

Risk Assessment RA00CV19

Merlin Circuit Technology Risk Assessment for COVID-19

Compiled by: Nick Mclean Date: 02-10-2020 Area; Merlin PCB Site Date for review Apr 20 Issue 2

Reviewed by Nick Mclean

Item No	Hazard Topic	L	C	RR	RG	Existing Controls	L	C	RR	RG	Are Controls suitable and sufficient
1	Hygiene	5	4	20	Intolerable	Hand washing facilities with soap and water in place. Stringent hand washing taking place. Drying of hands with disposable paper towels. Gel sanitisers in any area where washing facilities not readily available. Anti-bacterial wipes made available throughout site.	1	4	4	Tol	YES
2	Aera Hygiene	5	4	20	Intolerable	Cleaning staff, general duties redirected from floors and corridors to focus on disinfecting surfaces, handles and in areas of high use.	1	4	4	Tol	YES
3	Social distancing	5	4	20	Intolerable	All staff able to work from home are to do so. All nonessential meetings cancelled. All nonessential contractors / visitors cancelled. Layout of factory affords distancing of 2m.	1	4	4	Tol	YES

							<p>Chairs and canteen laid out in a manor to promote 2m separation.</p> <p>Posters in prominent positions re 2m guidance.</p> <p>One way system in and out of canteen.</p> <p>Shift patterns modified to reduce cross over at the beginning and end of shifts.</p> <p>Company car use, a policy of single occupancy to be observed.</p>					
4	Spread of Covid-19 Coronavirus	PPE	5	4	20	Moderate	<p>Gloves are readily available on the shop floor and appropriate use has been promoted.</p> <p>Face masks are now mandatory to be worn in transit in corridors or when working in close proximity to others</p>	1	4	4	Tol	YES
5		Staff of high risk.	5	5	25	Intolerable	<p>H&S questionnaire distributed to all staff to identify staff at high risk.</p> <p>Those identified have been asked to work off site, been asked to self isolate or work with raised levels of control.</p>	1	5	5	Tol	YES
6		Guidance and notification	5	4	20	Intolerable	<p>Merlin COVID-19 policy released.</p> <p>Merlin COVID-19 update statements release as general guidance changes.</p> <p>Staff presentations in small groups, re policies, guidance and best practice</p> <p>Q&A sheet generated and distributed.</p> <p>All posts on the company notice boards</p>	1	4	4	Tol	YES

7		Symptoms of COVID-19 or members of the same household develops symptoms.	5	4	20	Intolerable	Employees should not come in to work and follow government guidance re self-isolation, typically 14 working days.	1	4	4	Tol	YES

Hazard Identification, Risk Assessment and Risk Control

Risk Action Grading

GRADE	RATING	ACTION
1-2	Trivial	No initial action but the facts must be recorded
3-5	Tolerable	Any Action ought to be possible at a local level and attempts made, to move risk into trivial category.
6-12	Moderate	The idea is to move down a grade as soon, as is reasonably practicable.
15-16	Substantial	Every effort ought to be made to reduce this risk by at least one grade, urgently by the management.
20-25	InTolerable	Stop, this activity must be stopped immediately, and action taken to prevent a certain death or total loss.

Risk Rating

RATING	LIKELIHOOD	CONSEQUENCE (SEVERITY)	
		Personal	Material
1	Very unlikely	First-aid	Self repair
2	Unlikely	< Days absence	Section repair
3	50:50 Chance	> Days absence	Maintenance repair
4	Likely	Long Term	Specialist repair
5	Very Likely	Fatal / Disabling	Non - repairable

Area Risk **Assessment** **RA00CV19**

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