



Task Risk Assessment

With COSHH Compliance



Before Controls	HIGH 20 RISK	MEDIUM 12 RISK	After Controls
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Task Title	COVID-19		
Process Title	COVID-19 in the workplace		
Location	Ebac Ltd		
Assessed On	26/10/2020	Assessed By	Graeme Leighton, Mark Garthwaite
Review Date	26/10/2021	Reference	RA971335
Signed By	Graeme Leighton	Revision	12
People Affected	New and Expectant Mothers, Operators, Employees, Visitors, Contractors, Service Users, Lab Users, Disabled, Members of the public		

Hazards

PPE

Task/Procedure/Method Statement

Ebac Ltd continue to carry out works on three sites manufacturing Water Coolers, Dehumidifiers and Washing Machines (including sheet metal).

During the world pandemic from the effects of COVID-19 special measures must be observed whilst carrying out any operations within Ebac Ltd's premises.

Ensure our personal health is paramount and that the health of everyone whom may come in to contact with any works we have completed are safeguarded.

Ebac Ltd look to follow government guidelines and are complaint with - "Staying COVID-19 Secure" in 2020 and follow "Working safely during COVID-19 in factories, plants and warehouses." Ebac also subscribe to & follow relevant HSE E-bulletins. The process is kept under review and adapted in line with the evolving situation. New instances and challenges are reviewed on a case by case basic by the senior leadership team and Health & Safety Officer. Employees are encouraged to raise and discuss COVID-19 concerns.

Substance Information

Product Name

Antibacterial hand sanitiser (NSG100/500/011/025/005)

Manufacturer

Nilco

Hazard Symbols



Regulatory Statements

H225: Highly flammable liquid and vapour

+: container to industrial combustion plant

P210: Keep away from heat/sparks/open flames/hot surfaces - No smoking

P305+351+338: IF IN EYES: Rinse continuously with water for several minutes. Remove contact lenses if present and easy to do – continue rinsing

P337+313: If eye irritation persists: Get medical advice/attention

P403+235: Store in a well ventilated place. Keep cool

H319: Causes serious eye irritation

P102: Keep out of reach of children

P301+312: IF SWALLOWED: Call a POISON CENTER or doctor/physician if you feel unwell

p305+p351+p338: IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.

p337+: p 313 if eye irritation persists:get medical advice/attention

P501: Dispose of contents/container to ??please see SDS??

Application Method	Application Area	Frequency Of Use	Quantity Used	Duration Use
Bottle Pump	As Required	As Required	As Required	As Required

Spillage, Storage & Waste

accidental release measures 6.1. personal precautions, protective equipment and emergency procedures 3/10revision date:22/05/2020 revision:2 supersedes date:18/05/2020 antibacterial hand sanitiser personal precautions no action shall be taken without appropriate training or involving any personal risk. keep unnecessary and unprotected personnel away from the spillage. wear protective clothing as described in section 8 of this safety data sheet. follow precautions for safe handling described in this safety data sheet. wash thoroughly after dealing with a spillage. ensure procedures and training for emergency decontamination and disposal are in place. do not touch or walk into spilled material. provide adequate ventilation. 6.2. environmental precautions environmental precautions avoid discharge into drains or watercourses or onto the ground. avoid the spillage or runoff entering drains, sewers or watercourses. contain spillage with sand, earth or other suitable non-combustible material. the product contains volatile substances which may spread in the atmosphere. 6.3. methods and material for containment and cleaning up methods for cleaning up wear protective clothing as described in section 8 of this safety data sheet. clear up spills immediately and dispose of waste safely. small spillages:collect spillage. large spillages: absorb spillage with non-combustible, absorbent material. the contaminated absorbent may pose the same hazard as the spilled material. collect and place in suitable waste disposal containers and seal securely. label the containers containing waste and contaminated materials and remove from the area as soon as possible. flush contaminated area with plenty of water. wash thoroughly after dealing with a spillage. for waste disposal, see section 13. eliminate all ignition sources if safe to do so. no smoking, sparks, flames or other sources of ignition near spillage. 6.4. reference to other sections reference to other sections for personal protection, see section 8. see section 11 for additional information on health hazards. see section 12 for additional information on ecological hazards. for waste disposal, see section 13. section

handling and storage 7.1. precautions for safe handling usage precautions read and follow manufacturer s recommendations. wear protective clothing as described in section 8 of this safety data sheet. keep away from food, drink and animal feeding stuffs. keep container tightly sealed when not in use. do not handle until all safety precautions have been read and understood. avoid inhalation of vapours/spray and contact with skin and eyes. contaminated rags and cloths must be put in fireproof containers for disposal. extensive use of the product in areas with inadequate ventilation may result in the accumulation of hazardous vapour concentrations. in use may form flammable/explosive vapour-air mixture. keep away from heat, hot surfaces, sparks, open flames and other ignition sources. no smoking. take precautionary measures against static discharges. use only outdoors or in a well-ventilated area. vapours may accumulate on the floor and in low-lying areas. wash contaminated skin thoroughly after handling. advice on general wash promptly if skin becomes contaminated. take off contaminated clothing and wash it occupational hygiene before reuse. wash after use and before eating, smoking and using the toilet. 7.2. conditions for safe storage, including any incompatibilities storage precautions store away from incompatible materials (see section 10). keep away from oxidising materials, heat and flames. do not store near heat sources or expose to high temperatures. keep only in the original container. keep container tightly closed, in a cool, well ventilated place. keep containers upright. protect containers from damage. take precautionary measures against static discharges. storage class flammable liquid storage. 4/10revision date:22/05/2020 revision:2 supersedes date:18/05/2020 antibacterial hand sanitiser 7.3. specific end use(s) specific end use(s) the identified uses for this product are detailed in section 1.2. section

disposal considerations 13.1. waste treatment methods general information the generation of waste should be minimised or avoided wherever possible. disposal of this product, process solutions, residues and by-products should at all times comply with the requirements of environmental protection and waste disposal legislation and any local authority requirements. when handling waste, the safety precautions applying to handling of the product should be considered. care should be taken when handling emptied containers that have not been thoroughly cleaned or rinsed out. empty containers or liners may retain some product residues and hence be potentially hazardous. disposal methods dispose of waste to licensed waste disposal site in accordance with the requirements of the local waste disposal authority. empty containers must not be punctured or incinerated because of the risk of an explosion. waste, residues, empty containers, discarded work clothes and contaminated cleaning materials should be collected in designated containers, labelled with their contents. do not empty into drains. section

Product Name

Fluid Science Professional Anti-Viral & Anti-Bacterial Surface Disinfectant

Manufacturer

Fluid Science Ltd

Hazard Symbols



Product Name

Active 70% Alcohol WipesACTIVE 70%

Manufacturer

Quill International Chemicals Limited

Hazard Symbols

ALCOHOL WIPES

Regulatory Statements

H225: Highly flammable liquid and vapour

H319: Causes serious eye irritation

+ : container to industrial combustion plant

P210: Keep away from heat/sparks/open flames/hot surfaces - No smoking

P241: Use explosion-proof electrical/ventilating/light/??please see SDS??/equipment

P280: Wear protective gloves/protective clothing/eye protection/face protection

P303+361+353: IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower

p303+p361+p353: IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water or shower

P305+351+338: IF IN EYES: Rinse continuously with water for several minutes. Remove contact lenses if present and easy to do – continue rinsing

p305+p351+p338: IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.

P370+378: In case of fire: Use ??please see SDS?? for extinction

Application Method	Application Area	Frequency Of Use	Quantity Used	Duration Use
Wiping	Workplace and Office	Daily	Up to 10 wipes	less than 5 minutes

Spillage, Storage & Waste

6:accidental release measures 6.1. personal precautions, protective equipment and emergency procedures personal precautions:mark out the contaminated area with signs and prevent access to unauthorised personnel. do not attempt to take action without suitable protective clothing-see section 8 of sds. turn leaking containers leak-side up to prevent the escape of liquid. 6.2. environmental precautions environmental precautions:do not discharge into drains or rivers. contain the spillage using bunding. 6.3. methods and material for containment and cleaning up clean-up procedures:small spills (<1 litre) may be absorbed with paper towels. large spills (> 1 litre) should be covered with a suitable absorbent, e.g. sand, earth or spill granules and collected for disposal. label containers for disposal. 6.4. reference to other sections section

7:handling and storage 7.1. precautions for safe handling handling requirements:when handling large amounts (>25l) in open containers, avoid sources of ignition and allow adequate ventilation 7.2. conditions for safe storage, including any incompatibilities storage conditions:keep away from sources of ignition. 7.3. specific end use(s) section

13:disposal considerations 13.1. waste treatment methods other adverse effects:avoid discharging large amounts into the water system disposal operations:transfer to a suitable container and arrange for collection by specialised disposal company. nb:the user s attention is drawn to the possible existence of regional or national regulations regarding disposal. section

Task Related Hazards & Controls



Before Controls: **High Risk (20/25)**



After Controls: **Medium Risk (12/25)**



Hazard Description

Danger by Ingestion of the COVID-19 virus. Do not consume food stuffs or drinks without washing your hands thoroughly prior to doing so.

Controls In Place



Wear a mask if less than 2m distance.



Wedge open non-fire doors to reduce contact with handles



Communication at all levels of the severity from this pandemic



Disinfectant surfaces, clean shared work surfaces and tools before touch



Use litter bin to dis-guard any materials suspected of being contaminated



Wash your hands thoroughly for a minimum of 20 seconds with soap and water.



Social Distancing Observe a minimum distance of a minimum of 2 meters between yourself and others where practical.



No eating or drinking except in designated areas and only after thoroughly washing your hands for a minimum of 20 seconds with soap and water

Emergency Controls In Place



First aid



Doctor + 111



Before Controls: **High Risk (20/25)**



After Controls: **Medium Risk (12/25)**



Hazard Description

General warning:- COVID-19 is a global pandemic and has the potential to kill. It does not discriminate between age race or gender. Observe a minimum of 2 meter separation between yourself and any other person where practical to do so. Where less than 2m distant and no other controls exist, wear a face mask. Always avoid touching surfaces that may have been contaminated. Use anti-bacterial hand wash if soap and water is not available. Do not come to work if you have COVID-19 symptoms. Report any COVID-19 symptoms that develop whilst at work. If you cough, cough into your elbow. Remote working is supported where it is practical to do so. Visitors and contractors must follow site controls and sign in / out for track and trace record keeping purposes.

Controls In Place

-  Cough On Elbow
-  Disinfectant surfaces
-  Communication at all levels of the severity from this pandemic
-  Wear a mask if less than 2m distance where no other controls in place.
-  Use litter bin to dispose of any materials suspected of being contaminated
-  Use litter bin to dispose of any materials suspected of being contaminated
-  Follow guidelines on highly vulnerable workers and expectant / new mothers.
-  Covid Mandatory Follow one way systems, and spacing as marked on walkways and floor
-  Hand Sanitizer Hand sanitizers offer a convenient alternative to washing with soap.
-  Social Distancing Observe a minimum of 2m between yourself and others where practical
-  20 Seconds Wash your hands thoroughly for a minimum of 20 seconds with soap and water.
-  No eating or drinking except in designated areas and only after thoroughly washing your hands for a minimum of 20 seconds with soap and water
-  Visitors or contractors to be inducted, follow site COVID-19 controls, having temperature checked before entry and being required to sign in and out.
-  Face Mask Where it is not practical to observe a distance of 2m wear a face mask. Face masks are also available for individuals who wish to wear at other times

Emergency Controls In Place

-  First aid + 111
-  Doctor



Before Controls: **High Risk (20/25)**



After Controls: **Medium Risk (12/25)**



Hazard Description

Danger by eye, ear, nose and mouth from contact of the COVID-19 virus.

Do not touch your face ears eyes nose or mouth unless you have cleaned your hands thoroughly first.

Do not consume food stuffs or drinks without washing your hands thoroughly prior to doing so.

Controls In Place



Disinfectant surfaces



Communication at all levels of the severity from this pandemic



Wear a mask if less than 2m distance where no other controls in place.



Use litter bin to dis-guard any materials suspected of being contaminated



Use litter bin to dis-guard any materials suspected of being contaminated



Wash your hands thoroughly for a minimum of 20 seconds with soap and water.



Screens uses in the workplace and between desks to shield people when distance less than 2m



Information for delivery drivers available at reception / warehouse in several key European languages



Social Distancing Observe a minimum distance of a minimum of 2 meters between yourself and others where practical.



No eating or drinking except in designated areas and only after thoroughly washing your hands for a minimum of 20 seconds with soap and water



First aider advised only chest compressions not mouth to mouth if resuscitation is required as per HSE guidelines, plus distance as far as possible, us PPE, plus use breathable barrier for nose & mouth if possible

Emergency Controls In Place



First aid



Doctor + 111



Before Controls: **High Risk (20/25)**



After Controls: **Medium Risk (12/25)**



Hazard Description

Danger by Inhalation of the COVID-19 virus.

Maintain a social distance of a minimum of 2 meters between yourself and any other person where practicable.

If you do require to sneeze or cough do it into a closed elbow or tissue and dis-guard immediately.

Do not consume food stuffs or drinks without washing your hands thoroughly prior to doing so.

Controls In Place



Wear a mask if less than 2m distance



Communication at all levels of the severity from this pandemic



Use of screens to provide barriers where distance less than 2m



Use litter bin to dis-guard any materials suspected of being contaminated



Use litter bin to dis-guard any materials suspected of being contaminated



Wash your hands thoroughly for a minimum of 20 seconds with soap and water.



Social Distancing Observe a minimum distance of a minimum of 2 meters between yourself and others.



No eating or drinking except in designated areas and only after thoroughly washing your hands for a minimum of 20 seconds with soap and water

Emergency Controls In Place



First aid



Doctor + 111



Before Controls: **High Risk (20/25)**



After Controls: **Low Risk (5/25)**



Hazard Description

Hand sanitiser: H225: Highly flammable liquid and vapour

Controls In Place



P235 Keep cool.



P242 Use only non-sparking tools.



P102: P102 Keep out of reach of children



P501 Dispose of contents/container to.....



P264 Wash skin thoroughly after handling.



P240 Ground/bond container and receiving equipment



210 Keep away from heat/sparks/open flames/hot surfaces. — No smoking



P403 + P233 Store in a well-ventilated place. Keep container tightly closed



P280: Wear protective gloves/protective clothing/eye protection/face protection.

Emergency Controls In Place



P370 + P376 In case of fire: Stop leak if safe to Do so.



P313 + P337 If eye irritation persists Get medical advice/attention



P305 + P351 + P338 IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.



P303 + P361 + P353 IF ON SKIN (or hair): Remove/Take off Immediately all contaminated clothing. Rinse SKIN with water/shower.



INPUT REQUIRED
Please consider controls



Before Controls: **Medium Risk (12/25)**



After Controls: **Low Risk (4/25)**



Hazard Description

Stress / Confusion

Controls In Place



Communication - ongoing, verbal, briefs, signage



Supervision - aware and directed to be supportive, in regular contact; including for home workers

Emergency Controls In Place



First aid - access to mental health trained first aiders

General Controls & Emergency Controls

Controls In Place



Communication at all levels of the severity from this pandemic



Use litter bin to dis-guard any materials suspected of being contaminated



Information: Working safely during COVID-19 in factories, plants and warehouses



Social Distancing Observe a minimum social distance of a minimum of 2 meters between yourself and others where practical.



Cough On Elbow



Team Work. Frequent review meeting to monitor concerns.



One way systems in place



Support home working where practical



Follow HSE requirements regards RIDDOR reporting of COVID-19



No eating or drinking except in designated areas and only after thoroughly washing your hands for a minimum of 20 seconds with soap and water



Signage In Place



Wash your hands thoroughly for a minimum of 20 seconds with soap and water. 20 Seconds



Group Distancing: 2 Meters Including meeting, toilets, canteen and office seating.



Start / finish and break times managed to minimise congestion



Disinfectant surfaces, including access to fogging machine



Use of screens to provide barriers where distance less than 2m



HSE / government guidance followed regards self isolation and COVID-19 sickness, flow chart document supplied to mgt & key events reviewed individually

Emergency Controls In Place



First aid - following HSE guidance relating to COVID-19



Doctor + 111



First aid - access to Mental Health first aiders

Health Surveillance

If you have symptoms:-

- 1) A new and sustained cough.
- 2) A high temperature (Above 37.9 degrees)
- 3) Loss of sense of smell or taste

Self isolate for 10 days, seek medical advice and inform work as soon as possible.

If you have had close contact with someone suspected or diagnosed with COVID-19 self isolate for 14 days. Inform work as soon as possible.

Ebac will use a thermal imaging camera to take daily temperatures of employees. Where employees show temperatures 37.5 degrees Celsius or greater, they will be checked using a clinical thermometer by a trained First Aider wearing PPE and where a high temperature is confirmed sent home immediately and advised to seek medical advice.

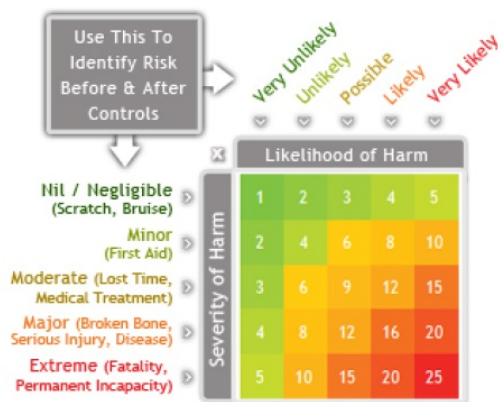
Ebac will follow government advice on highly vulnerable worker & expectant / new mother health protection advice followed.

Linked Documents

Reference	Title	Uploaded By	Uploaded At
59488	Working safely during COVID-19 in factories, plants and warehouses	Graeme Leighton	2020-05-18 06:57:28
63850	talking-with-your-workers	Graeme Leighton	2020-06-30 06:46:40
63892	staying-covid-19-secure	Graeme Leighton	2020-06-30 11:58:56
70027	HSE Guidance COVID-19 Risk Assessment	Graeme Leighton	2020-10-22 15:01:51
70028	Disinfecting premises using fog	Graeme Leighton	2020-10-22 15:02:49
70029	COVID flow chart - mgt guidance	Graeme Leighton	2020-10-22 15:33:31
70205	HSE guidance	Graeme Leighton	2020-10-26 09:39:35

Task Specific Hazard Evaluation

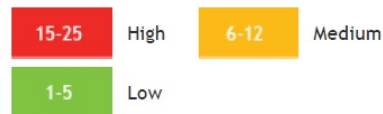
Task Specific Hazard	Persons Affected	Risk (Before)	Control Measures	Risk (After)



Remember The 5 Steps To Risk Assessment

- Step 1 - Identify the hazards
- Step 2 - Decide who might be harmed and how
- Step 3 - Evaluate the risks and decide on precautions
- Step 4 - Record your findings and implement them
- Step 5 - Review your assessment & update if needed

Risk Ratings



Confirmation

I confirm that i have read and understood the content of the above assessment, and that i have been instructed on the hazards & control measures associated with the task including the task specific information.

I also confirm that if the work environment changes or other hazards occur I will bring it to the attention of my immediate supervisor.

Print Full Name	Signature	Date	Print Full Name	Signature	Date

