



<b>Risk Assessment Number:</b>	20A
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<b>Task/Activity:</b>	COVID-19			
	<b>Activities:</b> All aspects of work conducted on behalf of Goodfellow Cambridge Ltd during the COVID-19 pandemic.	<b>Areas:</b> Goodfellow Cambridge Limited, Huntingdon, UK		
<b>Notes:</b>				
<b>Assessor(s):</b>	Wendy Ancill Dave Spurle	<b>Assessment Date:</b>	11/05/2020	<b>Next Review:</b> Any change made to Government guidelines or working practices.

Hazards and Risks	Those at Risk	Existing Controls	Severity	Likelihood	Risk Level
<b>Contact with an external person who has COVID-19</b> Increased risk of contracting COVID-19 causing serious illness or death.	Staff	<ul style="list-style-type: none"> <li>Government guidelines for self-isolation implemented.</li> <li>Office staff are working from home.</li> <li>Shift patterns implemented to reduce site occupancy.</li> <li>"Vulnerable" staff are furloughed or working from home.</li> <li>Assistance provided to enable staff to avoid using public transport.</li> <li>Social distancing markings displayed throughout the site.</li> <li>Good hygiene measures implemented.</li> <li>Contact with outsiders, including face to face meetings.</li> <li>COVID-19 visitor policy implemented.</li> <li>Cancellation of business travel.</li> <li>Courier procedures are documented and in place.</li> </ul>	5	2	10
<b>Suspected case of COVID-19 on site</b> Increased risk of exposure leading to serious illness or death.	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>Staff member sent home and told to self-isolate.</li> <li>Social distancing markings displayed throughout the site.</li> <li>Good hygiene measures implemented.</li> <li>Strict cleaning regimes in place.</li> </ul>	5	2	10
<b>Confirmed case of COVID-19 on site</b> Increased risk of exposure leading to serious illness or death.	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>Staff member sent home and told to self-isolate.</li> <li>Communications will be sent to all site attendees.</li> <li>The company will carry out deep cleaning as per Government guidance.</li> <li>Site access restricted to authorised staff only.</li> <li>Social distancing markings displayed throughout the site.</li> <li>Good hygiene measures implemented.</li> <li>Strict cleaning regimes in place.</li> </ul>	5	2	10

<p><b>Access / egress to Goodfellow site</b> 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"> <li>● Only essential visitors are allowed on site and must acknowledge the Goodfellow COVID-19.</li> <li>● Contractors are monitored to ensure that COVID-19 guidelines are being adhered to.</li> <li>● Shift patterns implemented to reduce site occupancy.</li> <li>● Hand sanitiser placed in reception.</li> <li>● Couriers and delivery vehicles maintain social distancing measures.</li> <li>● Social distancing markings displayed throughout the site.</li> </ul>	<p>5</p>	<p>2</p>	<p>10</p>
<p><b>Poor hygiene – working areas</b> Increased risk of spreading the virus leading to serious illness or death.</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>● Regular washing of hands is encouraged.</li> <li>● Regular communications to all staff members reinforcing Government guidance.</li> <li>● Regular use of alcohol-based hand sanitiser.</li> <li>● Antibacterial wipes available.</li> <li>● Avoid sharing of equipment.</li> <li>● Strict cleaning regimes in place.</li> <li>● Tissues are discarded in closed bins.</li> <li>● Posters displayed to encourage hand washing.</li> <li>● PPE is provided for normal activities.</li> </ul>	<p>5</p>	<p>2</p>	<p>10</p>
<p><b>Canteen - exposure from staff gathering at the same time</b> Increased risk of exposure due to congestion or increased contact leading to serious illness or death.</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>● Staff encouraged to bring pre-prepared meals from home.</li> <li>● Break times are staggered.</li> <li>● The number of tables and chairs has been reduced.</li> <li>● Social distancing markings displayed throughout the site.</li> <li>● Shift patterns implemented to reduce site occupancy.</li> <li>● Office workers are working from home.</li> </ul>	<p>5</p>	<p>1</p>	<p>5</p>
<p><b>Canteen - exposure from poor hygiene practices</b> Increased risk of exposure due to congestion or increased contact leading to serious illness or death.</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>● Hand cleaning facilities and hand sanitiser is available.</li> <li>● Vending machine is wiped down regularly and the use cards as a method of payment is encouraged.</li> <li>● Regular cleaning of the drinking water stations.</li> <li>● Tables and chairs are wiped down daily.</li> <li>● Cutlery and crockery are washed in hot water and detergent.</li> <li>● Rubbish is put in the bin straight away.</li> </ul>	<p>5</p>	<p>2</p>	<p>10</p>
<p><b>Poor social distancing (working within 2m of colleagues)</b> Increased risk of transmission leading to serious illness or death.</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>● Social distancing maintained. Where this is not possible, the time of interaction is limited.</li> <li>● Masks are not mandatory; however, face coverings can be worn.</li> <li>● Staff use the same workstations.</li> <li>● Shift patterns implemented to reduce site occupancy.</li> <li>● One-way systems and dedicated routes implemented.</li> <li>● Units sectioned off to reduce the amount of traffic.</li> <li>● Authorised access to certain areas.</li> </ul>	<p>5</p>	<p>2</p>	<p>10</p>

<b>Washroom facilities – poor hygiene</b> Increased risk of exposure due to bodily fluid/vapours leading to serious illness or death.	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Anti-bacterial hand soap provided.</li> <li>• Hand washing posters displayed.</li> <li>• Paper hand towels provided.</li> <li>• Hand driers isolated.</li> <li>• Only one person is to use the toilets at a time.</li> <li>• Washrooms are cleaned daily.</li> </ul>	5	2	10
<b>Office Workers</b> Increased risk of exposure due to congestion or increased contact leading to serious illness or death.	Staff	<ul style="list-style-type: none"> <li>• Office staff instructed to work from home.</li> <li>• COVID-19 guidelines enforced.</li> <li>• Regular communication with home workers.</li> <li>• Site working prohibited unless authorised.</li> </ul>	5	1	5
<b>Vulnerable Staff or dependants</b> Increased risk of developing serious complications leading to serious illness or death.	Staff	<ul style="list-style-type: none"> <li>• Vulnerable staff or those with vulnerable dependants have been identified and are either furloughed or working from home.</li> <li>• COVID-19 individual assessment carried out.</li> </ul>	5	2	10
<b>First aid provision</b> Increased risk of exposure leading to serious illness or death.	First aid trained staff	<ul style="list-style-type: none"> <li>• First aiders provided with guidance on how to treat injured parties.</li> <li>• First aiders restrict contact as much as possible.</li> <li>• Serious illnesses will be dealt with by the emergency services.</li> <li>• PPE provided to all first aiders.</li> </ul>	5	1	5
<b>Home Workers</b> Increased risk of developing mental health issue from isolation.	Home Workers	<ul style="list-style-type: none"> <li>• Home Working Policy and procedures implemented.</li> <li>• Home working assessment completed and assessed by line managers.</li> <li>• Regular contact with staff working from home.</li> <li>• Home working equipment and IT support are provided.</li> <li>• Mental health support is provided.</li> <li>• Mental health advice and guidance provided.</li> </ul>	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