

Covid-19 Risk Assessment Template	Company Name		Mills CNC Ltd	Date of Assessment	04/03/2022	
Area of Assessment (tick the appropriate box)	Whole Site	<input checked="" type="checkbox"/>	Department		Time	8.00 AM
Department Name if a Department	Mills Campus			Date for Re-assessment	When required.	
Name of assessor(s)	Steve Knowles			Version Number	V7	

Risk Matrix		Likelihood (L)				
	Severity (S)	Very likely	Likely	Fairly likely	Unlikely	Very unlikely
		5	4	3	2	1
Fatality	5	25	20	15	10	5
Major	4	20	16	12	8	4
Moderate	3	15	12	9	6	3
Minor	2	10	8	6	4	2
Insignificant	1	5	4	3	2	1

Evaluation Of Risk	
20-25	STOP – Transmission of the virus is almost certain. Significant additional controls are needed. Redesign the process to reduce the risk.
15-16	Urgent Action – There is a strong possibility of transmission without further control measures. Steps must be taken to further reduce the risk before the activity can continue.
8-12	Action – Transmission of the virus could happen. Planned controls must be maintained rigorously. Re assess the risk and apply further control to reduce the risk to the lowest reasonable level.
3-6	Monitor – Transmission or introduction of the virus into the workplace is unlikely and not expected in this situation. Carefully monitor the effectiveness of the current controls and improve when possible.
1-2	No Action – Further action to reduce the risk of transmission is not required, but ensure controls are maintained and reviewed.

Using the risk matrix to undertake the COVID-19 Risk assessment detailed in the pages below take appropriate actions where required.

In line with the Government Guidance for Working safely during COVID-19 in factories, plants and warehouses, we advise you share the results of your risk assessment with your workforce. If possible, you should consider publishing the results on your website (and we would expect all employers with over 50 workers to do so). <https://assets.publishing.service.gov.uk/media/5eb965d5d3bf7f5d3c74a2dd/working-safely-during-covid-19-factories-plants-warehouses-110520.pdf>

What is the Hazard	Who may be harmed	How might people be harmed	Existing Risk Control Measures in place	Risk Rating			Additional Controls required	New Risk Rating (Residual Risk)			Action Assigned to	Required by Date
				L	S	R		L	S	R		
Government Guidance Document Working safely during COVID-19 in factories, plants and Warehouses Section 2												
Lone working because of working at home arrangements	Employees	Injury from working alone; Stress and anxiety from working at home alone	No lone at home working is currently in place. You can contact your line manager or use the Employee Assistance Programme on 03455651851	2	2	4	Karen Earley has completed additional mental health training and can be contacted.	2	1	2	N/A	Already in Place
Employees working from home having the correct equipment and access to work systems.	Employees	Incorrect postures, incorrect equipment; Ergonomic problems	No working from home is currently enforced. You should report any issues to your line manager.	3	3	9	DSE forms have been completed.	2	2	4	N/A	Completed
Employees who become stressed at work because of their work or working environment	Employees	Stress and Anxiety	All managers have completed mental health training. Contact your line manager or use the Employee Assistance Programme on 03455651851	2	2	4	Karen Earley has completed additional mental health training and can be contacted.	2	1	2	N/A	Already in Place

Employees who become anxious because of external threats to their livelihood (redundancy, Furloughing, reduced working hours)	Employees	Stress and Anxiety	You should contact your line manager or use the Employee Assistance Programme on 03455651851. Managers have had Mental awareness training	2	3	6	Karen Earley has completed additional mental health training and can be contacted.	2	2	4	N/A	Already in Place
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Abusive and / or violent behaviour shown by employees to others	Employees; Contractors; Members of the public	Violent aggression and mental trauma	All Mills Managers have undergone Mental Awareness training	2	3	6	Managers must report any instances to Kim Annetts.	2	2	4	N/A	Already in Place
Abusive and / or violent behaviour shown by others to employees	Employees; Contractors	Violent aggression and mental trauma	All Mills Managers have undergone Mental Awareness training	2	3	6	Managers must report any instances to Kim Annetts.	2	2	4	N/A	Already in Place

Employees classed as clinically vulnerable individuals become anxious or stressed because of their work or working environment	Clinically Vulnerable Employees; Clinically Vulnerable Contractors	Close contact transmission spread of virus	Currently does not apply. All Mills Managers have undergone Mental Awareness training.	2	3	6	They must inform their manager if they have received a letter from the government.	2	1	2	N/A	Already in Place
Employee shows signs of the virus whilst at work	Employees; Contractors	Close contact transmission spread of virus	They should inform their manager and then follow government guidance.	2	4	8	They must not come to work if they have symptoms.	2	3	6	All Managers	On Going

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Government Guidance Document Working safely during COVID-19 in factories, plants and Warehouses Section 3												
Persons on walkways not being able to keep 2-meter distancing.	Employees; Contractors	Close contact transmission spread of virus	All employees, contractors and visitors can wear a face covering / mask, this is now optional.	2	3	6	Signage and floor marking have been fitted.	1	3	3	Smart Image	Completed

Persons on walkways cannot pass each other at 2-meter distancing.	Employees; Contractors	Close contact transmission spread of virus	There is plenty of room on shop floor areas. Screening has been erected on busy thoroughfares. In office corridors wait for people to pass.	2	3	6	Signage and floor marking have been fitted.	1	3	3	Smart Image	Completed
People have to open closed doors using a handle.	Employees; Contractors	Close contact transmission spread of virus	Regularly and thoroughly wash hands for more than 20 seconds. Use the wipes and hand sanitiser provided. The cleaners are wiping down door handles at the end of each day.	2	3	6	Additional Sanitiser stations have been fitted.	1	3	3	Smart Image	Completed
People have to push doors open using a push pad	Employees; Contractors	Close contact transmission spread of virus	Wash hands as above, use the wipes and hand sanitiser provided. The cleaners are wiping down door	2	2	4	Unlock doors with the contactless key fob. Open doors with arm or shoulder.	1	2	2	N/A	Immediate effect.

			handle at the end of each day									
Employee workstations are closer than the advised 2-meter distancing.	Employees	Close contact transmission spread of virus	Work side by side or facing away from each other.	2	3	6	Additional screening has been fitted	1	3	3	Smart Image	Completed
Risk of face to face contact due to inhibited working space available	Employees; Contractors	Close contact transmission spread of virus	No employee will be forced to work in a small space. Contact the person by phone and ask them to meet you on the shop floor.	2	3	6	The majority of the work force have had at least two vaccine injections and a booster.	1	3	3	Steve Knowles to update.	On going
Lone working due to social distancing	Employees. Contractors	Risk of injury	No lone working to take place. Maintain social distancing.	2	3	6	Contractors are advised to stop for lunch if no one else is in the Unit.	1	2	2	All Managers	Already in place.
Close contact of employees at break times and in welfare areas	Employees	Close contact transmission spread of virus;	The canteen is for Mills staff only. Breaks are being staggered. Mills staff to use the Canteen coffee machine only. Contractors to use the machine downstairs in Unit 2/3.	2	3	6	Distancing floor tape has been fitted. Numbers are reduced due to zoning.	1	3	3	HSQE committee	On going

People have to use fingers / thumbs to gain access to workplaces (Contact security devices)	Employees; Contractors; Visitors	Contact Transmission of virus	Mills has 'contact less' entry to all Units. Use your key fob rather than punching in your code number.	2	2	4	Keypads must be wiped down regularly with sanitizer	1	2	2	All employees	With immediate effect
Extra distancing required in car parking areas to ensure social distancing measures are maintained	Employees; Contractors; Visitors; Members of the public	Close contact transmission spread of virus; Vehicle collision	Mills has a reverse parking only policy. All drivers will excess their cars from the same side with a 2-metre gap.	2	3	6	Reversing policy to be enforced	1	3	3	All Managers	Already in place
Understanding of new pedestrian access / egress routes	Employees; Contractors; Visitors;	Close contact transmission spread of virus;	Signage has been fitted.	2	3	6	Employees have been informed on a regular basis.	1	3	3	HSQE committee / Smart Image	Completed
Person to person, face to face meetings in close proximity environments	Employees; Contractors; Visitors	Close contact transmission spread of virus	Make contact electronically, by phone, e-mails Arrange meetings via web meetings applications. All contractors and visitors can wear a face covering or mask, this is now optional.	2	2	4	All additional controls remain in place.	1	2	2	N/A	Already in place

Persons in smoking areas in close proximity due to small spaces available	Employees; Contractors; Visitors	Close contact transmission spread of virus	No smoking within 5 metres of the buildings is allowed. Do not gather in groups when smoking.	2	3	6	As staff numbers increase monitor that this is enforced	2	2	4	All Managers	With immediate effect
First Aiders having to attend an injured person following an incident	First Aid personnel; Ambulance service personnel; Paramedics	Close contact transmission spread of virus	Use alcohol sanitiser before and after treatment. Do not cough or sneeze on the patient and only get as close as you need too. Keep yourself informed and updated at NHS111 or Gov.uk	3	3	9	First aiders to follow Government guidelines.	2	3	6	HSQE committee / All First Aiders	With immediate effect

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Government Guidance Document Working safely during COVID-19 in factories, plants and Warehouses Section 4												
Visitors having to attend sites	Visitors; employees	Close contact transmission spread of virus	No cold callers are permitted. Visits must be Pre booked.	2	3	6	Follow government guidance.	1	3	3	All Employees receiving visitors.	Completed
Host employees having to meet and greet visitors	Employees; Visitors	Close contact transmission spread of virus	Maintain social distancing. This includes all areas of the business, customers, contractors, suppliers, TA attendees.	2	3	6	Follow government guidance.	1	3	3	All Employees receiving visitors.	Completed

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Government Guidance Document Working safely during COVID-19 in factories, plants and Warehouses Section 5												
Cleaning and Hygiene staff having to work alone	Contractors	Slips, Trips, Falls, Lone working	Cleaning staff do not currently work alone as per their Risk Assessment	2	2	4	Review their risk assessment	2	1	2	Steve Knowles Kim Annetts, HSQE Committee	On Going

Ensuring thorough cleaning of working surfaces including door handles and stair-rails has been undertaken	Employees	Touch transmission of virus	Clear your desk at the end of each day – only your IT equipment should be left out. This will enable cleaners to do their jobs more thoroughly in the evenings. Take ownership of your workspace, clean down surfaces, and equipment regularly. Use the wipes and hand sanitiser provided.	2	3	6	All additional controls remain in place.	1	3	3	Completed	With immediate effect
Air conditioning systems / Positive Pressure systems	Employees; Contractors; Visitors	Air transmission of virus	Increase the circulation of fresh air by opening windows. Turn Air con fans down to low setting.	2	2	4	Ventilation can be increased as the spring season approaches.	1	3	3	Completed	With immediate effect
Extended personal hygiene procedures and the requirement for	Employees; Contractors; Visitors	Touch transmission of virus	Hand sanitisers are fitted in all units. Wash hand regularly.	2	3	6	Additional signage has been fitted	1	3	3	Smart Image	Completed

more Handwashing and hand sanitisation												
Hands contact with shared equipment	Employees; Contractors	Contact spread of virus	Clean the equipment prior to use with the wipes or sanitizer provided.	2	3	6	All additional equipment is still available.	1	3	3	Completed	With immediate effect
Vehicles that may be shared between employees	Employees	Contact spread of virus	This is not a normal occurrence but if required wipe down all control surfaces with the wipes provided.	2	3	6	Discuss concerns with your manager	1	3	3	All Managers	With immediate effect
Items that are shared between individuals (Tote boxes, Delivery boxes; computer keyboards)	Employees	Contact spread of virus	Wipe down surfaces with the wipes provided. Maintain regular hand washing.	2	3	6	Managers to reinforce this instruction.	1	3	3	All Managers	With immediate effect

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Government Guidance Document Working safely during COVID-19 in factories, plants and Warehouses Section 6												
Employees wearing face masks	Employees	Close contact and contact spread of virus from incorrect use and disposal of face masks	Wearing face masks is now optional	2	3	6	Information sent by E mail Monday 28 th February to all employees.	2	2	4	Kim Annetts	Updated 28/02/22
Waste items of PPE that are discarded after use	Employees; Contractors; Members of the public	Contact spread of virus	Dispose of used PPE in the non-recyclable waste bins.	2	3	6	Information on waste disposal is on all notice boards.	2	2	4	Kim Annetts	Completed
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Government Guidance Document Working safely during COVID-19 in factories, plants and Warehouses Section 7												
Staff having to make deliveries to other sites and businesses	Employees; Members of the public; Other business employees	Close contact and contact spread of virus	Follow and customers procedures and government guidance.	2	3	6	Take PPE with you prior to visiting other sites.	1	3	3	N/A	Completed

Misunderstanding of COVID-19 related procedures	Employees	Confusion leading to injury or virus spread	Kim Annetts is sending out regular updates via E mail.	2	3	6	Continue updating all guidance and Risk Assessments	2	2	4	Steve Knowles Kim Annetts HSQE Committee	On going
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Government Guidance Document Working safely during COVID-19 in factories, plants and Warehouses Section 8												
Maintaining social distancing measures at dispatch points	Employees; Members of the public; Contractors	Contact spread of virus	Follow government guidance. No delivery drivers are permitted to enter the facility.	2	3	6	Monitor that this is happening.	2	2	4	N/A	Already in place