

## Alchemy Metals Covid-19 Risk Assessment

<b>Task/Activity:</b>	Risk of Sars-Cov-19 transmission within the workplace				
<b>Assessed by: (sign)</b>	A.Kirby	<b>Approved by:</b>	K.Greasby	<b>Location:</b>	Entire site (Cavendish road)
<b>Date:</b>	14/05/20	<b>Review date:</b>	14/05/21	<b>Ref. No.</b>	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				



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