

Title of Risk Assessment:	Working safely during Covid 19 – In a machine		
Date of Risk Assessment:	22/01/21	Review Date of Risk Assessment:	22/01/22
Control Measures to be implemented by:	Management Team		

Item No.	Hazard	Potential Consequences	People at Risk	Control Measures
1	Getting or spreading coronavirus by not washing hands or not washing them adequately	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Public - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Hot water, soap and hand drying provisions provided. - Hand sanitizer provided. - Employees to wash hands more often and for 20 seconds with soap and water or hand sanitizer when arriving at work, after blowing their nose, sneezing or cough, and before and after eating or handling food. - Employees to sneeze, cough and blow their nose into a tissue which is to be disposed of immediately into a bin or plastic bag which is then disposed of at the next practicable time or at the end of the working shift. - Employees are to sneeze or cough into a closed elbow if a tissue can't be sourced quickly enough. - Employees informed to practice good hygiene. - Signage displayed to remind people to wash their hands. - Employees are encouraged to receive coronavirus vaccination.

<p>2</p>	<p>Getting or spreading coronavirus in common high traffic areas</p>	<p>Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.</p>	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Employees to work from home if possible. - Digital forms of communication to be utilised. - Contractors are to only attend site for safety critical work. - Temperature checks undertaken for all staff at the start of the day, and any visitors or contractors upon arrival. - All people are to practice social distancing. - Daily pre-shift meetings are to be conducted outdoors or in well ventilated rooms whilst adhering to social distancing by staying 2 metres apart from people, or 1 metre with extra precautions in place, by wearing a face covering. - Maximum number of 1 person in the welfare facility at a time. - Maximum number of 1 person in the weighbridge office at a time, where not reasonably practicable social distancing must be adhered to by staying 2 metres apart from people, or 1 metre with extra precautions in place, by wearing a face covering and increasing ventilation. - Staggered start and finish times. - Staggered break and lunch times. - Multiple entrances and exits to be utilised. - Signage displayed around site informing people to practice social distancing. - Hand sanitizer provided. - Anti-bacterial wipes and disinfectant spray provided. - Weighbridge office & mess room to be cleaned daily, paying particular attention to touch points such as (but not limited to) light switches, door handles, cupboard handles, kitchen appliances, office appliances. - If people choose to wear a face covering or face shield, they are supported. - Face coverings provided. - Employees are encouraged to receive coronavirus vaccination.
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3	Getting or spreading coronavirus through workers living together and/or travelling to work together	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - All staff are to follow track and trace guidelines. - Employees are encouraged to receive coronavirus vaccination.
4	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Weighbridge office & mess room to be cleaned daily, paying particular attention to touch points such as (but not limited to) light switches, door handles, cupboard handles, kitchen appliances, office appliances. - Hand sanitizer provided. - Anti-bacterial wipes and disinfectant spray provided. - Employees are reminded to maintain a clean working environment, making use of disinfectant spray and anti-bacterial wipes. - Machines to be cleaned by operator at the end of the working day using cleaning products provided, paying attention to touch points such as (but not limited to) door handles, levers, dashboard, buttons, steering wheel. - If reasonably practicable machine operators should be dedicated to one machine. - If it is unavoidable for another employee to use a different machine, they must clean all work surfaces with disinfectant spray or anti-bacterial wipes provided. - Bins are provided in communal areas. - Procedure in place with cleaners if someone develops symptoms of coronavirus. - Employees are encouraged to receive coronavirus vaccination. - Nitrile gloves made available to staff when in weighbridge and rest areas.

5	Mental health and wellbeing affected through isolation or anxiety about coronavirus	Increased levels of stress, anxiety, and depression	- Staff	<ul style="list-style-type: none"> - Staff are consulted on any changes to working practices in relation to coronavirus and encouraged to come forward with ideas or suggestions. - Regular communication with staff that are working in the office, on furlough, self-isolating or shielding. - Employees are encouraged to receive coronavirus vaccination.
6	Contracting or spreading the virus by not social distancing	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Employees to work from home if possible. - Digital forms of communication to be utilised. - Contractors are to only attend site for safety critical work. - Temperature checks undertaken for all staff at the start of the day, and any visitors or contractors upon arrival. - All people are to practice social distancing. - Daily pre-shift meetings are to be conducted outdoors or in well ventilated rooms whilst adhering to social distancing by staying 2 metres apart from people, or 1 metre with extra precautions in place, by wearing a face covering. - Maximum number of 1 person in the welfare facility at a time. - Maximum number of 1 person in the weighbridge office at a time, where not reasonably practicable social distancing must be adhered to by staying 2 metres apart from people, or 1 metre with extra precautions in place, by wearing a face covering and increasing ventilation. - Staggered start and finish times. - Staggered break and lunch times. - Multiple entrances and exits to be utilised. - Signage displayed around site informing people to practice social distancing. - Hand sanitizer provided. - Anti-bacterial wipes and disinfectant spray provided. - Weighbridge office & mess room to be cleaned daily, paying particular attention to touch points such as (but not limited

				<p>to) light switches, door handles, cupboard handles, kitchen appliances, office appliances.</p> <ul style="list-style-type: none"> - If people choose to wear a face covering or face shield, they are supported. - Face coverings provided. - Employees are encouraged to receive coronavirus vaccination.
7	Musculoskeletal disorders as a result of using DSE at home for a long period of time	- Musculoskeletal disorders such as neck, back, hip and wrist pain	- Staff	- Staff working from home to complete online DSE assessment and actions to be carried out by TJ health & safety representative.
8	Poor workplace ventilation leading to risks of coronavirus spreading	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Daily pre-shift meetings are to be conducted outdoors or in well ventilated rooms whilst adhering to social distancing by staying 2 metres apart from people, or 1 metre with extra precautions in place, by wearing a face covering. - Staff to make use of windows and doors to provide fresh air ventilation. - If people choose to wear a face covering or face shield, they are supported. - Face coverings provided. - Employees are encouraged to receive coronavirus vaccination.

9	Increased risk of infection and complications for vulnerable workers	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	- Vulnerable People (70+ years old, pregnant women & those with underlying health conditions)	<p>- Staff who fall into the following categories:</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable • Staff self-isolating • Staff with symptoms <p>Are to follow the track and trace guidelines and any updates from Public Health England with regards to self-isolating and shielding.</p> <p>- Regular open communication with staff who fall into the above categories to discuss if any changes can or need to be made to their working environment.</p> <p>- Staff who are self-isolating, or shielding are to be contacted by the relevant line manager or a TJ health & safety representative to maintain open communication.</p> <p>- If people choose to wear a face covering or face shield, they are supported.</p> <p>- Face coverings provided.</p> <p>- Employees are encouraged to receive coronavirus vaccination.</p>
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If you have any further suggestions on how we can ensure your health, safety and welfare during Covid-19 please speak to the health & safety department or a member of the management team.