

<b>5 – Fatality</b> Obvious  <b>4 – Major</b> Broken bone, In patient, Disease  <b>3 – Minor</b> Laceration, First Aid  <b>2 – Negligible</b> Scratch, bruise  <b>1 – None</b>	<b>SEVERITY OF HARM</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
		<b>4</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
		<b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
		<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
		<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<b>PROBABILITY OF HARM</b>					
<b>1- Important</b> Virtually zero likelihood		<b>2- Remote</b> Unlikely though conceivable			<b>3- Possible</b> Could occur sometimes		
<b>4- Probable</b> Will occur several times					<b>5- Certainty</b> Will happen		
<b>Risk Ratings</b>							
<b>1 – 6 LOW</b>			<b>8 – 12 MEDIUM</b>			<b>15 – 25 HIGH</b>	
<b>Key Definition</b> <b>Hazard:</b> The potential to cause harm <b>Risk:</b> The likelihood of hazard occurring and severity <b>Control measure:</b> what you are putting in place to make task safer to complete <b>Risk Rating:</b> Severity of harm <b>X</b> 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 <sup>[1]</sup> <sub>SEP</sub>
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***


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	General Risk Assessment		

<b>Company</b>	CRL	<b>Manager</b>	Dan Beeson	<b>Assessment Date</b>	15/12/2021	<b>Ref:</b> CRL COVID 19 -12/21
<b>Location</b>	Ridham Wood Recycling Operations Ridham Dock Main Site	<b>Assessor</b>	Earl Chapman	<b>Review Date</b>	Annual or earlier as required by HM GOV Guidance	


<b>Activity:</b>  <b>Risk Assessment for minimising the risk of contracting Covid-19 in the workplace</b>	<b>How many people are exposed at any one time?</b>
	Up to 10 people may be exposed.
	<b>How long are people exposed to the risk?</b>
	Staff (during shift) & Members of the Public (duration of visit to RRC)
	<b>Who is mostly at risk to the exposure?</b>
	CRL employees, Agency Staff and Contractors attending site.

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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 RRC Operatives 2. Contractors delivering to CRL 3. CRL drivers attending customers sites to empty containers/bins  COVID 19 is RIDDOR Reportable when: <ul style="list-style-type: none"> <li>an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</li> <li>a worker has been diagnosed as having COVID 19</li> </ul>	<ul style="list-style-type: none"> <li>Hand washing facilities with soap and water are in place for Site Operatives to wash their hands regularly.</li> <li>Signage in place 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.</li> <li>Signage 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"> <li>Clean surfaces and contact points regularly to get rid of germs (<b>KILL IT</b>)</li> <li>Use tissues to cover their mouth and nose when they cough or sneeze (<b>CATCH IT</b>)</li> <li>Place used tissues in a bin (or bag) as soon as possible (<b>BIN IT</b>)</li> <li>Wash their hands regularly with soap and water (<b>KILL IT</b>)</li> </ul> </li> <li>Each CRL Operative and driver has been issued with their own hand sanitizer and sanitizing wipes for use at work only.</li> <li>SHEQ Alerts have been distributed regularly to all employees regarding COVID-19 to update on HM GOV advice &amp; Guidance</li> </ul>	4	3	12	Medium

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				<p>and there is reasonable evidence that it was caused by exposure at work..</p> <ul style="list-style-type: none"> <li>a worker dies as a result of occupational exposure to coronavirus.</li> </ul>	<ul style="list-style-type: none"> <li>Regular Site audits undertaken by members of CRL's Compliance Team to ensure staff are complying with the key messages of Good Hygiene.</li> <li><b><u>Social Distancing Rules</u></b></li> <li>The smoking shelters have been dismantled and CRL have enforced a strict smoking in your own car regime to stop congregating at these shelters</li> <li>Drivers have been instructed to avoid the 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.</li> <li>This is 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;</li> <li>Markings have been places to ensure that the 2 metre rule is complied with when operatives and drivers are clocking in and out for their shifts.</li> <li>The use of hand held devices have been maximized to avoid handing over physical tickets;</li> <li>Protective screens have been fitted to the weighbridge offices and gloves issued for all staff handling tickets.</li> <li>Separating teams working in offices by using spare offices where possible and then increasing distances between desks.</li> <li>Operatives breaks have been staggered and the numbers of staff in welfare units at any one time has been limited to a maximum of 2 people maintaining social distancing at all times</li> <li>Workspaces have been re-designed and demarcated to maintain 2 metre distances between office staff.</li> </ul>				
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					<ul style="list-style-type: none"> <li>Seating layouts within meeting rooms have been rearranged to ensure that a 2 metre distance between occupants is maintained.</li> <li><b><u>Cleaning Regime</u></b> <ul style="list-style-type: none"> <li>Regular and vigorous cleaning and disinfecting of objects and surfaces that are touched regularly.</li> <li>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.</li> <li>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 on exit and entry to a cab;</li> <li>A record of all cleaning and disinfection undertaken during each shift to be maintained.</li> </ul> </li> <li><b><u>Use of Correct PPE</u></b> <ul style="list-style-type: none"> <li>Issuing and maintaining stocks of PPE for staff, in particular, gloves and, where relevant for the individual role, 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.</li> <li>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.</li> </ul> </li> </ul>				
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