



Safety Health & Environment Management System (SHEMS)

HSE 3.01.1

Owner: HSE Manager

RISK ASSESSMENT

1.0 Background Information

Title	COVID-19			<table border="1"> <tr> <td></td> <td>Very Unlikely</td> <td>Unlikely</td> <td>Likely</td> <td>Very likely</td> <td>Almost a certainty</td> </tr> <tr> <td>Minor</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1st Aid</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>Medical Treatment</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>Major Injury</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>Fatality</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </table>		Very Unlikely	Unlikely	Likely	Very likely	Almost a certainty	Minor	1	2	3	4	5	1st Aid	2	4	6	8	10	Medical Treatment	3	6	9	12	15	Major Injury	4	8	12	16	20	Fatality	5	10	15	20	25
	Very Unlikely	Unlikely	Likely		Very likely	Almost a certainty																																		
Minor	1	2	3		4	5																																		
1st Aid	2	4	6		8	10																																		
Medical Treatment	3	6	9		12	15																																		
Major Injury	4	8	12		16	20																																		
Fatality	5	10	15	20	25																																			
Assessment Reference	RA.41.11																																							
Date	12/05/2020																																							
Name of Assessors	Amber Williams, Ian Randall																																							
Location	Sitewide (Durham)	Risk Rank Description (✓)	1 – 4 (low)																																					
Highest Risk Rank	10		5 – 8 (medium)																																					
Total risk score	225		9 – 12 (high) ✓																																					
Review Date	N/A		13 – 25 (unacceptable)																																					

Changes in this risk assessment	N/A – New risk assessment, in response to a global pandemic outbreak (COVID-19).
--	--

Description of the tasks/activities

COVID-19

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that the workforce also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Aim

The aim of this risk assessment is to identify where, throughout our full site and work practices, the risk of spreading or catching COVID-19 is most prominent and therefore what control measures are put in place to manage this likelihood.

Getting to and from our place of work

A large majority of TMT employees travel to and from work in their own personal vehicles. This vastly reduces the likelihood of employees being at risk of catching the virus from the use of public transport.

To get to and from the main site, employees who park in the bottom carpark use the turnstile to access site. There are 2 hand sanitiser dispensers situated both before and after the turnstile, so employees are able to clean their hands after use.

Upon arrival to site all employees must wash their hands, prior to making their way to their work stations.

Upon arrival and departure from site, employees are expected to clock in and out to be registered on both the pay system and fire evacuation register. To reduce and limit the amount of traffic of employees entering and leaving site at the same time, we have introduced a second clocking in point – as well as staggering shift changeovers (where large numbers of employees are concerned):

DEPARTMENT	IN (APPROX)			OUT (APPROX)			NO OF EMPLOYEES (APPROX)			CLOCK IN STATION
	MON - THU	FRI	SAT - SUN	MON - THU	FRI	SAT - SUN	MON - THU	FRI	SAT - SUN	
AKE (EARLY)	05:45	05:45	05:00	14:35	10:35	18:00	19	19	16	Gatehouse

AKE (LATE)	14:50	10:50	N/A	00:00	16:00	N/A	19	19	0	Gatehouse
NIGHTSHIFT	23:00	18:00	18:00	06:00	05:00	05:00	7	4	4	Gatehouse
BRODBAEK (EARLY)	06:00	06:00	06:00	17:50	17:50	17:50	3	3	3	Gatehouse
BRODBAEK (LATE)	18:05	18:05	18:05	06:00	06:00	06:00	3	3	3	Gatehouse
TREATMENT (EARLY)	06:00	06:00	N/A	15:00	15:00	N/A	4	4	0	Office Block
TREATMENT (LATE)	15:00	15:00	N/A	23:00	23:00	N/A	2	2	0	Office Block
MAINTENANCE (EARLY)	06:00	06:00	06:00	18:00	18:00	18:00	3	3	3	Either
MAINTENANCE (LATE)	18:00	18:00	18:00	06:00	06:00	06:00	3	3	3	Either
LOADING	07:00	07:00	N/A	17:00	11:00	N/A	4	4	0	Either
FINISHING & KILN	07:00	07:00	N/A	16:00	13:00	N/A	10	10	0	Either
LOG GRADERS (EARLY)	05:45	05:45	05:45	14:00	14:00	18:00	5	5	3	Either
LOG GRADERS (LATE)	14:00	14:00	N/A	23:00	23:00	N/A	5	5	0	Either
OFFICE	07:30	07:30	N/A	17:00	17:00	N/A	30	30	0	Office Block

At the clocking station at the Gatehouse, 2 metre distancing markers have been sprayed onto the ground; so that employees are able to safely queue whilst waiting to clock in or out.

At the Office Block clocking in station, it is more difficult to segregate people – due to the space constraints. Therefore, the foyer where the clocking in station is situated in the Office Block has been made a 1-person zone. Those waiting to clock in must queue up outside of the door to the foyer, whilst maintaining 2 metre social distancing.

There is a main yellow barriered walkway, that runs through the centre of the main yard. The walkway is frequently used by large amounts of employees to get to and from their areas of work. The walkway is too narrow to maintain 2 metre distancing when passing people on the walkway.

AKE operators are required to wear radio headsets, during their working day. Therefore, when they come onto site, they must collect their headset and when they leave site – they must put them back on charge. Some of the charging points for the radio headsets have been moved to the Rosens building, to prevent employees congregating at the start and end of the shift.

To get to and from the main offices and to the doorway passed the Production Managers office, leading to the main mill, employees may need to pass on the landing and on the stairs. To limit the traffic going up and down the stairs, a Tool Box Talk has been issued to advise that all of those who work out of the main office building – must use the stairs in the main office to exit the building; creating a one-way system.

To reduce the likelihood of cross-contamination, were practicable, access doors have been wedged open.

Breaktimes & Use of Toilet Facilities

Most TMT office-based employees choose to take their breaktimes at their desks. However, the majority of production-based employees use the canteen facility for their breaktimes. The tables in the canteens have been distanced and only one person can sit at a table at any one time. Boxes of tissues have been provided on each table for employees to use, to catch the germs spread when coughing or sneezing. The portacabin has been set up so be used as an overflow canteen, to ensure that social distancing can be maintained.

Production employees breaktimes have been staggered to reduce the amount people using the canteen and welfare facilities at any one-time.

Production employees are encouraged to take their breaktimes in their cars, rather than using the canteen facility.

Employees are able to leave site on their lunch time, to go to a local shop. This can increase the chances of that person becoming unknowingly infected with the COVID-19 virus, thus increasing the chances of an outbreak within the workplace. To reduce this, a communication has been sent out to encourage employees to stay onsite for lunch breaks.

During breaktimes, many TMT employees use the time to go for a cigarette in the smoking shelter. The smoking shelter is small in size and can often become overcrowded. To prevent overcrowding in the smoking shelter, we have allowed employees to smoke in the main carpark and have purchased two additional cigarette bins.

There're a number of toilet facilities onsite, that get cleaned on a daily basis by a contractor cleaner from Turner & Budd. Due to the close contact nature, when using toilets, there is a potential for cross-contamination of germs – which could result in an outbreak of the virus

within the workplace if an employee was unknowingly infected. Due to this the toilets are now being cleaned on a morning, as well as on an evening, by contractors from Turner & Budd.

Meetings

Some internal meetings and gatherings have been put on hold; however, meetings do still take place daily onsite. The majority of meetings are now held in the main Boardroom, which is big in size; as long as it is not overcrowded. To prevent overcrowding, some of the chairs have been removed from around the table in the boardroom – to enable those in the meeting to maintain 2 metre social distancing. Employees have been reminded that only essential meetings must take place and a poster stating this message has also been put up onto the boardroom door.

The majority of meetings (unless essential) with external visitors or contractors have been put on hold and when they do take place, do not require a large gathering of people in the Boardroom. Employees have been reminded that only essential meetings must take place and a poster stating this message has also been put up onto the boardroom door.

COVID-19 Visitor and Contractor Information Sheet has been written and issued to employees. The document must be issued to all visitors and contractors scheduled to attend site, so they know what to do and where to go when they get here.

Office based Employees

Office based employees who can work from home (including those who fall within the vulnerable category outlined by the government), have been granted permission by their line managers to work from home. Many office employees who can split their job role between office and working from home, have been granted the permission to do this – i.e. working from home every other day, for example.

Office based employees who remain onsite are able to socially distance whilst at work. Employee's desks have been relocated, to ensure that they can keep their 2-metre distance from their colleagues.

All offices are cleaned daily, by a contractor cleaner (Turner & Budd). Cleaning products are also made available to employees, to clean their work stations frequently. Cleaning products are also made available to employees to ensure frequently touched surfaces around the main office building are cleaned.

Office based employees have access to two kitchen facilities: main office and boardroom. Cleaning products are available to employees to ensure frequently touched surfaces within the kitchen areas are cleaned.

A communication has been sent out to all office-based employees reminding them of the importance of regularly cleaning their desk's and personal items. A 5-day per week cleaning schedule has also been written and issued for the office areas and kitchens.

AKE Operators

AKE operators (Debarker and Infeed) operate the machinery from cabins. There is only one operator per cabin and therefore, social distancing rules can be maintained.

If AKE operators need to communicate with other personnel, then they can do this via radio communication.

Cleaning products are available to AKE Operators, for them to clean down their work stations at the start of each shift. A cleaning schedule has been put into place for mill operators.

Opti 1 Operators

Opti 1 operators operate the machinery from a small cabin. There is only one operator that is required in the cabin and therefore, social distancing rules can be maintained.

If Opti 1 operators need to communicate with other personnel, then they can do this via radio communication.

Cleaning products are available to Opti 1 Operators, for them to clean down their work stations at the start of each shift. A cleaning schedule has been put into place for mill operators.

Opti 2 Operators

Opti 2 operators operate the machinery from a fair-sized cabin. There is only one operator that is required in the cabin and therefore, social distancing rules can be maintained.

If Opti 2 operators need to communicate with other personnel, then they can do this via radio communication.

Cleaning products are available to Opti 2 Operators, for them to clean down their work stations at the start of each shift. A cleaning schedule has been put into place for mill operators.

At the back of the cabin there is a partitioned off area; where there're 3 desks. The desks are used by shift team leaders and deputies and are therefore, shared across the following shifts (A Shift, B Shift, Night Shift and Weekend Shift). The current layout of the office means that the desks are not 2 metres apart and therefore, do not comply with social distancing rules. To ensure social distancing rules can be adhered to, one of the desks has been removed from the office – so that only 2 people can work in the office at any one time.

Almab Operators

The Almab Grader operator singularly operates the machinery. The Almab Grader operator does not work in close proximity to any other operators and therefore, socially distancing rules can be maintained.

The Almba Crosscut and Sticks operators are able to carry out their work, whilst adhering to social distancing rules (keeping a minimum of 2 metre distancing). However, due to the layout of the Almba machinery, the walkways are narrow. This means that operators do have to pass each other frequently, without being able to maintain a minimum of 2 metre distancing.

If Almba operators need to communicate with other personnel, then they can do this via radio communication.

Cleaning products are available to Almba Operators, for them to clean down their work stations at the start of each shift. A cleaning schedule has been put into place for mill operators.

Rosens Operators

The Rosens Grader operator singularly operates the machinery. The Rosens Grader operator does not work in close proximity to any other operators and therefore, socially distancing rules can be maintained.

The Rosens Crosscuts operator works a good distance away from the 2x sticks operators and therefore is able to maintain social distancing. However, there is an office space situated behind where the Rosens Crosscuts operator works – so there may be some people traffic getting to and from the office; going passed the Rosens Crosscuts operator.

The 2x Rosens Sticks operators can't always maintain a minimum of 2-metre distancing (this is dependent upon the length of the timber being cut). This was assessed by a group of people to see if there were any other possible controls that could be put in place, such as Perspex screening, for example. However, due to the nature of the task Perspex screening is not a suitable solution. Therefore, 'pairing' will be used at the Rosens Sticks to ensure that the same operators work together on this machine. Also, the operators are facing forwards whilst working; rather than face-to-face. Like other production operators, the Rosens Sticks operators have cleaning products to regularly clean their work area and surfaces.

The layout of the Rosens area consists of narrow walkways, meaning that there is a potential for minimal amounts of people traffic. The narrow walkways do not allow for 2 metre social distancing. However, the Rosens operators face away from the walkways when operating their machinery. Also, when people pass it is quick and does not last longer than 15 minutes.

If Rosens operators need to communicate with other personnel, then they can do this via radio communication.

Cleaning products are available to Rosens Operators, for them to clean down their work stations at the start of each shift. A cleaning schedule has been put into place for mill operators.

Buttons Operators

Operating the buttons is a one-person task. The buttons operator works in an area on their own and can therefore, maintain social distancing rules.

If Buttons operators need to communicate with other personnel, then they can do this via radio communication.

Cleaning products are available to Buttons Operators, for them to clean down their work stations at the start of each shift. A cleaning schedule has been put into place for mill operators.

UAHS Operators

Operating the UAHS is a one-person task. The UAHS operator works in an area on their own and can therefore, maintain social distancing rules.

If UAHS operators need to communicate with other personnel, then they can do this via radio communication.

Cleaning products are available to UAHS Operators, for them to clean down their work stations at the start of each shift. A cleaning schedule has been put into place for mill operators.

Holtec Operators

Operating the Holtec is a one-person task. The Holtec operator works in an area on their own and can therefore, maintain social distancing rules.

If Holtec operators need to communicate with other personnel, then they can do this via radio communication.

Cleaning products are available to Holtec Operators, for them to clean down their work stations at the start of each shift. A cleaning schedule has been put into place for mill operators.

Engineers

The Engineering workshop is a large space, where 2 metre social distancing can be easily maintained.

Upstairs in the Engineering workshop is an office cabin, where the Engineering Manager and the Facilities Manager sit. There is 2 metre distancing between the desks, but there is not 2 metre distancing when the Engineering Manager enters and exits the office passed the Facilities Manager's desk. However, the Facilities Manager sits at his desk facing away from the doorway – looking towards his computer screen.

Also, upstairs in the Engineering workshop, is the Stores area. The Storeman tends to work isolated and therefore, can maintain the social distancing rules.

Cleaning products are available to Engineers, for them to clean down their work stations at the start of each shift. There is a cleaning schedule in place to ensure that this is done.

When attending to breakdowns around site, they can often require 2 or more Engineers. Depending upon the nature of the breakdown, the Engineers may not be able to maintain 2-metre social distancing. Due to shift patterns engineers mostly work in 'pairs', reducing the amount of close contact with greater numbers of people.

If Engineers need to communicate with other personnel, then they can do this via radio communication.

Treatment Operators

At TMT there're 5 treatment tanks. The Treatment operators work on and off Forklift trucks throughout their day. The area surrounding the treatment tanks is vast, meaning that social distancing can be maintained.

Treatment operators use their own Forklift truck throughout their shift and therefore, the chances of cross-contamination are minor. However, when the early shift finish and late shift come onto site – the Treatment operators will use the Forklift Trucks used by the previous shift. A communication has been sent to Treatment operators to ensure that they clean their Forklift Trucks at the start of each shift. Also, a cleaning regime has been put into place for Brodbaek Forklift Truck drivers to clean down their computer areas and frequently touched surfaces.

FLT/ Loading Operators

FLT/ Loading operators spend the majority of their shifts within the confines of their Forklift Trucks, meaning social distancing can be maintained.

When dealing with wagons coming onto site, FLT/ Loading operators must maintain 2 metre social distancing and ask the driver to stay inside of their wagon where possible. A TBT has been issued to FLT/ Loading Operators to ensure that this is done.

Cleaning products are available for FLT/ Loading Operators to clean their Forklift Trucks at the start of each shift. A communication has been sent to FLT/ Loading operators to ensure that they clean their Forklift Trucks at the start of each shift.

Brodbaek Operators

The Brodbaek building is a large space, where a minimal number of operators work. Operators may need to pass one another throughout their shift, but social distancing practices can be maintained on a whole.

Brodbaek FLT drivers spend a lot of their time within the confines of their Forklift truck cabs and therefore, can socially distance themselves from their workmates.

If Brodbaek operators need to communicate with other personnel, then they can do this via radio communication.

Cleaning products are available for Brodbaek operators to clean their work areas at the start of each shift. A cleaning schedule has been put into place for Brodbaek operators.

Finishing Operators

The Finishing buildings/ areas are large open spaces, where a minimal a number of operators work. Operators may need to pass one another throughout their shift, but social distancing practices can be maintained on a whole.

Dependent upon the size of the pieces of timber being fed through the Finishing Cutting machinery, it may not be possible for the person feeding the timber into the machine to keep 2 metre distancing from the operator retrieving the timber. This task has been assessed and Perspex screening is not a suitable control measure, due to the nature of the task and layout of the equipment. However, due to shift patterns Finishing Operators are 'paired'.

Finishing FLT drivers spend a lot of their time within the confines of their Forklift truck cabs and therefore, can socially distance themselves from their workmates.

If Finishing FLT operators need to communicate with other personnel, then they can do this via radio communication.

Cleaning products are available for Finishing operators to clean their work areas at the start of each shift. A cleaning schedule has been put into place for Finishing operators.

Blade Changing

Across the mill, there're a number of sawmill machines that require regular changing of their blades. Blade changing at TMT is usually a 2-person + operation due to the size, weight, shape and risks associated with the task. When changing blades, it is impossible for operators to maintain their 2-metre social distancing. When tying the blades, the task is a 2-person operation and 2-metre social distancing cannot be maintained. However, changing and tying blades is a quick operation and the 'pairing' system can be used.

Grading Operators

The Log Grader operator operates the Log Grading Line from a cabin. There is only one operator that is required in the cabin and therefore, social distancing rules can be maintained.

The remaining Grading Operators spend the majority of their working day within the confines of their vehicle cabins (Volvo or Liebherr) and therefore, social distancing rules can be maintained.

If Grading operators need to communicate with other personnel, then they can do this via radio communication.

Cleaning products are available for Grading operators to clean their work areas at the start of each shift. A cleaning schedule has been put into place for grading operators.

TMT Wagon Drivers

TMT wagon drivers spend the majority of their working day within the confines of their wagons, provided by TMT. There is only one operator in the wagon at any one time and therefore, social distancing rules can be maintained.

TMT wagon drivers visit customer sites and forest locations daily and therefore, contact with people outside of TMT takes place regularly. A communication has been issued to all TMT wagon drivers reminding them of the importance of maintaining social distancing when at customer sites and when in the forests.

Cleaning products are available for TMT wagon drivers to clean their wagons at the start of each shift. A cleaning schedule has been put into place for TMT wagon drivers.

1st Aiders

When someone gets injured or becomes ill onsite, TMT 1st aiders will be called to provide care. The role of a 1st aider requires the physically touching of people, meaning that social distancing practices will not be maintained when dealing with injured or sick personnel. To combat this issue a safety bulletin has been issued to all 1st aiders advising what PPE should be worn and what is available, for when providing care to sick or injured patients.

Emergency Evacuation

If a site emergency evacuation takes place – i.e. fire evacuation, then everyone onsite would be required to muster at 4 fire assembly points; to allow for a role call to be performed. When mustering at the fire assembly points, social distancing practices are not possible to be maintained. However, the importance of ensuring that all employees have evacuated the building safely is deemed more important.

When Fire Marshalls are attending to fires and ensuring that the buildings are cleared, it may not be possible to maintain social distancing practices. But again, the importance of ensuring that all employees have evacuated the building safely and that the fire is put out/ contained is deemed more important.

Employees aged 70+

The NHS have specified that those who are 70 years of age or older are at moderate risk (clinically vulnerable) in regards to the COVID-19 pandemic. At TMT we do not have any employees who are 70 years of age or older.

Employees with pre-existing medical conditions

The NHS have specified that there are 2 levels of higher risk, in regards to COVID-19:

- high risk (clinically extremely vulnerable)
- moderate risk (clinically vulnerable)

People at high risk from coronavirus include people who:

- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor that you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids)
- were born with a serious heart condition and are pregnant

People at moderate risk from coronavirus include people who:

- are 70 or older
- are pregnant
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)

Employees who are classified as 'shielded patients' will have received letters from the government or medical centres advising them to stay at home and self-isolate.

Other employees who fall under the high or moderate risk who are still attending work must inform their managers of any concerns that they may have. We have displayed posters around site explaining the high and moderate risk categories and encouraged employees to contact their line managers to raise any concerns that they may have.

Pregnant Workers

The NHS have specified that pregnant ladies are at moderate risk (clinically vulnerable) in regards to the COVID-19 pandemic. At TMT there're currently two known employees who are pregnant. Both employees have been advised to work from home, so that they are not at risk from contracting the COVID-19 virus whilst onsite. However, if the pregnant worker chooses to return to site to work then the social distancing rules will apply.

Symptomatic and Potentially Infected Employees

All TMT employees have been informed that they must stay off work and self-isolate for a minimum of 7 days if they develop the COVID-19 symptoms:

- a high temperature
- a new, continuous cough
- loss or change to your sense of smell or taste

If a TMT employee lives with someone who develops the COVID-19 symptoms then they must stay off work and self-isolate for a minimum of 14 days.

Security/ Weighbridge Operators (Contractors)

The site security/ weighbridge operators are contractors, working for Steadfast Security. The contractors work mostly on their own, in a fair-sized cabin. There may be moderate people traffic in and out of the cabin, for short durations of time. But if the cabin is not overcrowded – then there is ample space for the contractors to maintain a 2-metre distance from anyone who enters the cabin.

All visitors and contractors must be prevented from entering the Weighbridge Cabin, unless it is to deliver an item or for Maintenance work. Posters have been put on the door to the entrance of the Weighbridge Cabin informing visitors and contractors to use the Weighbridge Cabin hatch if they need to communicate with the Weighbridge Security Operator. Also, a communication has been issued to the Weighbridge to inform them that they must strongly enforce this rule with visitors and contractors.

However, it may be necessary for wagon drivers, contractors and visitors who have not been onsite before – to enter the Weighbridge cabin to sign in/ go through a site induction.

When exchanging paperwork with drivers, a grab is used to prevent personal contact. A communication has been issued to the Weighbridge Security personnel informing them to use the grab when exchanging paperwork.

A portable handwashing facility has been positioned outside of the Weighbridge cabin, for drivers to wash their hands prior to entering the cabin. A sign has been displayed at the Weighbridge Security cabin reminding people to wash their hands.

The Weighbridge operators' desk is positioned away from any other person that may need to enter the cabin, so 2 metre social distancing can be maintained. However, if the cabin becomes overcrowded then this would not be possible. A rule has been created whereby only a maximum of two people are allowed in the Weighbridge Cabin at any one time – i.e. the Weighbridge Security operator + one other person. Signage has been displayed on the door to the Weighbridge Cabin explaining this rule and a communication has been issued to the Weighbridge operators informing them that they must be strict on enforcing this rule.

Cleaning products are available for Weighbridge operators to clean their work stations at the start of each shift.

Steadfast Security have been contacted in regards to the COVID-19 crisis and they are satisfied with the additional controls that we have put into place for their employees. Also, Steadfast Security are issuing their own regular updates on COVID-19 to their employees.

Cleaners (Contractors)

The site cleaners are contractors, working for Turner & Budd.

The cleaners who work on a nightshift are able to maintain social distancing when cleaning the mill.

The nightshift cleaners are able to use the canteen facility provided, where steps have been taken to distance people using the canteen.

Turner & Budd also provide a cleaner, who comes onto site to clean the office areas. He works alone, but may come into contact with people and surfaces/ objects that have unknowingly become infected.

PPE

The government has issued a guidance document, titled, "Working safely during COVID-19 in factories, plants and warehouses". The guidance document talks about the use of additional PPE as a control measure against COVID-19.

The guidance document states:

"When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE".

“Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.”

However, masks are available to wear if operators choose to wear them. Also, we have put together a box of PPE containing: disposable coveralls, goggles, masks and disposable gloves in the event of an emergency clean-up being required; if it is believed that someone onsite is COVID-19 positive.

Emergency Preparedness

There is a potential for an employee to come to work knowingly with the COVID-19 symptoms or come into work when they live with someone who knowingly has the COVID-19 symptoms. Likewise, there is a potential for employees to show and develop symptoms whilst at work.

HSE 2.05.12 COVID-19 Emergency plan has been written explaining what to do if an employee, visitor or contractor onsite shows COVID-19 symptoms whilst at work. The plan also covers how to clean up an area and what PPE to wear to clean an area, that is believed to of been contaminated by a COVID-19 positive person.

HSE 2.05.12 COVID-19 Emergency plan has been issued to all managers and supervisors and is on display in the 1st aid room.

2.0 Existing Procedures and Instructions

Identify any documented instructions that are used to complete tasks covered by the risk assessment

Ref	Operating Procedures/Work Instruction/Safe Work Instruction Title	Document Owner	Document Location
N/A	N/A	N/A	N/A

3.0 Identify the Hazards

Insert a reference number in the square to the right of the identified hazard.

Hazard	Ref	Hazard	Ref	Hazard	Ref	Hazard	Ref	Hazard	Ref
Slips	N/A	Electricity	N/A	Access and egress	N/A	Manual handling	N/A	Vibration	N/A
Trips	N/A	Sharp edges	N/A	Congested area	N/A	Ergonomics	N/A	Noise	N/A
Fall from height	N/A	Chemicals	N/A	Confined space	N/A	Contact with moving parts	N/A	Radiation	N/A
Falling objects	N/A	Dust	N/A	Hot/cold environment	N/A	Pieces ejected	N/A	Compressed air	N/A
Ejected material (not timber)	N/A	Fumes	N/A	Hot surfaces	N/A	Lifting equipment	N/A	Lone working	N/A
Obstructions/projections	N/A	Fire	N/A	Vehicles	N/A	Hand tools	N/A	Other (COVID-19)	260

4.0 Additional risk assessments

COSHH

Ref	Title	Owner	Action
N/A	N/A	N/A	N/A

Manual Handling

Ref	Title	Owner	Action
N/A	N/A	N/A	N/A

PUWER/Work Equipment

Ref	Title	Owner	Action
N/A	N/A	N/A	N/A

5.0 Assess and evaluate the risks

For each identified hazard complete a row in the table below

Ref	Hazard	Who Could be Harmed?	What Could Happen?	Control Measures	Are controls adequate (Y/N)	Prob	Sev	Risk
1.	COVID-19	All employees	The use of public transport to get to and from the workplace and increase the likelihood of an employee catching the COVID-19 virus, thus causing an outbreak within the workplace.	Large majority of TMT employees travel to and from work in their own personal vehicles. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.	Y	1	5	5
2.	COVID-19	All employees Contractor Wagon Drivers	The COVID-19 virus could be spread by cross-contamination, through employees touching and using the turnstile to access and egress site.	Turnstile is situated in an outdoor open space. Weighbridge communications with contractor wagon drivers is mostly taking place via CB, so they do not have to leave their cabin and use the turnstile to access site – but some employees will continue to use the turnstile. For employees using the turnstile, there're 2x hand sanitiser stations positioned at both entrances/ exits to the bridleway. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.	Y	1	5	5

3.	COVID-19	All employees	Due to shift changeovers, there is a potential for large groups of employees crossing over – when accessing and egressing site. Close contact amongst employees could increase the likelihood of catching the COVID-19 virus, if someone onsite is infected.	Shift changeover times have been staggered, to eliminate a crossover of employees. An additional clock in station has been introduced, to eliminate a large group of people waiting to clock in at one station. 2 metre distancing markers have been painted on the ground at the Weighbridge clock in point. One-person system when using the office clock in point. Main yellow barriered walkway used to access and egress site is outdoors, reducing the chances of spreading or catching the virus when passing one another on the walkway. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.	Y	1	5	5
4.	COVID-19	AKE Operators	When accessing site, AKE operators need to obtain their radio headsets – prior to entering the main mill. Due to shift changeovers, there is a potential for employees from A Shift and B Shift crossing over at the radio headset station. Close contact amongst employees could increase the likelihood of catching the COVID-19 virus, if someone onsite is infected.	Shift changeover times have been staggered, to eliminate a crossover of employees. Some of the radio headsets have been moved from the main offices, to the Rosens building to reduce the amount of people congregating to collect and replace radio headsets. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.	Y	1	5	5

5.	COVID-19	All employees Visitors Contractors	When accessing and egressing the main offices and the main mill (using the doorway outside of the Production managers office), there is a potential for a crossover of employees, visitors or contractors on the landing or main staircase.	Shift changeover times have been staggered, to eliminate a crossover of employees. Some of the radio headsets have been moved from the main offices, to the Rosens building to reduce the amount of people congregating to collect and replace radio headsets. One-way system implemented for some employees accessing the Main Office. Number of employees accessing the main office is limited and communications via email, telephone or radio have been encouraged. Where possible, doors have been wedged open to reduce the likelihood of cross-contamination. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.	Y	1	5	5
6.	COVID-19	All employees	Large groups of employees congregating at breaktimes, in the canteen, could increase the likelihood of spreading the COVID-19 virus if an employee was infected.	Tables in the canteen have been spread apart. One person per table in the canteen. Boxes of tissues have been put on all tables within the canteen, to catch germs when coughing or sneezing. Break times are staggered. Portacabin can be used as an overflow for breaktimes. Production employees are encouraged to take their breaktimes in their cars, rather than using the canteen facility. Cleaning regime has been implemented for canteen facilities, instructing employees to clear the surfaces prior to taking their breaks.	Y	1	5	5

				TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.				
7.	COVID-19	All employees	Employees are able to leave site on their lunch time, to go to a local shop. This can increase the chances of that person becoming unknowingly infected with the COVID-19 virus, thus increasing the chances of an outbreak within the workplace.	Communication sent out to encourage employees to remain onsite for their lunch breaks. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.	Y	1	5	5
8.	COVID-19	All employees	During breaktimes, many TMT employees use the time to go for a cigarette in the smoking shelter. The smoking shelter is small in size and can often become overcrowded – thus increasing the chances of an outbreak within the workplace.	Break times are staggered. Employees granted permission to smoke in carpark if smoking shelter is too full. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.	Y	1	5	5
9.	COVID-19	All employees	Some internal meetings and gatherings have been put on hold; however, meetings do still take place daily onsite. The majority of meetings are now held in the main Boardroom, which is big in size; as long as it is not overcrowded. Overcrowding in the boardroom could increase the chances of a	The number of chairs in the boardroom have been reduced and the remaining chairs have been separated. Employees have been encouraged to conduct meetings, where possible, over the phone and that only essential meetings should go ahead. New visitor and contractor guidance document issued.	Y	1	5	5

			COVID-19 outbreak within the workplace.	TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.				
10.	COVID-19	Office based employees	Office based employees coming into close contact with other employees could increase the chances of a COVID-19 outbreak within the workplace.	Office based employees who can work from home (including those who fall within the vulnerable category outlined by the government), have been granted permission by their line managers to work from home. Many office employees who can split their job role between office and working from home, have been granted the permission to do this – i.e. working from home every other day, for example. Office based employees who remain onsite are able to socially distance whilst at work. Employee's desks have been relocated, to ensure that they can keep their 2-metre distance from their colleagues. All offices are cleaned daily, by a contractor cleaner (Turner & Budd). Cleaning products are made available to employees, to clean their worksurfaces and to ensure that frequently touched surfaces around the main office building are cleaned. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.	Y	1	5	5

11.	COVID-19	Office based employees	Office based employees have access to two kitchen facilities; main office and boardroom. COVID-19 being present on frequently touched items within the kitchens could result in an outbreak within the workplace.	All kitchen facilities are cleaned daily, by a contractor cleaner (Turner & Budd). Cleaning products are made available to employees, to clean their worksurfaces and to ensure that frequently touched surfaces around the main office building are cleaned. Communication has been issued informing office-based employees to frequently clean down their desk surfaces. Cleaning rota has been issued for the main offices and kitchen areas. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.	Y	1	5	5
12.	COVID-19	AKE Operators	Close contact between AKE operators and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.	AKE operators (Debarker and Infeed) operate the machinery from cabins. There is only one operator per cabin and therefore, social distancing rules can be maintained. If AKE operators need to communicate with other personnel, then they can do this via radio communication. Cleaning products are available to AKE Operators, for them to clean down their work stations at the start of each shift. Cleaning rota has been issued to production personnel. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules.	Y	1	5	5

				TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.				
13.	COVID-19	Opti 1 Operators	Close contact between Opti 1 operators and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.	<p>Opti 1 operators operate the machinery from a small cabin. There is only one operator that is required in the cabin and therefore, social distancing rules can be maintained.</p> <p>If Opti 1 operators need to communicate with other personnel, then they can do this via radio communication.</p> <p>Cleaning products are available to Opti 1 Operators, for them to clean down their work stations at the start of each shift.</p> <p>Cleaning rota has been issued to production personnel.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p> <p>TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.</p>	Y	1	5	5
14.	COVID-19	Opti 2 Operators	Close contact between Opti 2 operators and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.	<p>Opti 2 operators operate the machinery from a fair-sized cabin. There is only one operator that is required in the cabin and therefore, social distancing rules can be maintained.</p> <p>If Opti 2 operators need to communicate with other personnel, then they can do this via radio communication.</p> <p>Cleaning products are available to Opti 2 Operators, for them to clean down their work stations at the start of each shift.</p> <p>Cleaning rota has been issued to production personnel.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p>	Y	1	5	5

				TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.				
15.	COVID-19	Opti 2 Operators Shift Managers and Team Leaders	Close contact between Opti 2 operators and the shift managers/ team leaders who work in the office at the back of Opti 2 could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.	Desks in the office at the back of Opti 2 have been reduced to comply with social distancing rules. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.	Y	1	5	5
16.	COVID-19	Almab Operators	Close contact between Almab operators and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.	The Almab Grader operator singularly operators the machinery. The Almab Grader operator does not work in close proximity to any other operators and therefore, socially distancing rules can be maintained. The Almab Crosscut and Sticks operators are able to carry out their work, whilst adhering to social distancing rules (keeping a minimum of 2 metre distancing). The layout of the Almab area consists of narrow walkways, meaning that there is a potential for minimal amounts of people traffic. The narrow walkways do not allow for 2 metre social distancing. However, the Almab operators face away from the walkways when operating their machinery. If Almab operators need to communicate with other personnel, then they can do this via radio communication.	Y	1	5	5

				<p>Cleaning products are available to Altab Operators, for them to clean down their work stations at the start of each shift.</p> <p>Cleaning rota has been issued to production personnel.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p> <p>TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.</p>				
17.	COVID-19	Rosens Operators	<p>Close contact between Rosens operators and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.</p>	<p>The Rosens Grader operator singularly operators the machinery. The Rosens Grader operator does not work in close proximity to any other operators and therefore, socially distancing rules can be maintained.</p> <p>The Rosens Crosscuts operator works a good distance away from the 2x sticks operators and therefore is able to maintain social distancing.</p> <p>The 2x Rosens Sticks operators can't always maintain a minimum of 2-metre distancing (this is dependent upon the length of the timber being cut). However, the operators work facing forward, not face-to-face and work in pairs.</p> <p>The layout of the Rosens area consists of narrow walkways, meaning that there is a potential for minimal amounts of people traffic. The narrow walkways do not allow for 2 metre social distancing. However, the Rosens operators face away from the walkways when operating their machinery.</p> <p>If Rosens operators need to communicate with other personnel, then they can do this via radio communication.</p>	Y	2	5	10

				<p>Cleaning products are available to Rosens Operators, for them to clean down their work stations at the start of each shift.</p> <p>Cleaning rota has been issued to production personnel.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p> <p>TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.</p>				
18.	COVID-19	Buttons Operators	<p>Close contact between Buttons operators and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.</p>	<p>Operating the buttons is a one-person task. The buttons operator works in an area on their own and can therefore, maintain social distancing rules.</p> <p>If Buttons operators need to communicate with other personnel, then they can do this via radio communication.</p> <p>Cleaning products are available to Buttons Operators, for them to clean down their work stations at the start of each shift.</p> <p>Cleaning rota has been issued to production personnel.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p> <p>TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.</p>	Y	1	5	5

19.	COVID-19	UAHS Operators	Close contact between UAHS operators and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.	<p>Operating the UAHS is a one-person task. The UAHS operator works in an area on their own and can therefore, maintain social distancing rules.</p> <p>If UAHS operators need to communicate with other personnel, then they can do this via radio communication.</p> <p>Cleaning products are available to UAHS Operators, for them to clean down their work stations at the start of each shift.</p> <p>Cleaning rota has been issued to production personnel.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p> <p>TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.</p>	Y	1	5	5
20.	COVID-19	Holtec Operators	Close contact between Holtec operators and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.	<p>Operating the Holtec is a one-person task. The Holtec operator works in an area on their own and can therefore, maintain social distancing rules.</p> <p>If Holtec operators need to communicate with other personnel, then they can do this via radio communication.</p> <p>Cleaning products are available to Holtec Operators, for them to clean down their work stations at the start of each shift.</p> <p>Cleaning rota has been issued to production personnel.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p>	Y	1	5	5

				TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.				
21.	COVID-19	Engineers Management	Close contact between Engineers and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.	<p>The Engineering workshop is a large space, where 2 metre social distancing can be easily maintained.</p> <p>Upstairs in the Engineering workshop is an office cabin, where the Engineering Manager and the Facilities Manager sit. There is 2 metre distancing between the desks, but there is not 2 metre distancing when the Engineering Manager enters and exits the office passed the Facilities Manager's desk. However, the Facilities Manager sits at his desk facing away from the doorway – looking towards his computer screen.</p> <p>Also, upstairs in the Engineering workshop, is the Stores area. The Storeman tends to work isolated and therefore, can maintain the social distancing rules.</p> <p>Cleaning products are available to Engineers, for them to clean down their work stations at the start of each shift.</p> <p>Cleaning rota has been issued to Maintenance personnel.</p> <p>If Engineers need to communicate with other personnel, then they can do this via radio communication.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p> <p>TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.</p>	Y	1	5	5

22.	COVID-19	Engineers	When attending to breakdowns, it may be difficult for engineers to maintain their 2-metre social distancing. Close contact amongst Engineers could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.	Shift system in place, whereby engineers are mostly working with the same people. When responding to break-downs when social distancing cannot be maintained, a pairing system is used to due shift patterns. Cleaning products are available to Engineers, for them to clean down their work stations and equipment at the start of each shift. Cleaning rota has been issued to Maintenance personnel. If Engineers need to communicate with other personnel, then they can do this via radio communication. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.	Y	2	5	10
23.	COVID-19	Treatment Operators	Close contact between Treatment operators and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.	The Treatment operators work on and off Forklift trucks throughout their day, so spend a lot of time in the confines of their FLT cabs. The area surrounding the treatment tanks is vast, meaning that social distancing can be maintained. Treatment operators use their own Forklift truck throughout their shift and therefore, the chances of cross-contamination are minor. Cleaning products are available to Treatment Operators, for them to clean down their work stations and forklift trucks at the start of each shift. Cleaning rota has been issued to Treatment personnel.	Y	1	5	5

				<p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p> <p>TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.</p>				
24.	COVID-19	FLT/ Loading Operators Contractor Wagon Drivers	Close contact between FLT/ Loading operators and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.	<p>FLT/ Loading operators spend the majority of their shifts within the confines of their Forklift Trucks, meaning social distancing can be maintained.</p> <p>When dealing with wagons coming onto site, FLT/ Loading operators maintain 2 metre social distancing and ask the driver to stay inside of their wagon were possible (TBT issued).</p> <p>Cleaning products are available for FLT/ Loading Operators to clean their Forklift Trucks at the start of each shift.</p> <p>Cleaning rota has been issued to FLT/ Loading personnel.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p> <p>TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.</p>	Y	1	5	5
25.	COVID-19	Brodbaek Operators	Close contact between Brodbaek operators and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.	<p>The Brodbaek building is a large space, where a minimal number of operators work. Operators may need to pass one another throughout their shift, but social distancing practices can be maintained on a whole.</p> <p>Brodbaek FLT drivers spend a lot of their time within the confines of their Forklift truck cabs and therefore, can socially distance themselves from their workmates.</p>	Y	1	5	5

				<p>If Brodbaek operators need to communicate with other personnel, then they can do this via radio communication.</p> <p>Cleaning products are available for Brodbaek operators to clean their work areas at the start of each shift.</p> <p>Cleaning rota has been issued to Brodbaek personnel.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p> <p>TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.</p>				
26.	COVID-19	Finishing Operators	Close contact between Finishing operators and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.	<p>The Finishing buildings/ areas are large open spaces, where a minimal a number of operators work.</p> <p>Pairing system used if social distancing cannot be maintained.</p> <p>Finishing tasks have been assessed, to identify where social distancing practices cannot be maintained and were pairing needs to be used.</p> <p>Finishing FLT drivers spend a lot of their time within the confines of their Forklift truck cabs and therefore, can socially distance themselves from their workmates.</p> <p>If Finishing FLT operators need to communicate with other personnel, then they can do this via radio communication.</p> <p>Cleaning products are available for Finishing operators to clean their work areas at the start of each shift.</p> <p>Cleaning rota has been issued to Finishing personnel.</p>	Y	2	5	10

				TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.				
27.	COVID-19	Production Operators	Across the mill, there're a number of sawmill machines that require regular changing of their blades. Blade changing at TMT is usually a 2-person + operation due to the size, weight, shape and risks associated with the task. The process of blade changing includes tying blades, which again is a 2-person operation. Close contact between operators who are changing blades and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.	Blade changing is a short duration task. Blade changing is done using a 'pairing system'. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.	Y	1	5	5
28.	COVID-19	Log Grading Operators	Close contact between Log Grading operators and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.	The Log Grader operator operates the Log Grading Line from a cabin. There is only one operator that is required in the cabin and therefore, social distancing rules can be maintained. The remaining Grading Operators spend the majority of their working day within the confines of their vehicle cabins (Volvo or Liebherr) and therefore, social distancing rules can be maintained.	Y	1	5	5

				<p>If Grading operators need to communicate with other personnel, then they can do this via radio communication.</p> <p>Cleaning products are available for Grading operators to clean their work areas at the start of each shift.</p> <p>Cleaning rota has been issued to Grading personnel.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p> <p>TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.</p>				
29.	COVID-19	TMT Wagon Drivers	<p>Close contact between TMT Wagons Drivers, other TMT operators, Forest Management and customers could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.</p>	<p>TMT wagon drivers spend the majority of their working day within the confines of their wagons, provided by TMT. There is only one operator in the wagon at any one time and therefore, social distancing rules can be maintained.</p> <p>Communication issued to TMT wagon drivers informing them to maintain social distancing when on customer sites or in forests.</p> <p>Cleaning products are available for TMT wagon drivers to clean their wagons at the start of each shift.</p> <p>Cleaning rota has been issued to TMT Wagon Drivers.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p> <p>TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.</p>	Y	1	5	5

30.	COVID-19	1 st Aiders	Due to the nature of the role, 1 st aiders often have to come into contact with sick and injured people – to provide a satisfactory level of care. Close contact with operators who are unknowingly infected with the COVID-19 virus, could increase the likelihood of the virus spreading in the workplace.	1 st aiders must wear disposable nitrile gloves when dealing with patients. Masks are available for 1 st aiders to use, if they choose to do so. Cleaning of the 1 st aid room is carried out daily by a contractor from Turner & Budd. Access to the 1 st aid room is restricted via a keypad lock, so risk of cross-contamination is minor. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.	Y	2	5	10
31.	COVID-19	All Employees	If a site emergency evacuation takes place – i.e. fire evacuation, then everyone onsite would be required to muster at 4 fire assembly points; to allow for a role call to be performed. When mustering at the fire assembly points, social distancing practices are not possible to be maintained.	The importance of ensuring that all employees have evacuated the building safely is deemed more important, than maintaining social distancing. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules. TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.	Y	1	5	5
32.	COVID-19	Fire Marshalls	When Fire Marshalls are attending to fires and ensuring that the buildings are cleared, it may not be possible to maintain social distancing practices.	The importance of ensuring that all employees have evacuated the building safely is deemed more important, than maintaining social distancing. TMT employees have been informed that they must wash their hands more frequently. TMT employees aware of 2 metre social distancing rules.	Y	1	5	5

				TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.				
33.	COVID-19	Employees with pre-existing medical conditions	<p>The NHS and government have specified that there are 2 levels of higher risk, in regards to COVID-19 (high risk (clinically extremely vulnerable) and moderate risk (clinically vulnerable)).</p> <p>Employees with pre-existing medical conditions, that fall under the definitions of 'high risk' and 'moderate risk' may be more likely to die as a result of contracting COVID-19.</p>	<p>Letters were issued by the government to those who have been identified as 'shielded patients' by NHS Digital.</p> <p>Employees who can work from home have been granted permission to do so.</p> <p>Employees who fall under the high risk and moderate risk categories have been informed to contact their line managers if they have any concerns.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p> <p>TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.</p>	Y	2	5	10
34.	COVID-19	Pregnant workers	<p>The NHS have specified that pregnant ladies are at moderate risk (clinically vulnerable) in regards to the COVID-19 pandemic.</p> <p>Pregnant workers may be more likely to die as a result of contracting COVID-19.</p>	<p>At TMT there're currently two known employees who are pregnant. Both employees have been advised to work from home.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p> <p>TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.</p>	Y	2	5	10
35.	COVID-19	All Employees	COVID-19 positive employees coming into work or showing symptoms at work could infect further employees, leading to an outbreak of the virus within the workplace.	<p>HSE 2.05.12 COVID-19 Emergency Plan in place.</p> <p>TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p>	Y	2	5	10



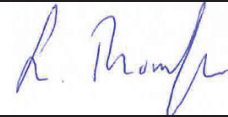

				TMT employees aware of 2 metre social distancing rules.				
36.	COVID-19	Security/ Weighbridge Operators Contractor wagon drivers Contractors Visitors	<p>The site security/ weighbridge operators are contractors, working for Steadfast Security.</p> <p>Close contact between the site security/ weighbridge operators, contractor wagon drivers, general contractors and visitors could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.</p>	<p>The contractors work mostly on their own, in a fair-sized cabin.</p> <p>The cabin is big enough to maintain 2 metre social distancing.</p> <p>Only drivers dropping off goods or contractors onsite to carry out maintenance in the Weighbridge are allowed to enter the cabin.</p> <p>A portable handwashing facility has been positioned outside of the Weighbridge cabin, for drivers to wash their hands prior to entering the cabin.</p> <p>2x hand sanitiser stations are available for people to use when entering and exiting the site.</p> <p>Cleaning products are available for Weighbridge operators to clean their work stations at the start of each shift.</p> <p>Cleaning rota has been issued to Security/ Weighbridge operators.</p> <p>Disposable nitrile gloves issued to Weighbridge Security personnel.</p> <p>Grab is available to be used to handle paperwork from contractors and Security/ Weighbridge operators have been informed to use this.</p> <p>Signage displayed on Weighbridge cabin informing that a maximum of 2 people is allowed in the cabin at once.</p> <p>Signage displayed on Weighbridge cabin directing visitors and contractors.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p>	Y	2	5	10

				TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptom.				
37.	COVID-19	Cleaner Nightshift Cleaners	<p>The site cleaners are contractors, working for Turner & Budd.</p> <p>Close contact between the contractor cleaners and other operators could increase the likelihood of the COVID-19 virus spreading within the workplace, if an operator was unknowingly infected.</p>	<p>The cleaners who work on a nightshift are able to maintain social distancing when cleaning the mill.</p> <p>The nightshift cleaners are able to use the canteen facility provided, where steps have been taken to distance people using the canteen.</p> <p>Dayshift cleaner mostly works alone.</p> <p>Additional cleaning for the toilets has been implemented.</p> <p>The correct equipment is provided to the contractors, for the workplace to be cleaned to a high standard.</p> <p>TMT employees have been informed that they must wash their hands more frequently.</p> <p>TMT employees aware of 2 metre social distancing rules.</p> <p>TMT employees have been informed that they must not come into work if they or anyone in their household has the COVID-19 symptoms.</p>	Y	1	5	5

Action Plan

Assessment Reference	RA.45.11
Assessment Title	COVID-19
Person completing the assessment	Amber Williams, Ian Randall

6.0 Sign off

Position	Signature	Print Name	Date
Lead Assessor		Amber Williams	21/05/2020
Managing Director		Jilly Wentworth	21/05/2020
Production and Engineering Director		Lisa Thompson	21/05/2020
H&S Manager		Ian Randall	21/05/2020