

OSDoors®	INTEGRATED MANAGEMENT SYSTEM	Prepared By	GB
		Authorised By	DO'B
IMS-FRM-055	PROJECT RISK ASSESSMENT FORM	Issued By	AS
		Effective From	07-Feb-2020

Work Area	Benburb Site	Task being Assessed	Risk of COVID-19 - Coronavirus			Date	24-Jun-2020
Prepared/Updated By	Gerard Burns		Training Completed	N/A	Date Training Completed	-	

What are the Hazards	Who might be Harmed and How?	What are you already doing? (Existing Control Measures)	Risk rating (Score 1-5)			Do you need to do anything else to control this risk? (Additional Controls)	Resp.	Target Date	Completed Date
			Likely	Severity	Risk (L x S)				
Contracting COVID-19	Contact with contaminated surfaces, e.g. Door Handle	Cleaning Door Handles, Clock machines, etc. with appropriate cleaning materials	2	4	8	Information and Supervision for all employees and visitors	GB	04-Mar-20	04-Mar-20
	Spread of the virus through contact with others	Any employee that has recently come back from an infected area will be told to self-isolate for 14 days	2	4	8	Information and Supervision for all employees	JMcC	04-Mar-20	04-Mar-20
		Employees instructed to refrain from visiting friends who may have virus or returned from an infected area	2	4	8	Information and Supervision for all employees	JMcC	04-Mar-20	04-Mar-20
		Restriction of visitors to the site, especially from the infected area or from companies with links to affected areas	1	4	4	All Visitors that require access to the site need to have prior authorisation from Snr Mgt first.	DO'B	04-Mar-20	04-Mar-20
	Spread of the virus through exposure to the virus	Company provides Hand Washing and Hand	2	4	8	Information and Supervision for all employees	GB	04-Mar-20	04-Mar-20

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		Sanitising facilities for all employees							
		Erect Hand Cleaning Techniques in all Welfare Facilities	2	4	8	Information and Supervision for all employees	GB	04-Mar-20	04-Mar-20
		Visiting to Infected Areas to be prohibited until further notice	2	4	8	Information to all employees	JMcC	06-Mar-20	04-Mar-20
		Welfare facilities are cleaned regularly	2	4	8				
	Drivers	Procedures in place for Drivers to ensure adequate welfare facilities available during their work Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.	2	3	6	Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities	KD	27-May-20	01-Jun-20

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Spread of the virus through contact with others after factory reopens	All employees	Employees given face masks and nitrile gloves to wear if needed	2	2	4	Increase surveillance by Management to ensure employees are adhering to PPE rules	DO'B	27-Apr-20	27-Apr-20
	All employees	Canteen reconfigured to ensure employees are at least 2m apart when taking breaks	2	2	4	Staggered break-times employed to reduce footfall through factory	DO'B	27-Apr-20	27-Apr-20
	All employees	Production employees that cannot maintain the 2m Social Distance must wear Face Mask or Face Shield	2	2	4	Increase surveillance by Management to ensure employees are adhering to rules	DO'B	27-Apr-20	27-Apr-20
	All employees	Temperature of workers is measured before entering factory	2	3	6	Any employee with High temperature will be asked to return home and quarantine for at least 14 days in line with government guidelines	DO'B	27-Apr-20	27-Apr-20
		All Offices to have limited number of	2	2	4	Signs adhered to doors indicating no of employees	GB	24-Jun-20	29-Jun-20

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		employees allowed in office at any one time							
		Employees that are able to work from home	2	2	4				
Spread of Covid-19 Coronavirus	Employee with symptoms of Covid-19	If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.	2	3	6	Line managers will maintain regular contact with staff members during this time	DO'B	27-May-20	01-Jun-20
		If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the	2	3	6		DO'B	27-May-20	01-Jun-20

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		management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.							
		Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help	2	2	4	Regular communication of mental health information and open-door policy for those who need additional support.			

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Document History:

Document No	Document Title	Revision	Nature of change	Date
IMS-FRM-055	Project Risk Assessment Form	01	1 st Issue to IMS	07-Feb-2020