



### Glasdon Group Limited incorporating Glasdon UK Limited & Glasdon International Limited

Date:	18/05/20	Assessor	G. Butler Health & Safety Manager
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SEVERITY		LIKELIHOOD								
NO INJURY	1	ALMOST NEVER	LIKELIHOOD	HIGH	5	10	15	20	25	HIGH RISK
MINOR INJURY	2	SELDOM		MED	4	8	12	16	20	
INJURY	3	POSSIBLE		LOW	3	6	9	12	15	MED RISK
SERIOUS INJURY	4	PROBABLE			2	4	6	8	10	
DEATH	5	ALMOST ALWAYS			1	2	3	4	5	LOW RISK
<b>RISK MATRIX</b>										
					LOW	MED	HIGH			SEVERITY

Hazard	Risk	Persons Affected	Risk level prior to controls			Control Measures	Residual Risk		
			S	L	R		S	L	R
A contaminated employee, visitor, contractor, delivery driver or haulier entering the site.	Transfer of the Covid-19 Virus	All	5	5	25	<p>All employees have been issued with the following documents and have confirmed their understanding:</p> <ul style="list-style-type: none"> <li>Glasdon Group Limited Pandemic Site Safety Measures Infographic.</li> <li>Glasdon Group Limited Pandemic Site Safety Measures.</li> </ul> <p>The above documents detail the typical symptoms of Covid-19:</p> <ul style="list-style-type: none"> <li>A new continuous cough</li> <li>A high temperature</li> <li>A loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> <p>Employees are instructed not to enter the site if they are displaying any of the Covid -19 symptoms and to self isolate as required in Government Guidance.  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Entry to site is restricted to a small number of entrance points which are equipped with hand sanitiser. All employees are required to hand sanitise on entering site.</p>	5	2	10



Hazard	Risk	Persons Affected	Risk level prior to controls			Control Measures	Residual Risk		
			S	L	R		S	L	R
					25	<p>All employees are subject to daily temperature checking via medically approved infrared thermometers.</p> <p>Any employee who displays the fever symptom will be required to put on the mask and gloves issued in their care pack, leave site immediately and follow the isolation guidance.</p> <p>Visitors/Contractors attending site are prohibited unless business critical. If deemed necessary, all visitors/contractors will be required to use the hand sanitizing or hand washing facilities provided before proceeding.</p> <p>Delivery drivers and hauliers will be required to remain in their vehicle or if they cannot then are required to use the hand sanitising or hand washing facilities provided before proceeding.</p> <p>Any visitor, contractor, delivery driver or haulier who appears to be unwell will not be permitted entry.</p>			10
<b>Spread of virus via contact with surfaces</b>	Contracting Covid-19 from contact	All	5	5	25	<p>Hand wash stations and toilet facilities operational in all Office Buildings, Warehouses, Units and Assembly areas all equipped with:</p> <ul style="list-style-type: none"> <li>• Soap</li> <li>• Disposable hand towels</li> <li>• Hot water</li> </ul> <p>Employees are instructed to wash their hands frequently especially at the start and end of the working day and before eating and drinking.</p> <p>Signage displayed in all areas to communicate control measures.</p> <p>Face to face meetings suspended in order to maintain 2 metre distancing policy</p> <p>All employees issued with sanitizing wipes which are to be used to wipe down desks, work areas and equipment.</p> <p>Daily sanitizing of all equipment by foremen and supervisors.</p> <p>Contracted cleaners clean and sanitise canteens, wash stations and toilet facilities daily.</p> <p>Sanitising wipes provided in canteen areas.</p> <p>Sanitising gel is located at each entrance.</p> <p>Each employee has been issued with a personal bottle of hand sanitizing gel.</p> <p>Employees instructed to sneeze or cough into a tissue which is then disposed of in a bin or if no tissue is to hand then to sneeze or cough into the crook of their elbow.</p> <p>Clear desk policy in operation to assist in good sanitizing practices from contracted cleaning company.</p>	5	2	10



Hazard	Risk	Persons Affected	Risk level prior to controls			Control Measures	Residual Risk		
			S	L	R		S	L	R
<p><b>Spread of virus via proximity to infected persons</b></p>	<p>Contracting Covid-19 from another person</p>	<p>All</p>	<p>5</p>	<p>5</p>	<p><b>25</b></p>	<p>Employees are instructed not to enter the site if they are displaying any of the Covid -19 symptoms and to self isolate as required in Government Guidance.                      All employees are subject to daily temperature checking via medically approved infrared thermometers. Instruction issued to temperature checkers:</p> <ul style="list-style-type: none"> <li>The thermometer is infrared; non-contact</li> <li>Face mask to be worn</li> <li>Nitrile gloves to be worn</li> <li>The person to be checked faces away from the checker.</li> <li>The thermometer is sanitised with sanitizing wipes</li> </ul> <p>Visitors/Contractors attending site are prohibited unless business critical. If deemed necessary, all visitors/contractors will be required to use the hand sanitizing or hand washing facilities provided before proceeding.                      Face to face meetings suspended to maintain 2 metre distancing policy                      Delivery drivers and hauliers will be required to remain in their vehicle or if they cannot then are required to use the hand sanitizing or hand washing facilities provided before proceeding.                      Any visitor, contractor, delivery driver or haulier who appears to be unwell will not be permitted entry.                      2 metre distancing strictly adhered to unless business critical.                      Floor markings give a visual guide to 2 metre distancing throughout all assembly areas.                      Signage is posted in all work areas reminding all employees of the requirements of good hand sanitising practices and the 2 metre distancing requirements.                      2 metre distancing requirement communicated via Pandemic Safety Measures document and infographic.                      For tasks where there is a requirement to work within 2 metres employees are issued with face visors, masks and gloves. Instruction given to use of PPE. Face masks and gloves are disposable; face shields can be sanitised with sanitizing wipes. The sharing of PPE is not permitted.                      Dedicated PPE disposal bins placed at exit points.                      Break and lunch times staggered to enable adherence to 2 metre distancing in canteen areas.                      Canteen facilities reduced to be an eating area only, no food is served. Sanitising wipes available to sanitise the individual's area.</p>	<p>5</p>	<p>2</p>	<p><b>10</b></p>



Hazard	Risk	Persons Affected	Risk level prior to controls			Control Measures	Residual Risk		
			S	L	R		S	L	R
					25	Wash basins and urinals taped off to ensure 2 metre distancing.			
<b>Spread of virus when handling delivered goods?</b>	Contracting Covid-19 from handling delivered goods.	All	5	5	25	Delivery drivers and hauliers will be required to remain in their vehicle or if they cannot then required to use the hand sanitizing or hand washing facilities provided before proceeding. Any visitor, contractor, delivery driver or haulier who appears to be unwell will not be permitted entry. Due to the nature of the products components delivered are rarely handled within 72 hours of manufacture. Once delivered products are also stored in warehouse locations until required. Good hand sanitizing and washing practices to be adhered to at all time. Gloves issued to employees for the handling of delivered goods.	5	1	5
<b>Mental health -</b>	Mental Health issues from concern over Covid-19 exposure, furloughed employees, job security etc.	All	4	4	16	Health Assured Wellbeing Services available to all employees with 24hr confidential help line. Open door policy to give employees direct support if required. Fulltime Health & Safety Department on site to provide support. Workloads and work areas closely monitored. Day time working with regular breaks and holidays. Welfare facilities provided. Home workers are in regular contact with management and IT support. Health & Safety Department make regular contact with home workers to check on wellbeing. Furloughed employees received regular Company updates via their personal email account.	4	1	4
<b>Covid-19</b>	A clinically vulnerable person contracting Covid-19	Clinically vulnerable persons	5	5	25	Clinically vulnerable employees are offered the opportunity to identify themselves as vulnerable. Moderate Risk – Clinically Vulnerable employees identified are given tasks that maintain 2 metre distancing. High Risk - Clinically Extremely Vulnerable employees identified, including those pregnant, are prevented from attending work and as such are furloughed.	5	2	10



Hazard	Risk	Persons Affected	Risk level prior to controls			Control Measures	Residual Risk		
			S	L	R		S	L	R
<b>Driving – Pool Cars, Sales Representatives, Delivery Drivers</b>	Driving on Company business	Driver, passenger	5	5	25	All journeys must be approved by a senior manager. Users of pool cars are to sanitise steering wheel and controls before commencing their journey. If it is absolutely necessary to carry a passenger then all employees involved must wear a mask and gloves. This PPE is disposed of immediately on arrival. Driver and passenger must sit at the maximum distance possible in the vehicle and open windows to give good ventilation. Sales representatives role suspended with representative furloughed until it is safe to visit customers. Company delivery drivers delivering products are to adhere to the Company’s Covid-19 safety requirements detailed in this risk assessment as a minimum; any requirement for additional measures by the customer will also be adhered to. Company Delivery drivers are be equipped with PPE consisting of face shields, disposable masks, nitrile gloves and hand sanitiser.	5	2	10