



REF:	SP302
DATE:	Apr-20
ISSUE:	41
PAGE:	Appendix 3

EHS RISK ASSESSMENT

Ra Ref:	RA GEN 62	Issue:	2
Process / Area Being Assessed:	COVID-19 Pandemic		
Department:	Oldham Site	Assessors:	Vicky Myers, Margaret Campbell, Natalie Meredith. In consultation with SLT Factory and UK Managers
Date Carried Out:	22/07/2020	Review Date:	SEE ELECTRONIC SYSTEM
Equipment in Use:	All site		
People At Risk:	Clinically vulnerable employees (categorised by government are shielding until advised by NHS/Government otherwise)		
Vulnerable Groups That Could Be At Risk:	All employees, agency workers, visitors and contractors		

No	Task being undertaken	Hazard (e.g. spill)	Potential Cause(s) (e.g. Wet floor)	How would this hazard actually cause illness or injury (e.g. slip trip or fall)	Likelihood	Severity	Risk Rating L x S	Current Controls	Likelihood	Severity	Risk Rating L x S	Risk acceptable Yes / No *	Further actions required ACTION LIST	Responsibility	Target Date	Comments
1	Working in offices (Factory Employees)	Contracting COVID-19 virus	COVID-19 Pandemic	Virus symptoms - high temperature, new continuous cough, loss of smell or taste. 20-40% of people suspected asymptomatic. Potential for more serious intervention and hospital treatment being required	3	3	9	<p>All office based staff able to work from home are doing so and utilising remote working. In line with Government recommendations a soft return is planned for some office functions from 03.08.2020 with all office staff expected to be cycling in the office from 07.09.2020. Further desk assessments to ensure social distancing are being carried out by departmental mgrs.</p> <p>DSE Assessments completed.</p> <p>Calendar of well being activities, including online training for tips on homeworking, and check in sessions. online meetings with teams. Employee Assistance Programme in place.</p> <p>No work related travel permitted outside of UK, in line with Mölnlycke requirements.</p> <p>All people coming onto site having temperature taken before entering either building (non contact thermometer)</p> <p>Social distancing measures >2m as far as reasonably practicable</p> <p>Remote video/tele conferencing being used throughout the business</p> <p>Meetings in offices participants to remain 2m apart</p> <p>Cleaning regime increased and checked product ingredients used kill the virus (Selgiene Extreme - Virucidal)</p> <p>A/C not to be used in multiple occupancy offices / meeting rooms</p> <p>Following latest government guidance (discussed in twice a week leadership team call)</p>	2	3	6	Yes	<p>Anyone with symptoms asked to self isolate and book a covid test via government/NHS channels. If negative and provided satisfactory evidence is seen by line managers, and the employee is well and no fever for 48hrs they will be allowed to return to site</p> <p>Anyone feeling unwell in any way is asked not to attend site and to discuss with their line manager</p> <p>Someone in same household with symptoms employee asked to self isolate, if the symptomatic person is tested and it is negative they may return to site. If it is positive the employee must continue to self isolate for 14 days.</p> <p>If the employee tests positive, they must isolate for at least 7 days from when their symptoms first started. If they still have symptoms after this time, other than cough or loss of sense of smell/taste, they must continue to self-isolate until they feel better, including no fever for 48 hours prior.</p>	All Line Managers	Ongoing throughout the outbreak	Risk severity based on majority of population being asymptomatic or experiencing mild to moderate symptoms. Severe symptoms leading to hospitalisation or death unlikely to be those people working within the factory for which this RA is based (based government medical advice)



REF:	SP302
DATE:	Apr-20
ISSUE:	41
PAGE:	Appendix 3

EHS RISK ASSESSMENT

Ra Ref:	RA GEN 62	Issue:	2
Process / Area Being Assessed:	COVID-19 Pandemic		
Department:	Oldham Site	Assessors:	Vicky Myers, Margaret Campbell, Natalie Meredith. In consultation with SLT Factory and UK Managers
Date Carried Out:	22/07/2020	Review Date:	SEE ELECTRONIC SYSTEM
Equipment in Use:	All site		
People At Risk:	Clinically vulnerable employees (categorised by government are shielding until advised by NHS/Government otherwise)		
Vulnerable Groups That Could Be At Risk:	All employees, agency workers, visitors and contractors		

No	Task being undertaken	Hazard (e.g. spill)	Potential Cause(s) (e.g. Wet floor)	How would this hazard actually cause illness or injury (e.g. slip trip or fall)	Likelihood	Severity	Risk Rating L x S	Current Controls	Likelihood	Severity	Risk Rating L x S	Risk acceptable Yes / No *	Further actions required ACTION LIST	Responsibility	Target Date	Comments	
2	Working in offices (Unity House)	Contracting COVID-19 virus	COVID-19 Pandemic	Virus symptoms - high temperature, new continuous cough, loss of smell or taste. 20-40% of people suspected asymptomatic. Potential for more serious intervention and hospital treatment being required	3	3	9	Control measures as above. In addition: <ul style="list-style-type: none"> • Unity House office employees will enter through the front glass doors. Factory employees continue through other entrance • Office workers will not be using the kitchen area – this remains factory employee use only • Toilets on the first floor (next to the kitchen area) – will be for office workers only. Factory employees must use the toilets in the production area. • Ball will remain factory use only as an over spill break area and temporary desk space for cell trainers to maintain social distancing from the cell leader's office. • A/C not to be used in multiple occupancy offices / meeting rooms • All other meeting rooms remain reserved for Unity House office employees only and should not be booked by factory employees. • Unity House office first aiders will do their own inspections and the H&S walk around schedule also updated to avoid need for access. • The factory canteen in Medlock building remains closed to the Unity House office workers. • Unity House office workers will be asked to ensure they avoid using the smoke shelter at key production break times (usually 09:45-10:30) • Factory employees working in Unity House need to park ONLY in the top Unity car park • Unity House office employees should endeavour to use only the bottom half of the Unity car park but may the top car park if it's full. 	2	3	6	Yes	as above	as above	as above	as above	
3	Movement around shared areas of building (Inc. toilets / canteen / smoke shelters and stairwells)	Contracting COVID-19 virus	COVID-19 Pandemic	Virus symptoms - high temperature, new continuous cough, loss of smell or taste. 20-40% of people suspected asymptomatic. Potential for more serious intervention and hospital treatment being required	3	3	9	Social distancing measures in place within canteen inc. contactless payments, no self service (to be covid secure) and around the building <ul style="list-style-type: none"> • Furniture repositioned and smoke shelters marked out • One way system on stairwells as far as reasonably practicable • Day staff have staggered start and finish times • Increased provision of hand sanitiser. Plenty of handwashing facilities around site • All staff receiving regular communications from Site Leadership Team • Posters and signage displayed across site for social distancing • Cleaning regime increased and checked products used do kill virus (Selgiene Extreme – Virucidal) • HiBi scrub supplied in toilets and lots of hand sanitiser stations around site • 1 person in goods lifts - canteen deliveries/waste removal/stock movement 	2	3	6	Yes	as above	Obtain further floor signage to mark out stairwells and corridors for visual reminders of 2m	V Myers	as above 31.07.2020	as above



EHS RISK ASSESSMENT

Ra Ref:	RA GEN 62	Issue:	2
Process / Area Being Assessed:	COVID-19 Pandemic		
Department:	Oldham Site	Assessors:	Vicky Myers, Margaret Campbell, Natalie Meredith. In consultation with SLT Factory and UK Managers
Date Carried Out:	22/07/2020	Review Date:	SEE ELECTRONIC SYSTEM
Equipment in Use:	All site		
People At Risk:	Clinically vulnerable employees (categorised by government are shielding until advised by NHS/Government otherwise)		
Vulnerable Groups That Could Be At Risk:	All employees, agency workers, visitors and contractors		

No	Task being undertaken	Hazard (e.g. spill)	Potential Cause(s) (e.g. Wet floor)	How would this hazard actually cause illness or injury (e.g. slip trip or fall)	Likelihood	Severity	Risk Rating L x S	Current Controls	Likelihood	Severity	Risk Rating L x S	Risk acceptable Yes / No *	Further actions required ACTION LIST	Responsibility	Target Date	Comments
4	Working within Textiles / non clean room areas	Contracting COVID-19 virus	COVID-19 Pandemic	Virus symptoms - high temperature and new continuous cough. Potential for more serious intervention and hospital treatment being required	3	3	9	<p>Controls as described above applicable</p> <p>Work stations moved to keep 2m distance so far as is reasonably practicable</p> <p>Quantity of IPA / cleaning materials provided - impregnated with a 99.99% effective bactericide and virucide</p> <p>Employees are to clean machine buttons at the start of their shift</p> <p>Fixed teams / partnering as far as practicable on knitting sets</p> <p>One way system to avoid shift cross over (different car park and entrance/exits being used)</p> <p>Mölnlycke employees are designated key workers, as described by the government guidance</p> <p>PPE already in use for work activity should continue to be used, in line with government guidance additional PPE is not beneficial and control measures used as described throughout this RA must be followed.</p>	2	3	6	Yes	as above	as above	as above	as above
5	Working within clean rooms	Contracting COVID-19 virus	COVID-19 Pandemic	Virus symptoms - high temperature, new continuous cough, loss of smell or taste. 20-40% of people suspected asymptomatic. Potential for more serious intervention and hospital treatment being required	3	3	9	<p>Controls as above</p> <p>Additionally air is changed 7 times per hour through existing air handling units and GMP principles in place of gowns, masks, gloves, hairnets, snoods, sanitiser.</p> <p>Some areas >2m is not achievable for all tasks, therefore 1m with risk mitigation principle applies along with limiting the close contact and following other control measures detailed within Government produced "Working safely during covid-19 in factories, plants and warehouses" guidance document, including:</p> <p>Avoiding face to face contact - working side by side or back to back</p> <p>Avoiding talking face to face</p> <p>Fixed shift groups to minimise exposure</p> <p>Smaller work bubbles in place</p> <p>Limited tasks <2m and no sustained periods of face to face working</p>	2	3	6	Yes	as above	as above	as above	as above
6	Visitors / Contractors entering site	Contracting COVID-19 virus	COVID-19 Pandemic	Virus symptoms - high temperature, new continuous cough, loss of smell or taste. 20-40% of people suspected asymptomatic. Potential for more serious intervention and hospital treatment being required	3	3	9	<p>Number of visits limited and validity of visit (can it be remote or postponed) approved on twice weekly COVID Leadership call by GM or EHS</p> <p>Temperature checks for anyone entering either building</p> <p>Questionnaire/declaration to be completed by visitor/contractor within the lodge and positively verified by host before allowing entry onto site</p> <p>Record of visitors maintained</p> <p>No delivery drivers / couriers permitted inside buildings (toilet in lodge permitted), encouraged contactless signing and increased handwashing. Drivers to remain in vehicles during loading/offloading operations</p> <p>Canteen/rest rooms are not permitted to be used by visitors or contractors (Toilets are permitted)</p> <p>Visitors/Contractors explained current controls by host and adequately supervised during their visit</p>	2	3	6	Yes	as above	as above	as above	as above



EHS RISK ASSESSMENT

Ra Ref:	RA GEN 62	Issue:	2
Process / Area Being Assessed:	COVID-19 Pandemic		
Department:	Oldham Site	Assessors:	Vicky Myers, Margaret Campbell, Natalie Meredith. In consultation with SLT Factory and UK Managers
Date Carried Out:	22/07/2020	Review Date:	SEE ELECTRONIC SYSTEM
Equipment in Use:	All site		
People At Risk:	Clinically vulnerable employees (categorised by government are shielding until advised by NHS/Government otherwise)		
Vulnerable Groups That Could Be At Risk:	All employees, agency workers, visitors and contractors		

No	Task being undertaken	Hazard (e.g. spill)	Potential Cause(s) (e.g. Wet floor)	How would this hazard actually cause illness or injury (e.g. slip trip or fall)	Likelihood	Severity	Risk Rating L x S	Current Controls	Likelihood	Severity	Risk Rating L x S	Risk acceptable Yes / No *	Further actions required ACTION LIST	Responsibility	Target Date	Comments
7	Notification of an employee displaying covid symptoms	Contracting COVID-19 virus	COVID-19 Pandemic	Virus symptoms - high temperature, new continuous cough, loss of smell or taste. 20-40% of people suspected asymptomatic. Potential for more serious intervention and hospital treatment being required	4	3	12	Procedure / flow chart in place and saved in MS teams on covid group Person to leave site (if on site) and asked to self isolate immediately and book a test via government/NHS channels. Conduct an internal track and trace of people working in 'close contact' with the person (defined as <2m for >15m) Those people who indicate close contact will be asked to leave site as a precaution and follow government guidelines Cleaning the work area / areas visited and assessing impact Potentially close department to allow for full clean if multiple employees are affected and symptomatic Will work with Public Health England and if any employee contracted by NHS test and trace those guidelines will be fully adhered to	2	3	6	Yes	as above	as above	as above	as above
8	Notification of an employee being tested covid positive	Contracted COVID-19 virus	COVID-19 Pandemic	Virus symptoms - high temperature, new continuous cough, loss of smell or taste. 20-40% of people suspected asymptomatic. Potential for more serious intervention and hospital treatment being required	4	3	12	Procedure / flow chart in place and saved in MS teams on covid group Conduct an internal track and trace of people working in 'close contact' with the person (defined as <2m for >15m) if not already carried out on notification of employee becoming symptomatic Those people who indicate close contact will be asked to leave site as a precaution and follow government guidelines Cleaning the work area / areas visited and assessing impact Potentially close department to allow for full clean if multiple employees are affected and symptomatic Will work with Public Health England and if any employee contracted by NHS test and trace those guidelines will be fully adhered to Line Managers to keep in close contact with covid positive employee offering company support and assistance	2	3	6	Yes	as above	as above	as above	as above
							0				0					
							0				0					
							0				0					
							0				0					
							0				0					
							0				0					
							0				0					

NOTE 1 (DO NOT DELETE THIS LINE). THIS RISK ASSESSMENT IS TO BE USED IN CONJUNCTION WITH TRAINING MANUALS (INSERT TRAINING MANUAL NUMBERS). ONLY TRAINED OPERATORS TO PERFORM THE PROCESS, TRAINEES TO BE SUPERVISED AT ALL TIMES. ALL TASKS TO BE PERFORMED IN LINE WITH THE SAFE SYSTEMS OF WORK.