



RISK ASSESSMENT & SAFE WORKING PROCEDURE

Ref No	C1	Dept / Area	Bedford Steels				Original Date	25th March 2020			
							1st Update	9th April 2020			
Coronavirus (updated with latest Government, Public Health & HSE advice)							2nd Update	13th May 2020			
							3rd Update	25th Sept 2020			
							4th Update	8th February 2021			
							5th Update	12th February 2021			
							Latest Update	17th March 2021			
Activity / Task		All Areas				Assessor(s)		T Shaw			
RISK RANKING		Low Risk 1 - 8		Medium risk 9 - 12		High Risk 13 - 25					
a.	Rank the Hazard (S)		Minor Injury No - Time Lost (1)		Minor Injury - Time Lost (2)		7 Day Injury (3)		Major Injury (4) Fatal Injury (5)		
b.	Determine the likelihood of that injury occurring (L)		No Chance (1)		Unlikely (2)		Possible (3)		Likely (4) Definite (5)		
c.	Calculate the level of risk (risk rating) (T)		Hazard x Likelihood		eg Major Injury x Possible = 4 x 3 = 12 (Medium Risk)						
Work Area - <i>select hazards found and mark level of risk</i>			S	L	T	Controls			S	L	T
Who can be harmed by Coronavirus: Employees, contractors, site delivery/collection drivers and visitors.						See below for specific measures					
1	Extremely vulnerable persons advised to shield by Government		4	3	12	Clinically vulnerable employees are required to work from home or if not possible potentially Furloughed. Work areas/tasks are reviewed before returning to work. Wherever possible, screens fitted, reduced contact with visitors or colleagues. Mental health/welfare checks are undertaken as required.			4	1	4
2	Clinically and ethnic minority vulnerable person		4	3	12	H & S Manager to undertake a specific risk assessment for clinically, ethnic minority or pregnant vulnerable employees and if necessary review their employment position and allow to work from home if possible, re-deploy to alternative positions where they would be working on their own. Re-affirm standard safe distancing and cleaning measures. If possible identify additional measures to suit the specific individual.			4	2	8
3	Communication of Government & Company Coronavirus controls & information					Number of memo's issued, Government and internal posters/notices displayed throughout the works and specific covid training tool box talk undertaken.					



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4	Face coverings			12	The Government and HSE have stated "Workplaces should not encourage the precautionary use of extra PPE to protect against COVID 19 outside clinical settings". Research from the World Health Organisation showed that where masks were recommended for prolonged periods of time, some wearers failed to maintain good handwashing practices or follow social distancing policies, putting others at risk. Public Health England (PHE) state that If you're fit and well, with no symptoms, there's no evidence that wearing facemasks as a general prevention measure is helpful. The company will support employees if they choose to wear a face covering within the premises. Face masks and or face shields should be worn wherever possible for close proximity working (subject to safety issues such as hot working or need for clear communication). All employees have been issued with face masks and face shield.					12
5	Contact coronavirus from employees touching surfaces when arriving at site	4	3	12	Wash hands when arriving for work notices at clocking station, sink adjacent (light soap, heavy duty soap, fragrance free soap and pre/after work creams available). Hand sanitizers and bacterial wipes located at key locations. Health surveillance includes skin checks.			4	2	8
6	Employees reporting to work displaying symptoms or if someone in their household is displaying symptoms	4	3	12	Managers/Supervisors to direct employee to NHS 111 if displaying symptoms, employees to leave site ASAP. Government posters on coronavirus symptoms placed on notice boards. Workarea/equipment that may have been touched/used to be cleaned if necessary.			4	2	8



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7	Confirmed positive Covid employee			4	3	12	On notification of an employee confirming a positive test result, (employee must be isolating) if applicable work area/equipment to be cleaned. Any close contact is to be identified and notified internally. A review of the contacts current Covid measures will be undertaken and additional measures introduced as required. As per Government guidance/instruction the contact employee is to isolate when notified by Track and Trace.		4	2	8
8	Contact coronavirus from employees touching communal surfaces such as door handles etc			4	2	8	Employees to clean hands on arrival at work and after each toilet visit and before handling food. More frequent cleaning of doors/welfare facilities undertaken with antiviral/antibacterial products. Where possible doors wedged open to minimise surface contact. No hot desk working where possible. Anti bacterial wipes at key locations for additional cleaning. Due to nature of normal work activities most occupations require wearing of hand protection. Employees advised not to touch face with hands/gloves.		4	1	4
9a	Gatherings of people (welfare facilities/clocking station)			4	3	12	Staggered breaks introduced, 2m distance/one per table notices put up in welfare facilities. Staggered start/finish shift times to prevent congregation at clocking station and changing areas. Floor markings on floor at 2m distance for aiding queue at clocking station. None essential meetings cancelled or arranged remotely (Video/Telephone conference etc). Only minimal essential attendees for meetings and social distancing maintained. All areas, including offices to be well ventilated (doors or windows opened or periodically opened (5 mins in hour guidance by HSE web site for workplace temperature requirements in cold/winter periods).		4	2	8

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9b	Works showers/toilet cubicles/urinals	4	3	12	Number of showers and urinals in use are reduced to minimise the number of employees in the shower area to assist with social distancing. The company has considered reducing the number of cubicles in the works facilities to minimal numbers as per welfare regulation as latest advised from Local Environmental Health Dept. However this could lead to a build up of staff in the area queueing and an increase of transmission risk. Therefore cubicles left in service. Extraction fans are fitted / auto operate to ensure good ventilation.	4	2	8	
10	Non essential work, work that could be undertaken at home	4	2	8	Where possible employees to work from home. Measures in place to check the employees welfare.	4	1	4	
11	Visitors to site	4	3	12	Minimised visits, stopped non essential. Anti bacterial gel placed in Reception/steel office and covid questionnaire used. Face mask or face mask and face shield required to be worn.	4	2	8	
12	Safe distancing (Offices)	4	3	12	Home working available where possible. Employees encouraged to ensure sufficient space between desks. Review indicated Warehouse ok, others are single worker area. No hot desk or close proximity working. Advised to keep visiting employees at a distance i.e. notice placed at door entrances. Screens installed at high visited offices (HR, Quality, Reception & Works Manager).	4	2	8	
13	Safe distancing (Lab)	4	3	12	Two/three occupants, Q Manager and Lab apprentice, p/t mentor for app. Q Manager has own offshot office several metres distance, desk is screened. Lab area over two areas, need to minimise visits from Mill. Notice placed on external door.	4	2	8	
14	Safe Distancing (overbank)	4	2	8	Single operator, more than 2 metres from others	4	1	4	
15	Safe distancing (Furnace)	4	2	8	Single operator, more than 2 metres from others	4	1	4	

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16a	Safe distancing (Mill Team)	4	3	12	Distance between Mill stands is approx 1.8 metres, cogging roll is two man operation although distance is approx 1 to 1.5 metres. Operatives do not face each directly, working side on. As bars proceed distance between operators is staggered and can be more then 2 metres. Not possible to screen or wear additional PPE. Latest government advice is • where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible. Regular same team working to minimise contact with other groups. Staggered changing times at end of shift and individual shower heads turned off to create social distance. Showering numbers reduced to ensure social distancing.		4	2	8		
16b	Safe distancing (Mill Team) roll change	4	3	12	Regular set teams of 2/3 have responsibility for individual rolls and are to be kept fixed in minimise contact with other groups/teams. Not possible to social distance due to nature of work. Face mask or face mask and a face shields should be worn wherever possible for close proximity working (subject to safety issues such as hot working or need for clear communication). All employees have been issued with face masks and face shield. Not possible to fit screens.		4	3	12		
17	Safe distancing (draw bench)	4	2	8	single operator at own work station		4	1	4		
18	Safe distancing (nicking/cracking)	4	3	12	Operators are more then 2 metres due to work process/size of bars single operator at own work station		4	2	8		
19	Safe distancing (core shed)	4	2	8			4	1	4		
20	Safe distancing (Wyko)	4	3	12	Operators are more then 2 metres due to work process/size of bars		4	2	8		



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21	Safe distancing (middle radiac)	4	3	12	Operators are between 1.5 to 2 metres due to work process/size of bars. Latest government advice is • where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible. Regular pairing of operatives.	4	3	12	
22	Safe distancing (inspection)	4	3	12	Operators are more then 2 metres due to work process/size of bars	4	2	8	
23	Safe distancing (bumping/bundling)	4	2	8	Normally single operator at own work station, if two distance is more then two metres	4	1	4	
24	Safe distancing (centreless grinding)	4	2	8	Normally single operator at own work station,	4	1	4	
25	Safe distancing (Reeler)	4	2	8	Normally single operator at own work station,	4	1	4	
26	Safe distancing (Saw)	4	3	12	Normally single operator at own work station, if two operators - one at end of line distance is more then two metres	4	2	8	
27	Safe distancing (drilling)	4	2	8	Single operator at own work station,	4	1	4	
28	Safe distancing (core coating)	4	2	8	Single operator at own work station	4	1	4	
29	Safe distancing (CNC)	4	3	12	Single operator at own work station	4	1	4	



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30	Safe distancing (Maintenance)	4	3	12	Normally single operator at own workshop equipment (lathe, miller etc) if on plant - varies due to nature of work, to maintain 2 metres where everpossible. Latest government advice is • where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible • where face-to-face contact is essential or team working, this should be kept to a minimum. Face masks and or face shields should be worn wherever possible for close proximity working (subject to safety issues such as hot working or need for clear communication). Only two within MEWP's if absolutely essential and either a full face visor or face covering to be worn.			4	2	8		
31	Safe distancing (Lorry driver)	4	3	12	Single operator. When visiting other sites to adhere to their procedures and use hand sanitizer etc. Issued with own hand sanitizer that must stay in lorry for when visiting sites without suitable precautions. No other in vehicle unless absolutely necessary (Government guidelines to be followed for vehicle sharing). Hand sanitizer dispenser located in despatch bay for external drivers etc. Face mask to be worn when visiting other sites.			4	2	8		
32	Safe distancing (FLT driver)	4	3	12	Single operator. When unloading delivery lorries, social distancing to be maintained. Own specific area for FLT and changing area etc. Can work on own and maintain 2 metre social distancing. Anti bacteria wipes provided for cleaning FLT controls if another FLT driver covers position for absence/holidays.			4	2	8		
33	Site Cleaner (office & works)	4	3	12	Single operator working on own. Daily cleaning of welfare facilities & between staggered breaks. Anti bacterial wipes/spray used, well ventilated areas and hand protection worn. Others not in area during cleaning.			4	2	8		



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34	Company vehicles	4	2	8	Limited to one designated driver, cleaning before change to other users. Use of additional company vehicles if more than one person visiting customer etc. If car sharing with non family member, face covering to be worn, seating to create maximum distance and windows open slightly to aid ventilation.			4	1	4
35	Specific sanitize of an area	4	2	8	Specific foggin machine (large or hand held) used if appropriate, area closed off for minimum of two hours after completion of cleaning. Specific PPE used by operator. Sanitizer is low hazard.			4	1	4
36	Lateral Flow Testing			0	The company has registered and assessed for workplace Lateral Flow Testing but no suitable on site location/facilities available. Home testing for employees to be considered if becomes available.					0