



Risk Assessment Number:	20
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Task/Activity:	COVID-19				
	Activities: All aspects of work conducted on behalf of Goodfellow Cambridge Ltd during the COVID-19 pandemic. Note: This risk assessment applies to all staff employed by Goodfellow Cambridge Ltd.	Areas: Goodfellow site			
Notes:	Where possible, the support function is working from home to minimise the number of people on site.				
Assessor(s):	Wendy Ancill Dave Spurle Janine Drew	Assessment Date:	11/05/2020	Next Review:	Any change made to the current Government guidelines or when there are changes in working practices.

Hazards and Risks	Those at Risk	Existing Controls	Severity	Likelihood	Risk Level	Further Actions Required	By Whom
Contact with an external person who has COVID-19 Increased risk of contracting COVID-19 causing serious illness or death.	Staff	<ul style="list-style-type: none"> Government guidelines for self-isolation implemented. Where possible, office staff are working from home. Production teams split into 2 shifts, each 3 x 12 hours. Staff who are classified as "vulnerable" are furloughed or working from home. Where possible staff are using their own vehicles to avoid public transport. Taxis are used if no other option. Social distancing maintained as far as possible (2m clearance from persons) – posters displayed around the site. Staff advised not to travel in groups of more than 2 unless they are from the same household. Good hygiene measures implemented (e.g. regular handwashing, use of antibacterial wipes and hand sanitiser). Contact with outsiders avoided unless medical support is required. COVID-19 visitor policy implemented. Face to face meetings prohibited. Business travel cancelled until further notice. Courier procedures are documented and in place. 	5	2	10		

<p>Suspected case of COVID-19 on site Increased risk of exposure leading to serious illness or death.</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> • If a staff member develops symptoms whilst on site, they will be immediately sent home and instructed to self-isolate as per government guidelines. • Social distancing measures implemented in all areas. • Good hygiene measures implemented (e.g. regular handwashing, use of antibacterial wipes and hand sanitiser). • Strict cleaning regimes in place with focus on touch points. 	<p>5</p>	<p>2</p>	<p>10</p>		
<p>Confirmed case of COVID-19 on site Increased risk of exposure leading to serious illness or death.</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> • If a staff member, who has been working on site, is confirmed to have COVID-19 they will be immediately sent home and instructed to self-isolate as per government guidelines. • Communications will be sent to all site attendees. • The company will carry out deep cleaning as per Government guidance, to reduce the risk of further exposure. • Only authorised staff will be allowed on site until further notice. • Social distancing measures have been implemented in all areas. • Good hygiene measures implemented (e.g. regular handwashing, use of antibacterial wipes and hand sanitiser). • Strict cleaning regimes in place with focus on touch points. 	<p>5</p>	<p>2</p>	<p>10</p>		
<p>Access / egress to Goodfellow site Increased risk of exposure due to congestion or increased contact leading to serious illness or death.</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> • Only essential visitors are allowed on site and must sign in at reception and acknowledge the Goodfellow COVID-19 guidelines by initialling the register. • Contractors are monitored to ensure that COVID-19 guidelines are being adhered to. • Shifts are split into 2 to minimise the number of staff on site at any time. • Hand sanitiser placed in reception for use as soon as staff/visitors enter the premises. • Couriers and delivery vehicles maintain social distancing measures when delivering or collecting parcels. • Floor markings have been implemented to assist with social distancing. 	<p>5</p>	<p>2</p>	<p>10</p>		
<p>Poor hygiene – working areas Increased risk of spreading the virus leading to serious illness or death.</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> • Regular washing of hands with soap for at least 20 seconds is encouraged. • Regular communications to all staff members reinforcing Government guidance on hygiene. • Regular use of alcohol-based hand sanitiser is encouraged. • Antibacterial wipes available to regularly wipe down work surfaces and contact points (e.g. door handles). • Sharing of equipment is not encouraged, but any shared 	<p>5</p>	<p>2</p>	<p>10</p>	<ul style="list-style-type: none"> • Review cleaning schedule. 	<p>DJS/MF</p>

		<ul style="list-style-type: none"> equipment must be disinfected before use. • Strict cleaning regimes in place with focus on touch points. • Tissues are discarded in closed bins. • Posters displayed to encourage hand washing upon entering the premises. • PPE is provided for normal activities (e.g. gloves, safety glasses, masks) and must be disposed of in a safe manner to prevent contamination. 					
<p>Canteen - exposure from staff gathering at the same time Increased risk of exposure due to congestion or increased contact leading to serious illness or death.</p>	Staff	<ul style="list-style-type: none"> • Staff encouraged to bring pre-prepared meals from home and not prepare them at work. • Break times are staggered to reduce the number of staff in the canteen at one time. • The number of tables and chairs has been reduced to promote social distancing. • Staff instructed to maintain social distancing by sitting 2 metres apart from each other whilst eating and avoid all contact. • Shifts are split to minimise the number of staff on site at any time. • Office workers are working from home where possible. 	5	1	5		
<p>Canteen - exposure from poor hygiene practices Increased risk of exposure due to congestion or increased contact leading to serious illness or death.</p>	Staff	<ul style="list-style-type: none"> • Hand cleaning facilities and hand sanitiser is available in the canteen area and staff are encouraged to make use of them before using the canteen facilities. • Vending machine is wiped down regularly by the cleaners and staff must use cards as a method of payment instead of cash. • Drinking water stations are cleaned regularly by the cleaners. • Tables and chairs are wiped down daily by the cleaners. • Cutlery and crockery are washed in hot water and detergent and put away immediately after use. • Staff instructed to put their rubbish in the bin straight away and not leave it for someone else to clear up. 	5	2	10	<ul style="list-style-type: none"> • Review cleaning schedule. 	DJS/MF
<p>Poor social distancing (working within 2m of colleagues) Increased risk of transmission leading to serious illness or death.</p>	Staff	<ul style="list-style-type: none"> • Staff assess whether the task can be done differently without having to breach the 2m social distancing rule. • If work cannot be performed in line with the 2m social distancing rule, staff to limit the time where they will be interacting with colleagues in close proximity and wear appropriate PPE. • Masks are not mandatory; however, a mask will be provided by Goodfellow upon request, or staff can use their own face coverings or masks if they prefer. • Staff to use the same workstations and not hot desk/hot bench. • Workstations have been rearranged to comply with the social distancing guidelines. • Shifts are split into 2 to minimise the number of staff on site at any time. • One-way systems and dedicated routes have been 	5	2	10		

		<ul style="list-style-type: none"> implemented. Units have been sectioned off to reduce the amount of traffic. Only authorised staff members can access certain areas. 					
Washroom facilities – poor hygiene Increased risk of exposure due to bodily fluid/vapours leading to serious illness or death.	Staff Visitors Contractors	<ul style="list-style-type: none"> Anti-bacterial hand soap provided. Hand washing posters displayed in all bathrooms. Paper hand towels provided. Hand driers isolated to ensure they cannot be used. Staff instructed that only one person is to use the toilets at a time. Washrooms are cleaned daily by specialist contractors. 	5	2	10	<ul style="list-style-type: none"> Review cleaning schedule. 	DJS/MF
Office Workers Increased risk of exposure due to congestion or increased contact leading to serious illness or death.	Staff	<ul style="list-style-type: none"> Office staff instructed to work from home. Only essential tasks to be carried out in the office. COVID-19 guidelines enforced for all staff working in offices including social distancing requirements. Regular communication with home workers. Office working must be authorised by the Senior Management Team. 	5	1	5		
Vulnerable Staff or dependants Increased risk of developing serious complications leading to serious illness or death.	Staff	<ul style="list-style-type: none"> Vulnerable staff or those with vulnerable dependants have been identified and are either furloughed or working from home. COVID-19 individual assessment carried out. 	5	2	10		
First aid provision Increased risk of exposure leading to serious illness or death.	First aid trained staff	<ul style="list-style-type: none"> First aiders provided with guidance document on how to treat injured parties. First aiders told to restrict contact as much as possible and advise the injured party while maintaining social distance. Serious illnesses will be dealt with by the emergency services. PPE provided to all first aiders. 	5	1	5		
Home Workers Increased risk of developing mental health issue from isolation.	Home Workers	<ul style="list-style-type: none"> Home Working Policy and procedures implemented to ensure the transition into home working is as stress-free as possible. All home workers have completed a Home working assessment to identify and deal with any issues. All home workers are regularly assessed by their line manager using the COVID-19 individual assessment, which includes a mental health and wellbeing assessment. Regular contact with staff working from home including team meetings. Home working equipment and IT support are provided. Mental health support is provided where necessary. Communications have been sent to all staff members providing mental health advice and guidance, including website links for external support. 	3	3	9		

CALCULATION OF RISK LEVEL
(Severity x Likelihood = Risk Level)

Severity		Likelihood		Risk Levels	
1	Minor Injury or Illness	1	Very Unlikely	1 – 2	Very Low Risk
2	First Aid Injury or Illness	2	Unlikely	3 – 5	Low Risk
3	7 Day Injury or Illness	3	Likely	6 – 9	Medium Risk
4	Major Injury or Illness	4	Very Likely	10 – 15	High Risk
5	Fatality/Disabling Injury or Illness	5	Almost Certain	16 – 25	Unacceptable Risk