

Origin FERTILISERS	ASSESSMENT NUMBER:	COVID-19	ASSESSMENT BY:			Origin FERTILISERS					
	ASSESSMENT VERSION:	B	Health, Safety & Compliance Team Managing Directors Directors (Business, Operations). Human Resources Safety Reps & Employees								
	ASSESSMENT DATE:	14/05/2020									
RISK ASSESSMENT ACTIVITY											
COVID-19 TRANSMISSION GENERAL WORKPLACE RISK ASSESSMENT											
#	TASK	HAZARD	NO CONTROLS			ESTABLISHED CONTROLS	WITH CONTROLS			DECISION STATEMENT	ADDITIONAL CONTROLS?
			SEVERITY	LIKELIHOOD	INITIAL RISK		SEVERITY	LIKELIHOOD	RESIDUAL RISK		
1	GENERAL WORKPLACE	People	5	4	20	Those that can work at home are doing so. HIGH RISK & VULNERABLE employees must maintain home working / isolation – Consider family members of employees who fall into these categories. Information and guidance for those who develop symptoms or live with an individual with symptoms or diagnosed with COVID-19. Restricted access to business locations. ANY Employee who feels unwell with symptoms, no matter how mild should not travel to or attend the workplace. Controls in place to provide hygiene controls for business activities. Changes in work practices to limit employee contact with contractors / hauliers etc. Processes for office and production work. MAINTAIN current site practices for delivery and collection. MINIMISE frequency and time (<15 Min) employees can't apply social distancing. Staggered work times where possible.	5	1	5	MINIMUM	NO
2		Hygiene	5	4	20	Provision of hot water, soap and hand drying medium. Where supply allows the provision of anti-viral hand wash. Provision of disinfectant wipes and sprays for cleaning office equipment and desk areas. Elimination of non-essential meetings, those that are carried out held with minimum attendees and for minimum duration. Ventilation of work areas by opening windows and doors where weather and work conditions allow. Increased cleaning regimes. MAINTAIN AWARENESS.	5	2	10	ACCEPTABLE	CONSIDER
3		Information	5	4	20	Notices in the workplace informing employees about 2Mtr rule and the need to maintain hygiene by washing hands frequently. Management 'toolbox' talks with employees in regards business controls and reminders on hygiene and safe working practices. ANY Employee who feels unwell with symptoms, no matter how mild should not travel to or attend the workplace.	5	1	5	MINIMUM	NO

4		Rest areas & Welfare	5	4	20	Staggered break periods, and controls to limit numbers using welfare facilities at one time. introduction of boiling vessels in place of kettles to reduce touching frequency as provision for larger groups. Separation of tables to meet 2Mtr rule. Elimination of sitting opposite others, by 2Mtr rule or only being side by side if other controls cant be maintained. Increased cleaning routines. Provision of wipes / sprays for localised cleaning. MAINTAIN AWARENESS.	5	2	10	ACCEPTABLE	CONSIDER
5		Visitors and Contractors	5	4	20	UNNECESSARY Visitors or work should be paused for the time being. MAINTAIN notices at the entrance informing people that visitors are not permitted without agreement. Any meeting held in the open or well ventilated room. Meeting kept to as short as time possible preferably <15 min. Short brief to arrivals on COVID-19 controls on site. CONSIDER having essential office deliveries left outside for a few hours (sunshine) or placed in a designated area and leave for at least 72 hours before handling. Maintain welfare facilities for visitors and contractors to complete hygiene needs.	5	1	5	MINIMUM	NO
6	OFFICE WORK	Close proximity to other workers	5	4	20	Those that can work at home are doing so. Use of 2mtr rule between employees. Removing 'hot 'desk positions and reducing frequency of use of shared equipment e.g. photocopier. Wipes / spray provided to wipe touchpads, phones and desks etc. Allocate set tasks to set employees to reduce multiple people using same equipment. Separate desks to provide working distance.	5	1	5	MINIMUM	NO
7	PRODUCTION AREAS	Centralised Equipment	5	4	20	Wipes / spray provided to wipe touchpads. Increased cleaning frequency and allocation of set 'tasks' to individual employees to reduce multiple use. Cleaning of hand tools after use. MAINTAIN AWARENESS.	5	2	10	ACCEPTABLE	CONSIDER
8		Mobile Plant	5	4	20	Where possible allocate dedicated vehicles to employees. Higher frequency of cleaning. Wipe downs at end of working shift. Maintain distance from those being loaded / unloaded in line with work processes.	5	1	5	MINIMUM	NO

9		General work activity	5	4	20	TASKS should be arranged to be completed by one employee OR if essential implement social distancing (Observe 2Meter guidance). Keep employees in set groups to limit interaction where possible. AVOID as much face-to-face or skin-to-skin contact (Eliminate lower priority meetings and don't shake hands). TEMP Workers: Release any Non-essential temp / seasonal workers, only use full time employees – Make do if this is possible. GLOVES – disposable gloves placed in key areas for use as required. CONTACT – Employees to wash frequently after handling equipment. ENCOURAGE – Employees to wash hands prior to starting work on arrival. CONSIDER having essential office deliveries left outside for a few hours (sunshine) or placed in a designated area and leave for at least 72 hours before handling. MAINTAIN employees working in teams (reduced changing of members). SUPERVISION can increase awareness and reduce potential issues (Consider use of CCTV). ENSURE coveralls are collected and washed weekly – Ensure employees submit coveralls. where employee have to work closely <2Mtr provide screens or where not practicable consider the use of Face visors (cover nose and mouth) along with side to side operations. INDIVIDUAL PPE should not be shared and should be cleaned regularly with Soap/water	5	1	5	MINIMUM	NO
10	BEHAVIOUR	People	5	4	20	ENCOURAGE employee responsibility – Requires everyone to apply the controls and procedures to reduce potential spread. Employees must self isolate if they feel unwell with symptoms and follow Government advice on contacting medical support. CONSIDER everyone, their stress and mental health, understand those who feel worried about returning or worrying about working with more people, ensure mental health welfare information is available. – Utilise HR. Support those who wish to wear face coverings when it does not impact PPE or work safety. Conduct checks to ensure everyone is safe and following the established controls.	5	1	5	MINIMUM	NO
11	TRAVEL	Visiting clients & customers	5	4	20	Discouraged at the moment, only essential reasons to do so. Guidance issued on procedures. Includes Social distancing, limited stops, short meetings, avoid touching frequent use items e.g. door handles, gate post etc. MAINTAIN AWARENESS.	5	2	10	ACCEPTABLE	CONSIDER