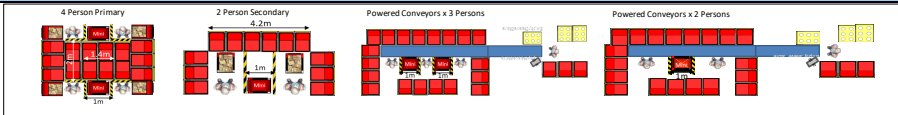




Task Risk Assessment



Unit / Site: National RM Group reviewed, adapted and controls implemented locally. Workplace Location: National Processing Plants

Task Being Assessed: Reducing the spread of Coronavirus in the following Processing Tasks - Operating 4 person Primary bull ring - 2 person Secondary bull ring - Incline conveyor operation, from 2 Metre to 1 Metre +

Assessment Team: Manager: Frank Burnett SHEPP; Safety Representative: Arthur Nugent CWU Area Safety Representative; Other Contributors: Freddie Warnock, Debbie Rivers and Chve Griffin

TASK ASSESSED	What are the HAZARDS associated with the task activity?	What are the SIGNIFICANT RISKS associated with the hazard. <i>There may be more than one</i>	Groups of people or individuals affected by this hazard?	What CURRENT CONTROLS are in place? <i>There may be more than one</i>	CURRENT Risk Rating (L4S-R)			RESIDUAL Risk Rating (L4S-R)		
					(L) Likelihood	(S) Severity	(R) Rating	(L) Likelihood	(S) Severity	(R) Rating
<p>4 Person Primary Bullring</p>	Exposure to Covid-19	Acute respiratory conditions: pneumonia, multi organ failure, death.	11	Risk Assessment General Controls A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questionnaire and Awareness page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitizer for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from sites) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Hab and Fleet tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) IR, Advice and Support Team are fully equipped to deal with all Coronavirus enquires from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitizer and wipes monitored via a Supplies Register App.	4	12	1) Reducing the number of people each person has contact with by using fixed teams or partnering (so each person works in a set team of four) for the duration of the sort. 2) Managers must ensure that employees required to work together in the same task remain in that same group for the duration of the sort with all additional controls to be adopted into current job rotations and work activity ensuring there are no additional ergonomic risks. 3) To avoid employees stretching to the furthest work container use the mini yolk as a "passover" station to allow colleague to place in the appropriate deflection. 4) Use a mini yolk as a physical barrier to ensure the 1m distance is not encroached, keeping employees separated as a physical barrier per visual. 5) Floor to be marked out to visually show the 1m distance between employees as per visual. 6) Employees who are side to side sorting must be a minimum of 1m apart as per the visual. 7) Employees who are face to face must be 2m or greater apart as per the visual. The use of masks is not mandatory but they are available to those employees that choose to wear one. 8) Managers to undertake SMAT activity as a level of supervision, focusing on Coronavirus controls ensuring employees and managers behavior are praised or corrected. 9) Managers to undertake joint monthly Task Workplace Inspection with the CWU ASR or IR/WSR rep as a level of supervision and monitoring, paying specific attention to the dedicated Coronavirus section to check that all standards are in place. 10) Increase the frequency of hand washing and hand sanitiser before and after completing the task. 11) Provide employees with regular information, instruction on all the required controls and how to be compliant. 12) Display the applicable visuals in the activity area as a reminder to all employees involved in the operational task.	4	4	
<p>2 Person Secondary Bullring</p>	Exposure to Covid-19	Acute respiratory conditions: pneumonia, multi organ failure, death.	11	Risk Assessment General Controls A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questionnaire and Awareness page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitizer for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from sites) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Hab and Fleet tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) IR, Advice and Support Team are fully equipped to deal with all Coronavirus enquires from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitizer and wipes monitored via a Supplies Register App.	4	6	1) Reducing the number of people each person has contact with by using fixed teams or partnering (so each person works in a set team of two or three) for the duration of the sort. 2) Managers must ensure that employees required to work together in the same task remain in that same group for the duration of the sort with all additional controls to be adopted into current job rotations and work activity ensuring there are no additional ergonomic risks. 3) To avoid employees stretching to the furthest work container use the mini yolk as a "passover" station to allow colleague to place in the appropriate deflection. 4) Use a mini yolk as a physical barrier to ensure the 1m distance is not encroached, keeping employees separated as a physical barrier per visual. 5) Floor to be marked out to visually show the 1m distance between employees as per visual. 6) Employees who are side to side sorting must be a minimum of 1m apart as per the visual. 7) Employees who are face to face must be 2m or greater apart as per the visual. The use of masks is not mandatory but they are available to those employees that choose to wear one. 8) Managers to undertake SMAT activity as a level of supervision, focusing on Coronavirus controls ensuring employees and managers behavior are praised or corrected. 9) Managers to undertake joint monthly Task Workplace Inspection with the CWU ASR or IR/WSR rep as a level of supervision and monitoring, paying specific attention to the dedicated Coronavirus section to check that all standards are in place. 10) Increase the frequency of hand washing and hand sanitiser before and after completing the task. 11) Provide employees with regular information, instruction on all the required controls and how to be compliant. 12) Display the applicable visuals in the activity area as a reminder to all employees involved in the operational task.	4	4	
<p>Powered Conveyor Operation x 3 persons</p>	Exposure to Covid-19	Acute respiratory conditions: pneumonia, multi organ failure, death.	11	Risk Assessment General Controls A) Continued regular, frequent, clear and consistent national and local communications, information and instruction including the regular update of the Questionnaire and Awareness page and social distancing guidance. Reviewed and amended based upon guidance from business learning, the Government and Public Health England. B) Managers to monitor and challenge any employees who may not be maintaining social distancing. C) Increased resources and frequency of cleaning of high traffic areas and touch points. D) Wearing disposable gloves is not encouraged, but they are available upon request and can be worn when touching common touch points or shared equipment (these are not currently recommended by the government for use in a non-clinical setting). E) Operational workforce is provided with hand sanitizer for frequent use, reminded to make use where available and to wash their hands as regularly as possible (including on entry and exit from sites) with breaks to allow them to wash their hands for 20 seconds. F) Dynamic risk assessment by all staff. G) Masks available on request but are not encouraged save for tasks where identified as PPE through risk assessment (see specific controls for Air Hab and Fleet tasks which indicate where masks must be worn) - guidance must be followed. These are not currently recommended by the government for use in a non-clinical setting. H) IR, Advice and Support Team are fully equipped to deal with all Coronavirus enquires from managers. I) Designated waste bins provided for disposal of wipes/tissues, disposable gloves and masks. J) Stock levels for items such as sanitizer and wipes monitored via a Supplies Register App.	4	6	1) Reducing the number of people each person has contact with by using fixed teams or partnering (so each person works in a set team of two or three) for the duration of the sort. 2) Managers must ensure that employees required to work together in the same task remain in that same group for the duration of the sort with all additional controls to be adopted into current job rotations and work activity ensuring there are no additional ergonomic risks. 3) To avoid employees stretching to the furthest work container use the mini yolk as a "passover" station to allow colleague to place in the appropriate deflection. 4) Use a mini yolk as a physical barrier to ensure the 1m distance is not encroached, keeping employees separated as a physical barrier per visual. 5) Floor to be marked out to visually show the 1m distance between employees as per visual. 6) Employees who are side to side sorting must be a minimum of 1m apart as per the visual. 7) Employees who are face to face must be 2m or greater apart as per the visual. The use of masks is not mandatory but they are available to those employees that choose to wear one. 8) Managers to undertake SMAT activity as a level of supervision, focusing on Coronavirus controls ensuring employees and managers behavior are praised or corrected. 9) Managers to undertake joint monthly Task Workplace Inspection with the CWU ASR or IR/WSR rep as a level of supervision and monitoring, paying specific attention to the dedicated Coronavirus section to check that all standards are in place. 10) Increase the frequency of hand washing and hand sanitiser before and after completing the task. 11) Provide employees with regular information, instruction on all the required controls and how to be compliant. 12) Display the applicable visuals in the activity area as a reminder to all employees involved in the operational task.	4	4	
<p>Powered Conveyor Operation x 2 persons</p>										

Persons Affected by the Hazard

EI - Employee involved in task; OE - Other Employee; CV - Contractor or visitor; MOP - Member of Public

RISK ASSESSMENT SIGN OFF

Name of Risk Assessor(s)	Frank Burnett	Review date:	Signature:
Risk Assessor(s) Signature	Frank Burnett		
Date completed	09/07/2020		
Local confirmation of a nationally produced generic Task Risk Assessment (where applicable)			
Statement of confirmation	I confirm that I have reviewed the above nationally produced generic Task Risk Assessment and that it replicates the hazards, levels of risk and necessary control measures in place at the named Unit and as such it is deemed that local amendments are not required. (NOTE: Where the local task is significantly different from the nationally produced generic Task Risk Assessment the Unit Manager is responsible for ensuring a local version is produced.)		
Unit			
Unit Manager (PIC) Name:			
Unit Manager (PIC) Signature:			
Date of confirmation:			

Confirmation of risk assessment accuracy - assuming review requirements as per SHEMS Standard, Master copies of a nationally produced generic Task Risk Assessment are held on the SHE Knowledge Database. Printed copies may not match the current version).



ROYAL MAIL GROUP RISK MANAGEMENT

RISK MATRIX

		Likelihood of injury/incident				
		1	2	3	4	5
No history or any indication of future incidents but cannot be ruled out	Improbable	1	2	3	4	5
Some history but over a long period of time and in very small numbers	Remote	2	4	6	8	10
Historical evidence indicates occurrence at least monthly	Foreseeable	3	6	9	12	15
Historical evidence indicates occurrence at least weekly	Probable	4	8	12	16	20
Historical evidence indicates occurrence throughout the day	Likely	5	10	15	20	25
		1	2	3	4	5
		Superficial injury/ damage <i>Minor injury or ill health (laceration/bruising/swelling) causing no absence from work.</i> <i>Damage resulting in low cost repair</i>	Moderate injury/ damage <i>Injuries or ill health resulting in absence from work (of less than 7 day).</i> <i>Damage causing temporary disruption to operations of around an hour</i>	Significant injury/ damage <i>Major injury or ill health, temporary physical disability resulting in absence from work (of more than 7 days)</i> <i>Damage causing significant disruption to or cessation of operations of around one day</i>	Serious injury/damage <i>Permanent physical & health disability.</i> <i>Damage causing long term termination of operations for more than one day</i>	Fatality/ catastrophic damage <i>Premature death.</i> <i>Complete destruction of property and permanent termination/relocation of operations until rebuild completed</i>

Risk Level	Control action and timescale (nominally from BS8800)	Risk Rating	Suggested Minimum Controls
Adequately controlled	No additional control measures required. Current controls suitable and sufficient to reduce the risk to adequately controlled. Good practice would be to record the assessment and share findings with operators	1 - 3	Visual Aids
Tolerable	Some additional controls would be beneficial to further reduce the risk. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.	4 - 5	Safe Working Instructions plus Visual Aids
Moderate	Efforts should be made to reduce the risk, although the costs of prevention should be carefully measured within a cost/benefit analysis to ensure the control is appropriate. Risk reduction measures should be implemented within a defined time period. Where the risk level is associated with Serious and Significant Injuries consequences, further task assessment and/or task redesign may be necessary to achieve suitable control measures.	6 - 12	SSOW plus Visual Aids
Substantial	Task should be prohibited until the risk has been reduced. Resources may have to be allocated to redesign the task in order to reduce the risk. Where the task is already in progress, it should be stopped when it is safe to do so.	15-16	Prevent task until suitably controlled by task redesign or similar
Intolerable	Task should be prohibited. If it is not possible to reduce the risk, even with unlimited resources, the work has to remain prohibited. Alternative solutions should be found that avoid the need to complete the original task.	20 - 25	Prevent task, look for alternative solutions. Invoke permit to work system

SEVERITY (consequence of injury/incident)

These two bands usually fall outside the normal day to day risk assessment and ought to be reserved for concurrence processes