

27SITE SPECIFIC RISK ASSESSMENT SUMMARY

Company: Wienerberger	Site: All	RA Reference No:	Page(s): Page 1 of 12	Revision No: 5
Assessment Area: All areas	Location: All sites	Date: 14/12/2020	Dec 2020	Prepared by: Dennis Thompson

Revision Comments	Original All locations to complete Risk Assessments at local level
Assessment Description	Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This risk assessment is how to aid management of the health safety and welfare of employees at work.

Responsible Persons for maintaining this assessment

Owner: Abbe Webb	Deputy: Dennis Thompson	Name:	Name:
Position: EHS Trainer	Position: Health and Safety Manager	Position:	Position:
Persons affected:	Wienerberger Staff	Contractor(s)	Visitor(s)
	Member of Public Anyone else who physically comes in contact with you in relation to your business	Children (under 18)	Other Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
	Refer also to:		
	Risk Assessment	RA	
	COSHH Assessment		
	Safe Operating Procedure	Coronavirus – COVID 19 Recommended procedures and guidance	

Wienerberger Risk Matrix

The assessment of risk is based on an event occurring that constitutes a risk to: People, Assets, Reputation and Security. It is measured in terms of consequences/severity and likelihood. **Risk = Severity x Likelihood = Risk Factor**

Wienerberger Risk Legend			LIKELIHOOD OF HAZARD OCCURRING				
1 - 3 = Low Risk	Monitor & Maintain Controls		Rare	Unlikely	Possible	Likely	Almost Certain
4 - 6 = Moderate Risk	Reduce risk further if possible		May occur but only in exceptional circumstances	Could occur but doubtful	The event will probably occur at some time	Will occur in most circumstances.	The event is expected to occur in all circumstances
8 - 12 = High Risk	Prioritise Action to control risk		1	2	3	4	5
15 - 25 = Extremely High Risk	Stop until risk is reduced	X	1	2	3	4	5
SERVERTY OF POTENTIAL INJURY/LOSS							
Negligible		1	1	2	3	4	5
First Aid Treatment Moderate financial loss							
Low		2	2	4	6	8	10
Medical treatment Moderate loss of reputation							
Medium		3	3	6	9	12	15
Excessive injuries 3-day lost time injury Impact on quality of life Major financial loss of reputation							
High		4	4	8	12	16	20
Single death of any person Permanent Disability Massive financial loss							
Very High		5	5	10	15	20	25
Multiple deaths involving any persons Crippling financial loss							

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Hazard Type Guidance

This is a list of potential hazards to be considered when carrying out the risk assessment. The list is not exhaustive and further hazards may be identified during the process. Delete as appropriate assist with assessment completion.

Environment	Access	Noise and Vibration	Mechanical	Transport (FLT, Loading Shovel, MEWP etc.)
<ul style="list-style-type: none"> • Poor lighting • High humidity • Poor ventilation • Overcrowding • Hot/cold surfaces • Hot/cold temperatures • Deep water • Uneven ground • Weather conditions 	<ul style="list-style-type: none"> • Slips, trips & low falls • Falls from height • Open pits • Obstruction or projection 	<ul style="list-style-type: none"> • Noisy environment • Process Noise • Point source of noise e.g. Nail gun • Hand/arm vibration 	<ul style="list-style-type: none"> • Entanglement • Cutting / Abrasion • Stabbing • Impact • Accelerated/falling objects • Crushing • Trapping • High pressure air/fluid injection • Entrapment 	<ul style="list-style-type: none"> • Collision with pedestrians • Collision with property • Reversing vehicles • Vehicles overturning • Collision with other vehicles
Electrical Hazards	Hazardous substances (Dust, mist, liquids, gases)	Fire and Explosion	Manual Handling	Confined Spaces
<ul style="list-style-type: none"> • Direct contact • Indirect contact • Electrostatic • Overload • Source of ignition • Electric shock • Electrocution • Burns 	<ul style="list-style-type: none"> • Toxic • Harmful • Irritant • Sensitising • Corrosive • Biological substances 	<ul style="list-style-type: none"> • Flammable/explosive/oxidising substances • Explosive atmosphere • Combustible materials • Ignition sources 	<ul style="list-style-type: none"> • Lifting/carrying • Pulling/pushing • Heavy weights • Repetitive movements 	<ul style="list-style-type: none"> • Lack of oxygen • Difficult access • Dangerous atmosphere (nitrogen, fumes, gases) • Risk of suffocating/drowning
Nature of Work	Individual	Radiation	Other (specify)	
<ul style="list-style-type: none"> • High work rate • Long hours • Shift working • Visual fatigue (DSE) • Stressful posture, time pressures • Lone working/unsupervised 	<ul style="list-style-type: none"> • Lack of experience • Lack of training/information • Mental overload/stress • Individual capability, pregnant, health problems • Young person 	<ul style="list-style-type: none"> • Lasers • Welding flash 		

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List Hazard / Activity & Likely Consequence(s)	Control Measures in Place	Risk Score (Before Additional Controls)			Action Required (If none, insert words 'Maintain and Monitor Controls') <i>Please complete residual risk factor/score after control measures have been taken</i>	Time scale	Action taken (sign and date)	Residual Risk Factor (After additional action / controls)		
		S	L	RF				S	L	RF
Contact with contactors, visitors and other persons who may be infected with Covid19	<p>In order to further protect our employees from potential exposure to Covid-19, special measures are being put in place with regards to visitors. It is essential that all locations follow this guidance:</p> <ul style="list-style-type: none"> Consider whether the visit is absolutely necessary? If not, consider other means of communication such as Skype, telephone or e-mail. Before accepting a site visit request, question whether the visitor is symptomatic of cold / flu symptoms. If the answer is yes, the meeting should be postponed. Question their recent travel history. If the visitor has recently travelled to any of the 'hot zone' countries, then the visit should be postponed. If a visitor arrives at site unannounced, the same questions should be asked. If there is any concern, the visitor should be requested to allow their temperature to be taken. If their temperature is >37.8°C, then access should be declined Refer the visitor to NHS 111 & consult your line manager 	4	3	12	Monitor and maintain controls	-		4	3	12
Contact with employees who may be infected by Covid19	<ul style="list-style-type: none"> Wienerberger Covid-19 hygiene notices to be posted in all reception areas, dispatch offices, canteens, toilets and notice boards Alcohol based hand sanitiser dispensers to be located in all reception areas, dispatch offices, canteens and toilets Standards of workplace cleaning to be stepped up. It is recommended that hard surface disinfectant cleaners are used, particularly in reception areas, dispatch offices, canteens, kitchens & toilets Use disinfectant wipes or sprays to disinfect shared touch areas daily e.g. hot desks, touchscreens, telephones, keyboards, door handles etc. Paper tissues are to be provided, along with pedal type bins containing plastic bin lines, for receipt of used items. Bin bag contents are to be disposed of after tying off in a knot. Protective gloves are to be worn whilst handling this waste and hands should be washed immediately afterwards. Install alcohol sanitising dispensers in all Wienerberger locations Prepare for working from home (where operationally possible) 	4	3	12	Monitor and maintain controls	-		4	3	12

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Employee who develops suspected symptoms whilst at work	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> Return home immediately Avoid touching anything Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 	4	3	12	Monitor and maintain controls	-		4	3	12
Contact with contaminated workstations / equipment from Covid19	<ul style="list-style-type: none"> Alcohol based hand sanitiser dispensers to be located in all reception areas, dispatch offices, canteens and toilets Standards of workplace cleaning to be stepped up. It is recommended that hard surface disinfectant cleaners are used, particularly in reception areas, dispatch offices, canteens, kitchens & toilets Use disinfectant wipes on shared touch areas daily e.g. hot desks, touchscreens, telephones, keyboards, door handles etc. Paper tissues are to be provided, along with pedal type bins containing plastic bin lines, for receipt of used items. Bin bag contents are to be disposed of after tying off in a knot. Protective gloves are to be worn whilst handling this waste and hands should be washed immediately afterwards. Install alcohol sanitising dispensers in all Wienerberger locations 	4	3	12	Monitor and maintain controls	-		4	3	12
Contact with contaminated shared equipment between shifts i.e. radios, tools, computers and company phones.	<ul style="list-style-type: none"> Alcohol based hand sanitiser dispensers to be located in all reception areas, dispatch offices, canteens and toilets Standards of workplace cleaning to be stepped up. It is recommended that hard surface disinfectant cleaners are used, particularly in reception areas, dispatch offices, canteens, kitchens & toilets Use disinfectant wipes on shared touch areas daily e.g. hot desks, touchscreens, telephones, keyboards, door handles etc. Paper tissues are to be provided, along with pedal type bins containing plastic bin lines, for receipt of used items. Bin bag contents are to be disposed of after tying off in a knot. Protective gloves are to be worn whilst handling this waste and hands should be washed immediately afterwards. Install alcohol sanitising dispensers in all Wienerberger locations 	4	3	12	Monitor and maintain controls	-		4	3	12

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<p>Contact with contaminated shared areas i.e. canteen, changing rooms, toilets, smoking areas and other shared offices in working hours, between shifts and breaks</p>	<ul style="list-style-type: none"> Persons using canteen should be reminded to wash their hands regularly using soap and water for 20 seconds and before and after using shared areas where possible and always when eating. A distance of 2m should be maintained between users, wherever possible. Staff can continue to use rest areas if they apply the same social distancing measures Notices promoting hand hygiene and social distancing should be placed visibly in these areas Frequently clean and disinfect surfaces that are touched regularly, using your standard cleaning products Where catering is provided on site, it should provide pre-prepared and wrapped food only - Payments should be taken by contactless card wherever possible and shared Crockery, eating utensils, cups etc. should not be used Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced Tables should be cleaned between each use All rubbish should be put straight in the bin and not left for someone else to clear up All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. 	4	3	12	Monitor and maintain controls	-	4	3	12
<p>Contact with contaminated shared areas i.e. changing rooms, toilets, shared offices in working hours, between shifts and breaks</p>	<ul style="list-style-type: none"> Introduce staggered start and finish times to reduce congestion and contact at all times Introduce enhanced cleaning of all facilities throughout the day and at the end of each day Consider increasing the number or size of facilities available on site if possible Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 	4	3	12	Monitor and maintain controls	-	4	3	12

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<p>Unable to maintain social distancing while carrying out first aid potential contact with infected persons with Covid19</p>	<p>First aid is required in an emergency and to ensure the health of employees, visitors, contractors and any other persons. Advised amendment to CPR during the Covid19 pandemic is to only preform hands only CPR. If you have a cloth available or new face mask this can be used to lightly cover the mouth and nose to prevent cross contamination.</p> <p>In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty. Ensure that you protect and prevent contact with potential covid19 droplets wearing appropriate PPE.</p> <ul style="list-style-type: none"> Wear face masks and visor / safety glasses Wear gloves or cover hands when dealing with open wounds Cover cuts and grazes on your hands with waterproof dressing Dispose of all waste safely Do not touch a wound with your bare hand Do not touch any part of a dressing that will come in contact with a wound 	4	3	12	<p>Monitor and maintain controls</p>	-		4	3	12
<p>Unable to maintain social distancing while working i.e. maintenance tasks, breakdowns, kiln crash, first aid etc. potential contact with infected persons with Covid19</p>	<ul style="list-style-type: none"> Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS 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. Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site Regularly clean the hand washing facilities and check soap and sanitiser levels Minimum employees should work side by side or facing away from each other rather than face-to-face where possible. <p>If not working face to face is not possible, ensure that you protect and prevent contact with potential covid19 droplets wearing appropriate PPE.</p> <ul style="list-style-type: none"> Wear face masks and visor / safety glasses Gloves 	4	3	12	<p>Monitor and maintain controls</p>	-		4	3	12

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Stress – including mental health	<ul style="list-style-type: none"> Identified, vulnerable employees to receive periodic contact via Communication and Welfare Committee, Occupational Health and Plant Managers Advise employees about the occupational health service and employee assistance programme (EAP) available. Regular communication of mental health information. Management to operate an ‘open door’ policy for employees who require additional support. Regular communications within teams where employees are home working Workloads to be monitored. Concerns with workloads are to be escalated to management. Employees who deem themselves as vulnerable or who feel that they are struggling are encouraged to communicate their needs with their line manager 	1	3	3	Monitor and maintain controls			1	3	3
Spread / contamination from poor hygiene / discarded waste, cleaning wipes and hand towels.	<ul style="list-style-type: none"> Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS 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. Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site Regularly clean the hand washing facilities and check soap and sanitiser levels Provide suitable and sufficient closed lid rubbish bins for hand towels with regular removal and disposal. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently 	4	3	12	Monitor and maintain controls	-		4	3	12
Risk of fire from increased levels of discarded cleaning wipes and hand towels.	<ul style="list-style-type: none"> pedal type bins containing plastic bin lines, for receipt of used items. Bin bag contents are to be disposed of after tying off in a knot. Protective gloves are to be worn whilst handling this waste and hands should be washed immediately afterwards. Bins not to be located near sources of ignition or naked flames Site fire procedure, evacuation drills and fire marshals appointed 	4	3	12	Monitor and maintain controls	-		4	3	12

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Multiple reported cases	<ul style="list-style-type: none"> As per existing guidance, in the event that anyone is displaying symptoms, they should not attend work until they have received a negative NHS test. If they develop COVID specific symptoms at work, they should immediately leave site (their work area should then be cleaned) and request an NHS test and follow existing guidance. Line manager should submit a COVID Absence Form to HR Services. 	4	3	12	<ul style="list-style-type: none"> Where a person is known to have tested positive for COVID and there is the potential that they may have attended site prior to becoming symptomatic, (as above consider within the previous 72 hour period), then ALL persons that have worked in close proximity should be offered in house testing. Note: we cannot enforce this on site, but it is strongly advised that individuals are tested. Assuming the tests are negative, individuals can continue to work as normal. Where it is possible that more than one person has attended site with COVID, then this should be reported to the Public Health Department of the Local Authority. We are currently looking at the options of 'disinfectant deep cleans,' in the event that there is a particular risk considered in a workplace. <p>Note1: In all cases it is essential that 2m social distancing and high levels of personal hygiene are maintained, masks worn as necessary and all other in house COVID and safety precautions are followed.</p> <p>Note 2: All in-house testing must be carried out by a designated competent person, in order to ensure the validity of the test. Please refer to test procedure video & instructions. Any queries are to be referred to the Occupational Health Department.</p> <p>Note 3: All sites are required to nominate a Single Point of Contact (SPOC) for any contact with the Local Authorities, this should be the Plant Manager or in their absence the senior person on site</p>	4	3	12

Training aids and supporting information








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<https://www.gov.uk/coronavirus>
<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
https://www.hse.gov.uk/news/coronavirus.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_term=covid-landing&utm_content=home-page-popular
<https://www.nhs.uk/conditions/coronavirus-covid-19/>
<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>
<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>
<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>
<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

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		S	L	RF				S	L	RF
		Personal Protective Equipment (PPE)								
	Safety Footwear must be worn (Mandatory)				Monitor and Maintain Controls					
	Hearing Protection must be worn (Mandatory)									
	Eye Protection must be worn (Mandatory)									
	Hard Hat or Bump Cap must be worn (Mandatory)									
	Hi Visibility Waistcoat must be worn (Mandatory)									
	Dust Mask (FFP3) must be worn when generating dust									
	Hand Protection must be worn where advised.									

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Declaration Responsible Persons:

I confirm that within my knowledge and understanding of the process, in my view this is a suitable & sufficient risk assessment in that it takes account of the significant hazards present and has identified suitable control measures which if properly implemented will ensure that both the routine and non-routine work activities are adequately controlled.

	Print Name:	Position:	Signature:	Date:
Factory Manager				
Production Supervisor				
Supervisor				
Maintenance Coordinator				
HSE Representative				

Risk Assessment Briefing Record



Please complete this form when you have provided a period of instruction in the significant findings of the Risk Assessment for your operations.

TO: Health & Safety Admin	SCAN: Alison.Brogden@wienerberger.com
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Branch Location: _____ **Date:** _____

To be Recorded as:

RA No. / SOP Ref	Risk Assessment / SOP Title	Issue Ref:	Issue Date

Machine / Process	Significant Change

Employee Declaration

I confirm that I have been provided with a period of instruction in the significant findings of the Risk Assessment(s) listed above and that I have been made aware of the hazards inherent in the work and the control measures and procedures required to maintain a low risk. I have also been provided with a copy of the risk assessments and Safe operating Procedures (SOP) which I will retain for future reference.

I confirm that I will work in accordance with this Risk Assessment and associated SOPs. If there is anything that I require clarification on; if I find that I am unable to implement any of the control measures or safety precautions or if there is a significant change to the work activity, I will notify my line management as soon as practicable.

Name (Print)	Employee Number	Signature	Date

Declaration (to be completed by a responsible person)

I confirm that: the above-named operative(s) have been provided with verbal and where appropriate practical instruction on the listed risk assessment(s); I have detailed clearly the significant change from the previous versions and the operatives have demonstrated a clear understanding of the associated hazards and control measures required.

Briefing delivered by

(print name)

Signature

Position:

Date:
