

Operation / Task:	All Work Activities	Employees at Risk:	All Employees	Pakawaste Ltd
Location / Area:	All Areas	Other Persons at Risk:	Customers, Public, Other	
Assessor:	Carl Platt Production Director	Key Responsible Personnel:	David Hamer	

Activity	Risk / Hazard	Pre-Control Risk Ratings			Current Control Measures	New Control Measures Required	Date Implemented & By Whom	Post-Control Risk Ratings			
		L	S	L x S				L	S	L x S	
Carrying Out Normal Work Activities	Contamination of Coronavirus Leading to Possible Death	1	5	5	<ul style="list-style-type: none"> • Adopt the safe working procedures as follows: • Employee must inform line manager if they display any symptoms of COVID 19 (constant dry cough or high temperature or loss or change to sense of smell or taste) and instigate self-isolation with immediate effect. • Employee to travel to work in individual vehicle to minimise interaction. • Employee to wash hands with warm soapy water for 20 seconds or apply hand sanitiser upon arrival at work and at regular intervals during the working day. • Employee to maintain 'Social distancing' at all times. A distance of 2m must be kept between all employees as well as visitors at all times. • Individual temperatures taken and recorded once a week of all employees. • All visitors to have their temperatures taken and recorded before accessing site. • Face masks / protection to be worn when the 2 metre rule cannot be observed, when moving round the shopfloor areas and moving between buildings. • If using welfare facilities, PPE must be removed, placed in a double layered waste bag and disposed of in the bin provided. Social distancing must also be adhered to if 						

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					<p>using welfare facilities.</p> <ul style="list-style-type: none"> • Replacement PPE (as required) must be worn following recommencement of works. • Desk screens erected to protect all personnel. • Hot desking not permitted at any time. • Tools / work equipment are not to be shared at any time unless strict sanitisation procedures are followed. • Where 2-man jobs are required, a full briefing is required before starting work. • If there are any concerns stop work and contact your manager. • Keep undertaking 2-man tasks to a minimum and never exceeding 15 minutes at any one time. • Employees will work side by side, back to back or facing away from each other at all times, rather than face to face. • When 2-man tasks are required increase the handwashing frequency. • Three canteens in use and numbers restricted ensuring the 2 metre distance is maintained • Clear designated walkway routes are in place. • Strict isolation controls to be imposed on visitors. • Car parking facilities in place and utilised at all times. • Wherever possible, all contractors/personnel must be given clear direction when accessing the site i.e. parking in the designated location. 						

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					<ul style="list-style-type: none"> • 23/09/20 - Additional measures following Government announcement: • There are to be no movements between areas. If you require somebody from the different area / office, contact them via telephone. • Trays will be placed at the bottom of the stairs in the main office for any documents / paperwork for accounts. • If you are based in the workshops and you need to speak to someone in the offices, you can contact the relevant person via the telephone either in the office in the Fabrication workshop or the downstairs office in the Fitting out shop (dependant on where you work). • Sanitise the telephone prior to use (hand sanitising wipes are next to the telephone). • If visiting another work area in unavoidable, please ensure that you are wearing full PPE (including masks and gloves) • All shared equipment should be sanitised before use. • Maintain social distancing, both in work and during free time • Staggered breaks to be taken across the site • Workshop employees' temperature checks will be carried out by the 						

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					<p>individual in the downstairs office in the Fabrication area.</p> <ul style="list-style-type: none"> If you have any Coronavirus symptoms, do NOT come into work. You will need to self-isolate and book a test. You will only be able to return to work if you have a clear test or you have isolated for 14 days. In order to maintain a safe working environment, the Management Team will require proof of test results, whether negative or positive. Finally, please take all necessary measures to keep yourself safe, your family safe and your work colleagues safe. <p>12/10/20 - Additional measures:</p> <ul style="list-style-type: none"> Unless you are sat at your desk or in your own bay and there is no other individual within a 2 metre proximity, you are required to wear a mask at ALL times whilst on the Pakawaste Site. Failure to adhere to this will result in the following: 1st instance a verbal reminder, 2nd instance a 1st yellow card, 3rd instance a 2nd yellow card and 4th instance a red card and disciplinary action will be instigated. Temperature checks will be carried out 						

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					<p>daily. If you attend another site, you will be temperature checked on your return to Pakawaste.</p> <ul style="list-style-type: none"> A new weekly temperature check sheet is being introduced for all office / factory employees and a new visitor checksheet being introduced asking more in-depth questions regarding travel. This is going live w/c 26.10.20 Any employee who car shares with anybody outside of their household is to ensure that they were a mask / face covering for the duration of the journey. When operatives interchange between fork lift trucks, all controls must be sanitised 					

The person signing this assessment must check the information above to ensure it is relevant to this operation on this site. Additionally, any additional controls measures deemed necessary must be included.

Target Post-Control Rating = 6. Some Pre-Control ratings may be less than 6 but further controls are still to be considered.

Assessment Date:	21/10/20	Review Date:	20/12/20	Copies Issued to: (Tick where applicable)	Client		Date:	
Approved for Issue:	<i>T. Booth</i>	(Signature)	<i>T. Booth</i>		Employees	Yes	Date:	22/10/20
Issue No: 001					Site File		Date:	

LIKELIHOOD RATING	SEVERITY RATING				
	5	4	3	2	1
5	25	20	15	10	5

