

Spread and Containment of Covid-19 virus

Areas of consideration	Critical Control Point	Failure Mode & possible spread of Covid-19	Control measures (Site Manager should ensure that these controls are present as a minimum)	Risk Priority Number (RPN)	Control measures to be considered. (These controls should be considered to reduce the risk further)	Risk Priority Number (RPN)	Managers Guidance / Comments
3. Social distancing at work.	3.2 Moving around buildings, worksite	1. Staff congregation.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	18	1. Staggered shift times. 2. Phased RTW 3. Limit number people in office canteen Warehouse	18	1. Managers should check and ensure social distancing and hygiene measures are being adhered to. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
		2. Employees failing to adhere to social distancing whilst working.	1. Managers to ensure Staff social distancing takes place. 2. CHE drivers to clean cab controls etc before stating shift 3. Guidance issued to staff on requirements for social distancing. 4. All employees reminded follow social distancing guidelines during briefing.	12	1. Staggered shift times. 2. Phased RTW. 3. Regulating use in office area and walkways to maintain social distancing. 4. Possible Disciplinary Action for failure to follow Social Distancing.	18	1. Site Managers should consider additional controls that can be implemented to reduce Managers should check and ensure social distancing is being maintained. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
		3. Employees not using correct hygiene measures and sanitising practices.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime.	8	1. Provision of Hand Sanitisers in work areas 2. Poster Reminders 3. Possible Disciplinary Action for failure to follow good hygiene regime	8	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 seconds. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
		4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees, through contact with contaminated surfaces.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime. 3. Temperature checks as part of the site access process.	8	1. Designated entrance points. 2. Way in sanitisation station point. 3. On site contract cleaners.	8	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelihood of cross contamination.
		5. Break times	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime. 3. Keep social distance	8	1. Keep breaks to one or two persons only.	8	Managers Supervisor Guidance to break times and keeping social distancing
		5. Unidentified COVID-19 infected employees returning / coming to work.	1. Temperature checks as part of the site access process	15	1. Manager added local or site specific controls.	15	1. Temperature checks should be conducted on all Uniserve sites