Staff are reminded to work in a safe manner at all times as they have a duty in law (Health & safety at Work Act 1974) not put themselves or others at risk as a result of their actions. Any items of concern should be reported immediately to the department manager or the company Health & Safety Officer. Department rules are that all staff use Safety Footwear, Overalls and PPE as required as part of their general duties.

### Risk reduction control measures:

- **Hazard elimination** (e.g. the use of alternative work methods, design improvements, change of process)
- **Substitution** (replacement of a process with another with less risk)
- **Use of Barriers** (isolation to remove the hazard from the member of staff, puts the hazard into a box)
- **Segregation** (removes the member of staff from the hazard, puts worker in a box)
- **Use of procedures** (limiting exposure time, dilution of exposure to the hazard, cailate systems of work, warning these depend on individual capabilities)
- **Use of warning signs** (signs, Instruction labels, which depend on human response)
- **Use of personal protective equipment:** (depend on human response, used as a sole measure when all other options have been exhausted- PPE is the last resort)

### Health and Safety Risk Assessment Covid-19 TE Hastings

<table>
<thead>
<tr>
<th>Activity</th>
<th>Persons at Risk</th>
<th>Significant Hazards</th>
<th>Task Routine/Non Routine</th>
<th>Risk</th>
<th>Risk Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception</td>
<td>Receptionist</td>
<td>Potential contact with visitors</td>
<td>NR</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Access and egress</td>
<td>All</td>
<td>Potential social distancing issues</td>
<td>NR</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Walking in main corridor</td>
<td>All</td>
<td>Potential social distancing issues</td>
<td>NR</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Locker Room</td>
<td>Manufacturing staff</td>
<td>Potential social distancing issues</td>
<td>NR</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Canteen</td>
<td>All</td>
<td>Potential social distancing issues</td>
<td>NR</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>First aid</td>
<td>First aiders</td>
<td>Potential social distancing issues when administering first aid treatments</td>
<td>NR</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Cleaning</td>
<td>External cleaning company</td>
<td>Disinfection and hygiene</td>
<td>NR</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Working from home</td>
<td>Office-based staff</td>
<td>Remote working</td>
<td>NR</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Washrooms</td>
<td>All</td>
<td>Potential transfer of Covid 19 infection</td>
<td>NR</td>
<td>5</td>
<td>2</td>
</tr>
</tbody>
</table>

Steve Detsicas EHS Manager

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## Health and Safety
### Risk Assessment Covid-19 TE Hastings

### Manufacturing areas
- **Staff**
- Potential transfer of Covid 19 infection
- **NR**
- **Likelihood (L):** 5, 2, 1
- **Severity (S):** 10
- **Degree of Risk (DR):**
- **In areas where social distancing cannot be maintained due to manufacturing restrictions in the first instance the process has been moved to create 2 m social distancing. If this has been unavailable then protective screening has been installed as a preventative barrier examples of this are seen in assembly, moulding, plating wiring shop and filter assembly.**

### Multiple use equipment
- **Staff**
- Potential transfer of Covid 19 infection
- **NR**
- **Likelihood (L):** 4, 2
- **Severity (S):** 8
- **Degree of Risk (DR):**
- **All multiple use equipment is disinfected after use, bagged and identified as cleaned for the next user.**

### Standards
- Earplugs EN352-2, Ear defenders EN352-1
- Hard hats EN397
- Visors EN166
- Heat resistant gloves EN 388 and EN 407

### Likelihood (L)
- Frequent 5 - Probable 4 - Occasional 3 - Improbable 2 - Remote 1

### Severity (S)
- Catastrophic 5 - Major 4 - Reportable 3 - Serious 2 - Minor 1

### Degree of Risk (DR) = Likelihood x Severity

### Residual Risk
- The level of risk that remains, after suitable and sufficient control measures are introduced.

### Degree of Risk
- Low Risk: 0, 5
- Medium Risk: 5, 10
- High Risk: 1, 2, 2

### EH&S Leader
- Steve Detsicas GradIOSH

### UK Operations Manager
- Scott Ford

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Steve Detsicas EHS Manager

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