 5. Enhancing cleaning for busy areas. 6. Special care should be taken for cleaning of portable toilets. N/A 7. Providing more waste facilities and more frequent rubbish collection. 8. Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.	2	4	8	1. Hand washing signs displayed in washrooms & canteens showing government advice on hand washing frequency and techniques. 2. Contracted cleaning company implemented increased cleaning regimes for surfaces and door handles.	3	4	12	1. Restrict toilets/washrooms to one person at a time i.e. one in one out. 2. Introduce daily reminders about social distancing and hygiene standards. 3. Hand sanitisers on order identify the ideal locations. 4. Look and hand dryer and paper towel provision (should we switch off the hand dryers?). All hand dryers turned off. 5. Check what frequency the cleaners are emptying the bins and increase if necessary.	2	4	8	SM/LR/KS	21/05/2020	22/05/2020								
5.4	Changing rooms and showers: Objective: To minimise the risk of transmission in changing rooms and showers.	1. Personal hygiene along with social distancing is key to stopping the cross infection of COVID-19. This can only be achieved if the correct provisions are made for hand cleaning/sanitization and clean toilet and washroom facilities.	4	4	16	1. Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. 2. Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	2	4	8	2. Contracted cleaning company implemented increased cleaning regimes for surfaces and door handles.	3	4	12	1. Introduce staggered start & finish times where possible. Not required with current manning levels. 2. Implement social distancing measure in changing rooms i.e. limit the number of people in the changing rooms at one time. 3. Shower blocks to be locked off during the COVID-19 pandemic.	2	4	8	SM/KS/STG/S B/SF	19/05/2020	19/05/2020								
5.5	Handling goods, merchandise and other materials, and onsite vehicles: Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.	1. Goods inwards staff are at increased risk of COVID-19 infection due to contact with delivery drivers and also contact with incoming goods.	4	4	16	1. Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks. 2. Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical. 3. Regular cleaning of vehicles that workers may take home. 4. Regular cleaning of reusable delivery boxes.	2	4	8	1. Additional measures required.	3	4	12	1. Implement social distancing measures at goods inward i.e. contactless drop off point for incoming goods. 2. Supply cleaning products or sanitary wipes for goods inward counters and shared equipment. 3. Enhance the internal cleaning regime for any shared internal or external vehicles.	2	4	8	SM/KS	22/05/2020	22/05/2020								
<b>6. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE COVERINGS</b>																												
6	Personal Protective Equipment (PPE) and face coverings.	1. The government guidance states that: "When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial."	4	4	16	1. There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. 3. A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. 4. Wearing a face covering is optional and is not required by law, including in the workplace. 5. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. 6. Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:	2	4	8	1. We are not required by law to supply face masks as part of our COVID-19 revised control measures. 2. There may be some operations such as working in confined	2	4	8	1. If some employees choose to wear their own masks it is important that we tell them how to wear them correctly and look after their masks.	2	4	8	SM/KS	21/05/2020	22/05/2020								

No	Hazard/Infection Route	Risk	Unmitigated Risk Rating (L x S x T = Total)	H M Government Recommended Steps	Proposed Risk Rating (L x S x T = Total)	Current Control Measures	Control Risk Rating (L x S x T = Total)	Revised Control Measures	Revised Risk Rating (L x S x T = Total)	Resp	Proposed Date	Date Completed
6.1	Face coverings	C 2. The recommended way of managing COVID-19 is "through social distancing, hygiene and fixed teams or partnering, not through the use of PPE."	4 4 16	7. Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. 8. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. 9. Change your face covering if it becomes damp or if you've touched it. 10. Continue to wash your hands regularly. 11. Change and wash your face covering daily. 12. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.	2 4 8	spaces where it may be necessary. 3. This must be risk assessed at the time including the HSE manager.	2 4 8	2. The message about masks should also be clearly communicated to avoid confusion about the benefits and legal requirements for people to wear masks.	2 4 8			
<b>7. WORKFORCE MANAGEMENT</b>												
7.1	Shift patterns and working groups: Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.	E V C 1. The greater the number of people interacting as part of working group reflect the greater risk of COVID-19 cross infection. 2. By reducing the number of interactions we can reduce the risk of cross infection.	4 4 16	1. As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. 2. Identifying areas where people have to directly pass things to each other, for example, job information, spare parts, samples, raw materials, and find ways to remove direct contact, such as through the use of drop-off points or transfer zones.	2 4 8	1. At present the number of interactions are greatly reduced because of the furlough scheme. 2. We have also introduced staggered breaks to cut down on the number of interactions. 3. Shift personnel tend to stay fairly stable so interaction in general is with the same people.	3 4 12	1. Look at areas where employees have to pass items from one person to another and introduce contactless drop off & pick up points. Not an issue with current manning levels, where close working is required in areas such as A Class face masks are required for normal working. Need to review CMM rooms for occupancy numbers. Only 2 people allowed in CMM room signs put on doors.	2 4 8	SM/LKS	26/05/2020	25/05/2020
7.2	7.2 Work-related travel. 7.2.1 Cars, accommodation and visits: Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.	E V C 1. Work-related travel especially foreign travel poses a significant risk of COVID-19 infection.	4 4 16	1. Minimising non-essential travel – consider remote options first. 2. Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. 3. Cleaning shared vehicles between shifts or on handover. 4. Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.	2 4 8	1. All foreign travel has been suspended by the company during the pandemic. 2. UK travel in being kept to an absolute minimum. 3. There is still some travel between the Kidderminster & Worcester sites for transfer of parts etc but this is also kept to a minimum. 4. Remote options i.e. Skype, Video Conferencing & conference calls are being fully utilised to help reduce the travel requirements.	3 4 12	N/A	2 4 8	N/A	N/A	N/A
7.2.2	Deliveries to Other Sites: Objective: To help workers delivering to other sites such as factories, logistics sites or customers' premises to maintain social distancing and hygiene practices.	E V C 1. Delivering our parts to customers sites also poses a risk to our customers staff.	4 4 16	1. Putting in place procedures to minimise person-to-person contact during deliveries to other sites. 2. Maintaining consistent pairing where two-person deliveries are required. 3. Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.	2 4 8	1. Additional measures required.	4 4 16	1. Contact our customer sites to find out what social distancing requirements they have in place and inform our drivers about the details. 2. Look at the delivery note procedure and paperwork do we need signatures from customers can a contactless option be implemented.	2 4 8	SM/NH	22/05/2020	22/05/2020
7.3	Communications and Training. 7.3.1 Returning to Work: Objective: To make sure all workers understand COVID-19 related safety procedures.	E V C 1. Without training on the revised control measures and a full understanding of the risks employees will not be able to fully protect themselves and others from COVID-19 cross infection.	4 4 16	1. Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. 2. Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. 3. Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.	2 4 8	1. Hand washing signs displayed in washrooms & canteens showing government advice on hand washing frequency and techniques. 2. COVID-19 concerns discussed at the recent employee forums. 3. HR have issued a communication on COVID-19 requirements (check with STG).	3 4 12	1. Create a bullet point document for communication of COVID-19 suite rules. Updated 15/12/20: 2. Further toolbox talk delivered on the additional COVID-19 controls recently implemented.	2 4 8	SM/KS/SB/ST G/DB SM/KS/CD/DK/VH/DB	19/05/2020 18/12/20	19/05/2020 26/01/2021
7.3.2	Ongoing communications and signage: Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.	E V C 1. Without on-going communication and a constant reminder of the risk and revised control measures employees could become complaisant and start to relax the control measure in place thus increasing the risk of COVID-19 infection.	5 4 20	1. Ongoing engagement with workers, including through trades unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments. 2. Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). 3. Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language. 4. Using visual communications, for example, whiteboards or signage, to explain changes to production schedules, breakdowns or materials shortages to reduce the need for face-to-face communications. 5. Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.	2 4 8	1. Posters are being sought to provide a constant reminder of the risk from COVID-19. 2. Hand washing signs displayed in washrooms & canteens showing government advice on hand washing frequency and techniques. 3. Employee forums and Health & Safety meeting will drive the message about the control of COVID-19. 4. Team briefings will also repeat the constant message.	3 4 12	1. Discuss with the management team to see if more can be done to drive the message. Risk assessment reviewed at the management team on 18/05/2020 all agreed that the proposed actions were adequate and needing completing ASAP. 15/12/20 update: 2. Additional 2 meter distance floor markings painted in gangways. 3. Additional Hands, Face, Space posters displayed in all areas to remind employees about the need for social distancing.	2 4 8	SF/KS/STG/SB/MB/NH/SM/ K/CD/DK SM/KS/DB	18/05/2020 11/12/20 11/12/20	18/05/2020 18/12/20 09/12/20
<b>8. INBOUND AND OUTBOUND GOODS</b>												
8.0	8. Inbound and outbound goods: Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.	E V C 1. Goods inwards staff are at increased risk of COVID-19 infection due to contact with delivery drivers and also contact with incoming goods.	5 4 20	1. Revising pick-up and drop-off collection points, procedures, signage and markings. 2. Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking. 3. Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. 4. Where possible and safe, having single workers load or unload vehicles. 5. Where possible, using the same pairs of people for loads where more than one is needed. 6. Enabling drivers to access welfare facilities when required, consistent with other guidance. 7. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-always.	2 4 8	1. Additional measures required.	3 4 12	1. Implement social distancing measures at goods inward i.e. contactless drop off point for incoming goods. 2. Supply customer good inward rules to Luxfer delivery drivers also create Luxfer delivery rules for where there are no customer rules in place. 3. Supply cleaning products or sanitary wipes for goods inward counters and shared equipment. 4. Enhance the internal cleaning regime for any shared internal or external vehicles. 5. Look at order quantities and stock levels to see if fewer deliveries can be received and larger stocks held. 6. Identify lifting buddies where constant 2 man lifting is required. 7. Make welfare facilities available to delivery drivers. 8. Ask drivers to stay in their vehicles where possible.	2 4 8	SM/MS/DB/NH/LR	22/05/2020	22/05/2020