









Senstronics

(To be produced in line with the Risk Control procedures)

Assessor: Carl Jones	Reviewed: SS & CJ	RA No. Corona#1	Permit to Work Details: No Permits required			Risk Assessment Matrix					
Signature:	Signature:	Job No.				X	5	4	3	2	1
Date: 26/03/2020	Date: 05/05/2020					5	20	20	15	10	5
Task (full description): Attending work at Senstronics throughout the Coronavirus outbreak 2020				Overall Risk of Task			Severity		Likelihood		
Specific Site and Location Details: All company areas with Senstronics employees and visitors				Low <input type="checkbox"/>	Med <input type="checkbox"/>	High <input type="checkbox"/>	H&S	Env.			
Hazard affects:				Employees <input type="checkbox"/>	Contractors <input type="checkbox"/>	Client <input type="checkbox"/>	Public <input type="checkbox"/>	Environment <input type="checkbox"/>			
				No Injury		Negligible / trivial		1	Almost Never		
Minor Injury		Minor / slight		2	Seldom						
Injury		Serious		3	Possible						
Serious Injury		Major		4	Probable						
Death		Catastrophic		5	Almost Always						

							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High-visibility Clothing: BSEN 471 (May not be required in certain workplaces). Class 1 – the least conspicuous (waistcoats and most trousers). Class 2 – more conspicuous than Class 1 (waistcoats, jackets and some trousers). Class 3 – the most conspicuous (jackets and coveralls).	Foot Protection: Safety boots or shoes or Wellington; to BSEN 345-S1-5	Head Protection: Industrial safety helmets; BSEN 397-440V (to be used when Scaffolding is erected) Bump caps; BSEN 812 (only for internal use)	Eye Protection: Safety spectacles and Goggles; to BSEN 166-1F.	Hand and Arm Protection: mechanical risks BSEN 420 Physical risks BSEN 407 Chemical / Biological risks BSEN 374-455	Ear Protection: Ear Defenders BSEN 352	Face Protection: Face Shield to BSEN 166	Respiratory Protection: Disposable half mask respirators; BSEN 149 Reusable half mask respirators – particle filter; BS EN 140 mask and BS

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No.	Hazard	Risk	Before controls			Existing Control Measure	Additional Site Control Measures	After Controls		
			S	L	R			S	L	R
1	<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2m for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	Contracting Coronavirus & Spreading it	4	4	16	<p>Update Human Resources with absence identifying Coronavirus and manage absence in line with company HR policies / procedures</p> <p>Social distancing encouraged and limit non-essential travel where possible</p> <p>Do not come into work where someone you live with has been diagnosed</p> <p>Follow NHS / 111 advice as required. Do not attend GP surgery or public places if confirmed to help reduce spread of the disease</p> <p>Company to ensure vulnerable persons (elderly, pre-existing health condition, lower immunity) employed are individually assessed</p> <p>Follow good hygiene measures at all times ask friends, family members or delivery services to do errands for you try to avoid visitors to your</p> <p>Do not take any antibiotics as they do not work against viruses.</p>	<p>Public Health England (PHE) measures in place:</p> <ul style="list-style-type: none"> Businesses and workplaces should encourage their employees to work at home, wherever possible: If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they should be sent home and advised to follow the advice to stay at home Employees should be reminded to wash their hands for 20 seconds more frequently and catch coughs and sneezes in tissues frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products Employees will need your support to adhere to the recommendation to stay at home to reduce the spread of coronavirus (COVID-19) to others Employers should use their discretion concerning the need for medical evidence for certification for employees who are unwell. This will allow GPs to focus on their patients Visitors managed with the same rules if classed as business critical and need to attend site Deliveries managed with minimum contact 	3	2	6

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No.	Hazard	Risk	Before controls			Existing Control Measure	Additional Site Control Measures	After Controls		
			S	L	R			S	L	R
2	Poor hygiene	Contracting Coronavirus & Spreading it	4	4	16	<p>Wash your hands thoroughly and regularly.</p> <p>Use soap and water for at least 20 seconds.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p>	<p>Extra cleaning resources have been sourced and are available – Cleaners are doing extra days & hours – surfaces, bannisters, lockers etc...</p> <p>Gloves are available as required</p> <p>Personal responsibility to wash hands has been communicated</p> <p>Hand sanitiser and hand washing facilities are in place</p> <p>All staff encouraged to be responsible for their own safety and overs, more than ever with the threat of the virus</p>	3	2	6
3	Foreign travel	Contracting Coronavirus & Spreading it	4	4	16	<p>National government websites need to be checked prior to arranging travel in order to assess travel restrictions and to follow recommendations provided by the destination government</p> <p>Do not travel unless imperative or reduce travelling where possible – consider home working / teleconferencing</p> <p>Where an individual has recently visited high risk countries (see government website), they should self / home isolate themselves for 14 days</p>	<p>Senstronics has suspended all business travel</p> <p>No employee will be allowed on site if they have visited any destinations outside of the UK</p> <p>Contractors and visitors must complete the declaration form – stating they have not been to the restricted countries or show any symptoms</p>	4	1	4

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			S	L	R			S	L	R
						<p>Fitness for work to be completed on appropriate return to the workplace</p> <p>Please continue to follow any further national government advice provided</p> <p>Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service</p>				
4	Lack of First Aiders due to self-isolation and sickness – Numbers low	Whilst our focus is on COVID-19, remember that not all events requiring first responders will still exist.	4	4	16	Every work area has the correct amount of First Aid trained personnel to deal with first response	<p>Operations and Department managers to ensure every shift is still covered</p> <p>Extra precautions to be carried out by the first aiders – Hygiene and cleaning regimes to be extra protective.</p> <p>If no cover – Dynamic risk assessment to be completed to look at the risk involved – Assess</p>	4	1	4
5	Poor Communication	Not all staff informed and provided the correct information – controls not carried out	4	3	12	All staff aware of current actions and requirements and reminded frequently using Senstronics communication systems – EHS & HR updates if the advice or guidance changes	<p>All staff working and adhering to current advice</p> <p>All responsible for ensuring this is happening Company duty of Care Employee to ensure safety of themselves and others</p>	4	1	4
6	Procedure for restart of additional activities	Relaxing the controls, we have in place which could introduce more risk of employees	4	3	12	Controls in Place that come from government advice and PHE guidance – Already in place and working well	<p>Provide disinfection material in office areas for disinfection of keyboards, mouse, etc.</p> <p>Distribute people in the office space by using meeting rooms as office desks or by sitting at empty desks to ensure safety distance</p> <p>Introduce working routines in offices –</p>	4	1	4

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			S	L	R			S	L	R
		contracting the virus and it spreads					Controlled by and office manager Clear desk policy to minimise items that can be affected If a worker is not needed in work and can work from home, they should still do that for now Breaks staggered so that 2m rule can be applied easily Carryon using Teams Meetings reducing numbers of employees together in rooms Everyone to be responsible for their own safety and the safety of other co-workers. If rules are not followed discipline should be enforced			

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RA Briefing:

Delivered by	Signature	Delivered to	Signature	Date

Annual/Incident Review of Risk Assessment:

Reviewer	Type	Signature	Date