



COVID-19 - Return to Work Risk Assessment – Ridham Docks & Ridham Sea Terminals

Company	CRL	Manager	Grant Potts Chris Wallace	Assessment Date	13/05/2020	Ref: CRL COVID 19 -02/21
Location	Ridham Wood Recycling Operations Ridham Dock Main Site	Assessor	Earl Chapman	Review Date	Annual or earlier as required by HM GOV Guidance	

Activity: Return to Work Risk Assessment for minimising the risk of contracting Covid-19 in the workplace	How many people are exposed at any one time?
	Up to 30 people on Site at peak times may be exposed.
	How long are people exposed to the risk?
	Staff (during shift), 3 rd Party Hauliers & Contractors (during their time on site - variable) & Visitors at Site (duration of visit)
	Who is mostly at risk to the exposure?
	CRL employees, Agency Staff, 3 rd Party Hauliers & Contractors and Visitors attending site.

Hazard	S	P	R	Risk Rating	Who might be harmed and how	Control measures	S	P	R	Revised Risk
Spread of Covid-19 Coronavirus	4	4	16	High	1. CRL Operatives & Office Staff working at Site 2. Contractors delivering to or working at Site 3. CRL/ 3 rd Party Drivers attending site to tip/load waste 4. Visitors to Site COVID 19 is RIDDOR Reportable when: <ul style="list-style-type: none"> an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported 	<ul style="list-style-type: none"> General Provisions Advice on Symptoms has been provided to all Staff and a Coronavirus symptoms tracker is in operation for all staff reporting symptoms so that 7 and 14 day self-isolation periods can be monitored centrally and adhered to. Temperature monitoring capabilities are in place to monitor staff arriving on Sites for shifts. These procedures will be managed centrally by the Compliance Team in the event that any confirmed case is recorded via the Company's Coronavirus Symptom Tracker. Self-Declarations by Visitors to Site must be made before arriving at Site and this is reinforced during the Induction to the Site on arrival. Hand washing facilities with regular supplies of soap and hot water are in in place for all across the Site to enable them to wash their hands regularly. Social Distancing rules will apply when using washroom facilities on Site and each Washroom Door has a sign identifying the maximum number of users allowed at any given time. Signage is in place across Site reminding employees to regularly wash their hands for a minimum of 20 seconds with water and soap and the importance of proper drying with disposable towels. 	4	3	12	Medium



					<p>as a dangerous occurrence.</p> <ul style="list-style-type: none">• a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work..• a worker dies as a result of occupational exposure to coronavirus.	<ul style="list-style-type: none">• SHEQ Alerts have been issued to instruct staff on washing their hands before and after eating food or drinking during break times.• Signage is in place to remind employees to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands by following Good Hygiene Practice of:<ul style="list-style-type: none">○ Clean surfaces and contact points regularly to get rid of germs (KILL IT)○ Use tissues to cover their mouth and nose when they cough or sneeze (CATCH IT)○ Place used tissues in a bin (or bag) as soon as possible (BIN IT)○ Wash their hands regularly with soap and water (KILL IT)• Sanitisers: Each CRL Operative and driver has been issued with their own hand sanitizer and sanitizing wipes for use at work only.• SHEQ Alerts have been distributed regularly to all employees regarding COVID-19 to update on HM GOV advice & Guidance.• Regular Site audits undertaken by members of CRL's Compliance Team to ensure staff are complying with the key messages of Good Hygiene.• <u>Social Distancing Rules</u>• Smoking shelters have been dismantled and CRL have enforced a strict policy that smoking can only take place in Staff's own cars to stop congregating of people at these shelters				
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				<ul style="list-style-type: none"> • Drivers have been instructed not to enter Fleet Offices and not to come back to their Fleet Office for debriefs or to deliver tickets or collect work sheets for the following day. • Driver debriefs: This has been achieved by allocating one Manager per Fleet Team to debrief all Drivers by phone between nominated times each day and for all tickets/job sheets to be left at a central point for collection/drop-off by Drivers. • 2m Markings: Markings have been placed at key points around the Site and in offices to ensure that the 2 metre rule is complied with when operatives and drivers are clocking in and out for their shifts, queuing for Fleet Offices of weighbridge Perspex windows. • Maximum numbers per room: Signage has been placed on all doors to rooms (washrooms, meeting rooms, offices, welfare units etc) showing clearly the maximum number of occupants allowed per room. • Electronic systems: The use of hand held devices have been maximized to avoid handing over physical tickets; • Protective screens have been fitted to the weighbridge offices and gloves issued for all staff handling tickets. • Homeworking & Work Station Operations: Maximum use of homeworking opportunities have been applied across the Company. This has also enabled office based teams to use work stations whilst maintaining minimum 2m social distancing, including the use of spare offices where possible. • Breaks & Welfare: The timing of Operatives' breaks have been staggered and the numbers of staff permitted in welfare units at any one time has been 				
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				<p>limited to a maximum of 2 people maintaining social distancing at all times.</p> <ul style="list-style-type: none"> • Site Canteen: No Staff are permitted to remain in kitchens/canteens after preparing food or drinks and strict numbers permitted within kitchens/canteens will be monitored. Timing of breaks for office staff will also be staggered and where possible coffee and tea making facilities placed in offices to reduce footfall in kitchens. • Seating layouts within meeting rooms have been rearranged to ensure that a 2 metre distance between occupants is maintained. • Team Management: The nature of the Company's operations allows for consistent team working within specific operational areas on Site to further reduce the number of individual exposures for each member of Staff. • <u>Cleaning Regime</u> • Regular and vigorous cleaning and disinfecting of objects and surfaces that are touched regularly. • Central Control of cleaning will take place via the Compliance Team including daily cleaning of common parts and the management of cleaning product supply and storage. • Double bagging of cloths used for clean down purposes on Site during each shift to be disposed of in General Waste for disposal in the RDF MRF, where this waste will not be handled. • A "Clean Cab" policy has been initiated via SHEQ Alerts with limited operators per item of mobile plant (max 2) and wipes and sprays to ensure clean down • 				
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				<ul style="list-style-type: none"> • on exit and entry to a cab; • A record of all cleaning and disinfection undertaken during each shift to be maintained by Compliance Team. • <u>Use of Correct PPE</u> • Issuing and maintaining stocks of PPE for staff, in particular, gloves and, where relevant for the individual role as assessed by separate Risk Assessments, face masks. • CRL has further issued clear SHEQ guidance on the correct use of gloves and how to remove them, wash hands and replace your gloves when eating food. • FFP3 half mask respirators will be worn within the Plasterboard Recycling Operations and on the DMR MRF Picking lines. These are standard RPE requirements as set out in the departmental risk assessments. • Higher risk staff: If, based on individual risk assessments, a member of staff who is clinically vulnerable cannot work from home, consideration will be given to issuing face masks for general use during their working hours. 				
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5 – Fatality Obvious 4 – Major Broken bone, In patient, Disease 3 – Minor Laceration, First Aid 2 – Negligible Scratch, bruise 1 – None	SEVERITY OF HARM	5	5	10	15	20	25				
		4	4	8	12	16	20				
		3	3	6	9	12	15				
		2	2	4	6	8	10				
		1	1	2	3	4	5				
		1		2		3		4		5	
		PROBABILITY OF HARM									
		1- Important Virtually zero likelihood		2- Remote Unlikely though conceivable		3- Possible Could occur sometimes					
		4- Probable Will occur several times		5- Certainty Will happen							
		Risk Ratings									
		1 – 6 LOW			8 – 12 MEDIUM			15 – 25 HIGH			
Key Definition Hazard: The potential to cause harm Risk: The likelihood of hazard occurring and severity Control measure: what you are putting in place to make task safer to complete Risk Rating: Severity of harm X Probability of harm											

5 Steps to Risk Assessing

- 1- Look for the Hazards
- 2- Decide who might be harmed and how
- 3- Evaluate the risks and decide if existing controls are enough
- 4- Record your significant findings
- 5- Review and revise as necessary

Examples of Hazards to Consider
The list below may not contain the ones specific to your Location it has been developed as a guide only!

Struck by objects	Trapping
Tripping / slipping	Collapse ^{SEP}
Moving machinery parts	Drowning
Protruding objects	Burns
Manual Handling	Electric shock
Moving vehicles	Vibration
Hazardous Substances	Personal Health
Oxygen depletion	Flying particles
Heating / ventilation	Overturning
Fire/Flammable atmosphere	Noise
Falling	Respiratory
Lone working	Asphyxiation

No Job is too important that we cannot take the time to do it SAFELY