

Risk Assessment

Document No. RA/238-05

Assessor Name/Names: Roger Dixon	Authorised by: S Kokuciak	Date of Assessment: 05/05/2020	
Activity being assessed: Hygiene Arrangements to Combat Covid-19	Work Centre (if applicable): Site	Date of Issue: 16/07/2020	Copied to: IMS

Risk Matrix		Control Measures (Risk Assessment, Method Statement, Permit to Work, Sequencing)	Instructions for Completion																																									
<table border="1"> <tr> <td>5 Fatality</td> <td>25</td> <td>20</td> <td>15</td> <td>10</td> <td>5</td> </tr> <tr> <td>4 Major Injury Dangerous Occurrence</td> <td>20</td> <td>16</td> <td>12</td> <td>8</td> <td>4</td> </tr> <tr> <td>3 Injury Damage</td> <td>15</td> <td>12</td> <td>9</td> <td>6</td> <td>3</td> </tr> <tr> <td>2 Minor Injury</td> <td>10</td> <td>8</td> <td>6</td> <td>4</td> <td>2</td> </tr> <tr> <td>1 Negligible Effect</td> <td>5</td> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> <tr> <td></td> <td colspan="5" style="text-align: center;">X Likelihood</td> </tr> <tr> <td></td> <td>Likely 5</td> <td>Probable 4</td> <td>Occasional 3</td> <td>Remote 2</td> <td>Improbable 1</td> </tr> </table>	5 Fatality	25	20	15	10	5	4 Major Injury Dangerous Occurrence	20	16	12	8	4	3 Injury Damage	15	12	9	6	3	2 Minor Injury	10	8	6	4	2	1 Negligible Effect	5	4	3	2	1		X Likelihood						Likely 5	Probable 4	Occasional 3	Remote 2	Improbable 1	<ul style="list-style-type: none"> ■ 15-25: Very high risks with potential of serious consequences. Eliminate risk by review of options and change as a priority. ■ 8-12: Reduce risks identified to as low as reasonably practicable by specific controls, planning and supervision. Provision of special method statements and instruction of all parties involved. □ 3-6: Acceptable providing risks are managed and activities are carried out by competent personnel in accordance with safe working practices and statutory obligations. ■ 1-2: No further consideration required. 	<ul style="list-style-type: none"> ◆ A risk is the likelihood of a substance, activity or process to cause harm. Risk is also linked to the severity of its consequences and can be reduced. ◆ L = Likelihood S = Severity RR = Risk Rating (i.e. LxS) ◆ Remember to consider the effect of hazardous activities on other activities, workers and the general public. ◆ Control measures are to be specific to the associated risks identified
5 Fatality	25	20	15	10	5																																							
4 Major Injury Dangerous Occurrence	20	16	12	8	4																																							
3 Injury Damage	15	12	9	6	3																																							
2 Minor Injury	10	8	6	4	2																																							
1 Negligible Effect	5	4	3	2	1																																							
	X Likelihood																																											
	Likely 5	Probable 4	Occasional 3	Remote 2	Improbable 1																																							

Date of Issue	Issue No.	Issued By	Authorised By	Review Date	Print Date
16/09/2020	04	R Dixon	S Lamb		14/1/21

Leaders in Lighting

Ref No's	Description of Hazardous Activity, Interface or Works Process	Persons Affected	Associated Risks	Risk Evaluation			Control Measures	Residual Risk			Responsibility for implementation By Whom & when	Responsibility for monitoring
				L	S	R		L	S	R		
1	Contracting COVID-19 in the Environment	All	Access to site	5	5	25	Every employee entering site is subject to a temperature test. Where a temperature of 37.8 or higher is recorded the person is asked to park up and return for a retest after 15 minutes. Where the persons temperature remains at 37.8 or higher at the second test the person is refused access to site and advised to arrange a COVID-19 test.	2	5	10	Production Manager 14/09/2020	S Lamb & S Kokuciak 14/09/2020
			Entering/leaving the building	5	5	25	Enter the building via the pedestrian door at Goods inwards. Leave the building via the pedestrian door at the Directors parking bays. In the event of an emergency situation leave the building via the nearest exit as normal.	2	5	10	S Kokuciak 06/05/2020	S Kokuciak
			Workwear changing	5	5	25	The locker room must not be used to change into/out of workwear. Workwear should be kept at the persons work station or in the person's vehicle when not in use and changing into/out of workwear should be done at the persons work station.	2	5	10	S Kokuciak 06/05/2020	S Kokuciak & D Walker
			Moving between areas on site.	5	5	25	All internal pedestrian doors have been fixed open to eliminate the need for persons to touch the doors or handles.	1	5	5	T Dawson 23/03/2020	S Kokuciak
			Travel along corridors	5	5	25	When traveling along corridors within the building stop and find a safe place to allow social distancing when another person/s is traveling along the corridor towards you.	2	5	10	S Kokuciak 06/05/2020	S Kokuciak
			Movement between the 2 levels on site	5	5	25	Use the stairway at Reception to travel from the ground floor to the first floor. Use the stairway at the HR Managers office to travel from the first floor to ground floor.	2	5	10	S Kokuciak 06/05/2020	S Kokuciak
			Contaminated hands.	5	5	25	Wash facilities with soap and hot water are in place on both levels of the site. Employees are expected to wash their hands regularly.	3	5	15	T Dawson Always available	S Kokuciak
				5	5	25	Hand sanitising wipes are available at reception and other strategic places around site.	3	5	15	T Dawson 23/03/2020	S Kokuciak

Date of Issue	Issue No.	Issued By	Authorised By	Review Date	Print Date
16/09/2020	04	R Dixon	S Lamb		14/1/21

Leaders in Lighting

Ref No's	Description of Hazardous Activity, Interface or Works Process	Persons Affected	Associated Risks	Risk Evaluation			Control Measures	Residual Risk			Responsibility for implementation By Whom & when	Responsibility for monitoring
				L	S	R		L	S	R		
			Business meetings	5	5	25	All business meeting are now conducted using zoom, teams or other remote format.	2	5	10	S Lamb	S Kokuciak
			Internal meetings.	5	5	25	Internal meeting rooms are sanitised before and after use. Meeting Room furniture is arranged to ensure a minimum of 2mt space between attendees.	2	5	10	S Lamb	n/a
			Persons in close proximity to each other.	5	5	25	All persons are aware of the requirements of social distancing and not encroach with 2mts of others.	2	5	10	S Kokuciak 16/09/2020	S Kokuciak
				5	5	25	Work stations are positioned to ensure a minimum of 2mts social distancing.	2	5	10	S Kokuciak 06/05/2020	S Kokuciak
				5	5	25	All face to face contact should be kept to a minimum, where it's absolutely necessary social distancing should be adhered to and face masks are available if required.	2	5	10	S Kokuciak 06/05/2020	S Kokuciak
			Contaminated tools and equipment.	5	5	20	Personal equipment, including but not limited to, telephones, pens, and staplers must not be shared and should be sanitised at regular intervals.	2	5	10	T Dawson 16/03/2020	S Kokuciak
			Toilets – hand washing and drying using cloth roller towels.	5	5	25	Social distancing is practiced when using the toilets.	2	5	10	S Kokuciak 06/05/2020	S Kokuciak
				5	5	25	Soap and hot water is provided in all toilets. The cloth towels have been removed and replaced with paper towels. Hand washing technique posters are displayed in all toilets.	1	5	5	S Lamb 23/03/2020	S Kokuciak
			Canteen	4	5	20	All normal canteen services have been suspended. A food provision service is available each day between 08:30 and 10:30 where one person takes the order for their work group, submits it to the canteen and the same person collects it from behind a Perspex screen when ready. Card payment is preferred but not mandatory. All touch points on the vending machine must be sanitised prior to use. The door adjacent to the Reception area is to be used as the entrance door only and the door	2	5	10	S Kokuciak 06/05/2020	S Lamb & S Kokuciak

Date of Issue	Issue No.	Issued By	Authorised By	Review Date	Print Date
16/09/2020	04	R Dixon	S Lamb		14/1/21

Leaders in Lighting

Ref No's	Description of Hazardous Activity, Interface or Works Process	Persons Affected	Associated Risks	Risk Evaluation			Control Measures	Residual Risk			Responsibility for implementation By Whom & when	Responsibility for monitoring
				L	S	R		L	S	R		
			Provision of communal dining	5	5	25	adjacent to the Goods Inwards area is to be used as the exit door only. The canteen tables and chairs have been stored to prevent use. Meals and other refreshments must be taken at work stations or other safe places where social distancing can be practiced.	1	5	5	S Lamb 23/03/2020	S Kokuciak
			Smoking	5	5	25	The smoking shelters must be used to smoke cigarettes and e-cigarettes. Smokers may be in or around the smoking shelter to allow for social distancing.	2	5	10	S Kokuciak 06/05/2020	S Lamb & S Kokuciak
			Visitors to site	5	5	15	Visits to site are limited to essential visits only. Our control measures are communicated verbally to visitors and via the site induction for contractors.	2	5	10	S Lamb 23/03/2020	S Kokuciak
			Unannounced visits.	4	5	20	The front doors are locked and any unannounced visitors will be refused access to site at Reception.	1	5	5	S Lamb n/a	S Kokuciak
			Company pool cars	3	5	15	All persons using company pool cars are issued with sanitising wipes to wipe the door handles, steering wheel etc. when they are issued with and when they return the keys.	2	5	10	T Dawson 23/03/2020	S Kokuciak
			Correct reporting of sickness/absence relating to COVID-19	5	5	25	Employees are aware that they are expected to follow the sickness/absence reporting procedure as per the Employee Handbook.	1	5	5	S Lamb 16/03/2020	S Kokuciak
			Working from home	1	5	5	Where appropriate, due to them: <ul style="list-style-type: none"> Receiving official notification Displaying symptoms Have co-habitants that are displaying symptoms Arrangements have been made via the IT department for them to work from home using either their company laptop or their desktop computer.	1	5	5	S Kokuciak 02/03/2020	S Kokuciak
			Foreign travel	5	5	25	All foreign travel for employees has been stopped.	1	5	5	S Lamb 16/03/2020	S Kokuciak

Date of Issue	Issue No.	Issued By	Authorised By	Review Date	Print Date
16/09/2020	04	R Dixon	S Lamb		14/1/21

Leaders in Lighting

Ref No's	Description of Hazardous Activity, Interface or Works Process	Persons Affected	Associated Risks	Risk Evaluation			Control Measures	Residual Risk			Responsibility for implementation By Whom & when	Responsibility for monitoring
				L	S	R		L	S	R		
			Sales Representatives	5	5	25	Sales Representatives are working from home or office but may visits a clients' site by mutual and prior agreements providing their site controls are considered adequate and appropriate. Our Engineers have continued to work at our clients' site subject to the control measures applicable at that site.	1	5	5	S Lamb 16/03/2020	S Kokuciak
			Installation and Maintenance Engineers	5	5	25		2	5	10	S Lamb 16/03/2020	S Kokuciak

This Risk Assessment was communicated and understood by the following persons:

Communicated By:

Print Name:	Signature:	Date:	Print Name:	Signature:	Date:
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:

Date of Issue	Issue No.	Issued By	Authorised By	Review Date	Print Date
16/09/2020	04	R Dixon	S Lamb		14/1/21

Leaders in Lighting

Ref No's	Description of Hazardous Activity, Interface or Works Process	Persons Affected	Associated Risks	Risk Evaluation			Control Measures	Residual Risk			Responsibility for implementation By Whom & when	Responsibility for monitoring
				L	S	R		L	S	R		
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:				
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:				
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:				
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:				
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:				
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:				
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:				
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:				
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:				
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:				
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:				
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:				

Date of Issue	Issue No.	Issued By	Authorised By	Review Date	Print Date
16/09/2020	04	R Dixon	S Lamb		14/1/21

Leaders in Lighting

Ref No's	Description of Hazardous Activity, Interface or Works Process	Persons Affected	Associated Risks			Risk Evaluation			Control Measures			Residual Risk			Responsibility for implementation By Whom & when	Responsibility for monitoring
						L	S	R				L	S	R		
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:								
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:								
Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:								

Date of Issue	Issue No.	Issued By	Authorised By	Review Date	Print Date
16/09/2020	04	R Dixon	S Lamb		14/1/21