

This form is governed by HSP-15-006

Section 1: General Description

Assessment Title:		Assessment Reference No:	363585	
Coronavirus (Covid-19) Workplace Risk Assessment		Issue Number:	08	
Assessment Date:	Assessment Review Date:	OVERALL RISK	MEDIUM	
02 November 2021	30 March 2022	RESIDUAL RISK RATING	3	
Location (Site/department/area):		People who may be affected:		
Matrix Park – throughout site		All staff, agency workers, drivers, visitors and contractors		
Description of Operation Assessed:				
<p>This assessment has been completed to assess the risk to staff, agency workers and others who may be affected during the coronavirus (COVID-19) pandemic.</p> <ul style="list-style-type: none"> • Production Areas – Dry Wipes, Wet Wipes, Clean Room and Woundcare. • Engineering workshop and plant areas • Warehouse / Distribution Areas • Offices • Meeting rooms • Communal Areas (Toilets, Canteen, Corridors) • External Areas • Sales visits to customers (including international travel) • Home Workers • Other activities 				

This form is governed by HSP-15-006

Specific Needs of people who may be affected

Clinically extremely vulnerable persons – The shielding programme has now ended in England. This means that people who were previously considered clinically extremely vulnerable (CEV) will not be advised to shield in the future or follow specific national guidance. If this applies to you, you will receive a letter informing you of these changes in more detail and providing further information on available support.

The situation is now very different to when shielding was first introduced at the start of the pandemic. We know a lot more about the virus and what makes someone more or less vulnerable to COVID-19, the vaccine continues to be successfully rolled out, and other treatments and interventions are becoming available.

The government will continue to assess the situation and the risks posed by COVID-19 and, based on clinical advice, will respond accordingly to keep the most vulnerable safe.

As a minimum, you should continue to follow the same guidance on staying safe and preventing the spread of COVID-19. You should consider advice from your health professional on whether additional precautions are right for you. However, as someone with a health condition, you may want to consider, alongside any advice from your clinician, if additional precautions are right for you.

Occupational health support is available for all employees which can be accessed via HR

Safe System of Work or Procedure reference(s):

For general cleaning procedures within production areas refer to SOP-04-01

HM Government Guidance – Working safely during COVID-19 in factories, plants and warehouses, offices and contact centres and vehicles. Dated 14th September 2021

Incident history – previous accidents, incidents or near misses?

There have been no confirmed occurrence of covid-19 being contracted whilst working at the Matrix Park site.

Persons consulted:

Steve Birch (Site), Darren Gaunt, Ian Rathmill, Tony Holt, Dave Wilkinson, Jimmy Grimwade, Oliver Kershaw (Dry Wipes), Tony Pullen, Caroline Threadgold and Justyna Drozd (Woundcare), Steve Brannon, Carl Tyson and Charlie Fenech (Warehouse), Gary Richardson, Julie Morrison and Jeanette Snape (Wet Wipes and Clean Room), Derek Hindley (Maintenance), Paul McIntyre (Sales), Hakeem Adebisi (International Business), Julie Dickinson (Sales) Alison Broomhead (Gemini cleaners)

This form is governed by HSP-15-006

Section 2: Risk Matrix

Risk is assessed using a 4x4 risk matrix. The likelihood and the severity must be determined and an overall risk rating calculated.

		Severity (S)				RISK RATING
		NEGLIGIBLE (1)	MINOR HARM (2)	SERIOUS HARM (3)	FATALITY/ MAJOR INJURY (4)	
Likelihood (L)	UNLIKELY (1)	1	2	3	4	VERY HIGH
	POSSIBLE (2)	2	4	6	8	HIGH
	PROBABLE (3)	3	6	9	12	MEDIUM
	LIKELY/ FREQUENT (4)	4	8	12	16	LOW

If the Risk Rating is between:		Priority
1-2	Continue with existing control, however monitor for changes	4
3-5	Reduce risk where practicable and regular ongoing monitoring	3
6-11	Additional control measures required to bring the risk down to an acceptable level	2
12-16	Immediate action necessary. Stop/do not start activity. Risk is not acceptable	1

SFAIRP – So Far as is Reasonably Practicable

This form is governed by HSP-15-006

Section 3: Assessment of Risks

Hazard	Operation leading to risk of exposure	RISK			Current risk control measures in place	RESIDUAL RISK			Risk Reduced SFAIRP	Action Ref
		L 1-4	S 1-4	R 1-16		L 1-4	S 1-4	R 1-16		
Employee in contact with confirmed case	Employee in contact with confirmed case and contact from Test and Trace service	2	3	6	<p>The company will assist the test and trace service by keeping records of staff attendance and shift patterns through the T&A system Ceequel.</p> <p>These records are held for a minimum of 21 days</p> <p>The Company will assist NHS test and trace where requests for data are needed to enable containment of clusters or outbreaks of Covid-19</p>	1	3	3	Yes	None
Confirmed case of Covid-19	Outbreak within the business requiring co-operation with Public Health England (PHE)	2	3	6	<p>A single point of contact (SPOC) has been nominated on site. The SPOC will lead on contacting PHE</p> <p>In the event of confirmation of more than one case on site the SPOC will contact PHE health protection team to report a suspected outbreak.</p> <p>If the local PHE health protection team declares an outbreak, the Company will record details of symptomatic staff and assist with identifying contacts. The Company will ensure all employment records are up to date. Information about the outbreak management process will be provided by PHE, which will help to implement control measures, assist with communications to staff, and reinforce prevention messages.</p>	1	3	3	Yes	None
Employee with Covid-19 symptoms or asymptomatic but has tested positive	Employee with symptoms or who has tested positive for C-19 attending work and in contact with others resulting in further spread or the virus within the Company	2	3	6	<p>All staff with a high temperature or a new, continuous cough or a loss or change to their sense of smell or taste, or who have tested positive for Covid-19 have been instructed to self-isolate for 10 days and to arrange for a PCR test as soon as possible.</p> <p>If anyone in their household has the above symptoms, they should arrange for a PCR test. Unless they have been fully vaccinated or are under 18 years 6 months old, they should self-isolate for 10 days from the date the member of their household started having symptoms.</p>	1	3	3	Yes	None

Title: Risk Assessment Form

Document No: Form-15-008

Revision No: : 02

Effective Date: 08-Jul-2020

Page 5 of 12

This form is governed by HSP-15-006

Hazard	Operation leading to risk of exposure	RISK			Current risk control measures in place	RESIDUAL RISK			Risk Reduced SFAIRP	Action Ref
		L 1-4	S 1-4	R 1-16		L 1-4	S 1-4	R 1-16		
Employee who has been in close contact with another employee who has tested positive	Employees working in close contact with someone who has Covid-19	2	3	6	People who are fully vaccinated or under 18 years 6 months old do not need to self-isolate if they've had close contact with someone who has COVID-19. If they get any COVID-19 symptoms, they should self-isolate immediately and get a PCR test. All other staff should isolate for 10 days and must not attend site.	1	3	3	Yes	None
Asymptomatic staff attending	Close and prolonged contact with others working in or entering the site and contamination of surfaces	2	3	6	Lateral flow tests are available for all staff on site, completion of tests is recommended twice per week. Anyone testing positive will be instructed to immediately self-isolate and arrange for a PCR test through the NHS. If the PCR test is positive, they must self-isolate for 10 days. If the test is negative, they may return to work.	1	3	3	Yes	None
General access to site	Close and prolonged contact with others working in or entering the site Contact with contaminated surfaces	2	3	6	Site rules have been communicated to all staff summarising the findings of the risk assessment and the control measures that must be followed. Communication to all staff instructing people to stay at home if they have Covid-19 related symptoms and call their manager or supervisor as soon as practicable. Control measures are in place on site following government guidance: <ul style="list-style-type: none"> • The frequency of handwashing is encouraged, and signage is in place throughout site. Hand sanitiser is located throughout site and at all entrances/exits. All staff have been briefed. • Increased surface cleaning throughout site of commonly touched surfaces such as door handles • Minimise contact with others as much as possible Other risk mitigation that has been followed includes: <ul style="list-style-type: none"> • Using screens or barriers to separate people from each other • Using back-to-back or side-to-side working (rather than face to face) • Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person only works with a few others) 	1	3	3	Yes	None

Title: Risk Assessment Form

Document No: Form-15-008

Revision No: : 02

Effective Date: 08-Jul-2020

Page 6 of 12

This form is governed by HSP-15-006

Hazard	Operation leading to risk of exposure	RISK			Current risk control measures in place	RESIDUAL RISK			Risk Reduced SFAIRP	Action Ref
		L 1-4	S 1-4	R 1-16		L 1-4	S 1-4	R 1-16		
					Ventilation systems provide a good supply of fresh air, doors and windows are kept open where possible. Regular maintenance is completed on air handling systems including the changing of filters.					
Dry Wipes	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces High number of agency staff who may change regularly means an increased exposure to different people	2	3	6	Frequency of cleaning has been increased for commonly touched surfaces. Hand sanitiser is available in the area and surface cleaner and wipes Creel operatives – Screens are in place between the two sides. When moving around the area the duration of close contact is minimal. This is generally 2 people who are ‘paired’ Machine operators – when moving around the area the duration of any contact within 2 metres is minimal Palletising operators – This is generally 2 people who are ‘paired’. Maintenance tasks – this may involve 2 people working closely, this is side by side wherever possible. Office – generally one/two person(s) working in areas Face coverings (surgical masks) are available for use in this area and their use is optional	1	3	3	Yes	None
Wet Wipes	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	2	3	6	Frequency of cleaning has been increased for commonly touched surfaces. Hand sanitiser is available in the area and surface cleaner and wipes Staff avoid close contact where possible Face coverings (surgical masks) are available for use in this area and their use is optional. Staff have received training in the correct use of masks.	1	3	3	Yes	None
Clean Room	Close and prolonged contact with others working in or entering the area Contact with	2	3	6	General operations in this area is in a controlled clean room environment with regular hand sanitising and surface cleaning part of the normal routine Staff avoid close contact where possible Face coverings (surgical masks) are available for use in this area and	1	3	3	Yes	None

Title: Risk Assessment Form

Document No: Form-15-008

Revision No: : 02

Effective Date: 08-Jul-2020

Page 7 of 12

This form is governed by HSP-15-006

Hazard	Operation leading to risk of exposure	RISK			Current risk control measures in place	RESIDUAL RISK			Risk Reduced SFAIRP	Action Ref
		L 1-4	S 1-4	R 1-16		L 1-4	S 1-4	R 1-16		
	contaminated surfaces				their use is optional. Staff have received training in the correct use of masks.					
Woundcare	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	2	3	6	Frequency of cleaning has been increased for commonly touched surfaces. Hand sanitiser is available in the area and surface cleaner and wipes Staff avoid close contact where possible Screens are in place around workstations Face coverings (surgical masks) are available for use in this area and their use is optional. Staff have received training in the correct use of masks.	1	3	3	Yes	None
Engineering Workshop and Plant Areas	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	2	3	6	Handwash facilities available Staff avoid close contact where possible Face coverings are available, and their use is optional Checks are completed before contractors enter site to ensure they have no symptoms and have not been in contact with anyone with symptoms for the past 10 days.	1	3	3	Yes	None
Warehouse & Distribution	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	2	3	6	Frequency of cleaning has been increased for commonly touched surfaces. Hand washing facilities, soap and disposable hand towels are available Hand sanitiser is available in the area and surface cleaner and wipes Drivers are not permitted in the Warehouse and keys are collected on the yard (placed into a tub and not physically handled) A toilet is in place on the yard for drivers use and this is regularly cleaned. All external doors kept closed to prevent unauthorised entry Staff avoid close contact where possible Face coverings (surgical masks) are available for use in this area and their use is optional. Staff have received training in the correct use of masks.	1	3	3	Yes	None

Title: Risk Assessment Form

Document No: Form-15-008

Revision No: : 02

Effective Date: 08-Jul-2020

Page 8 of 12

This form is governed by HSP-15-006

Hazard	Operation leading to risk of exposure	RISK			Current risk control measures in place	RESIDUAL RISK			Risk Reduced SFAIRP	Action Ref
		L 1-4	S 1-4	R 1-16		L 1-4	S 1-4	R 1-16		
Offices	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	2	3	6	Frequency of cleaning has been increased for commonly touched surfaces. Hand sanitiser, surface cleaner and wipes are available in the area Screens are in place between desks that face each other and that are on walkways. Staff avoid close contact where possible	1	3	3	Yes	None
Meeting Rooms	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	2	3	6	Frequency of cleaning has been increased for commonly touched surfaces. Cleaning materials are available for cleaning tables before and after use and signage in place Staff avoid close contact where possible Windows are opened where possible to improve ventilation	1	3	3	Yes	None
Toilets	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	2	3	6	Frequency of cleaning has been increased for commonly touched surfaces. Hand washing facilities, soap and disposable hand towels are available.	1	3	3	Yes	None
Corridors	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	2	3	6	Frequency of cleaning has been increased for commonly touched surfaces. Hand sanitiser is available in the area Staff avoid close contact where possible	1	3	3	Yes	None
Locker Room	Close and prolonged contact with others working in or entering the area	2	3	6	A large number of staff use this area throughout the day, and this includes staff from all production Dry Wipes lockers are located in their department and Warehouse lockers are located outside the Warehouse office.	1	3	3	Yes	None

Title: Risk Assessment Form

Document No: Form-15-008

Revision No: : 02

Effective Date: 08-Jul-2020

Page 9 of 12

This form is governed by HSP-15-006

Hazard	Operation leading to risk of exposure	RISK			Current risk control measures in place	RESIDUAL RISK			Risk Reduced SFAIRP	Action Ref
		L 1-4	S 1-4	R 1-16		L 1-4	S 1-4	R 1-16		
	Contact with contaminated surfaces				Lockers have been repositioned to ensure that staff from the same department are not in the same area when using the locker room.					
Canteen and kitchen areas	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	2	3	6	Frequency of cleaning has been increased for commonly touched surfaces. Cleaning materials are available for cleaning tables before and after use and signage in place Hand sanitiser is available in the area Staff avoid close contact where possible	1	3	3	Yes	None
Smoking Shelter	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	2	3	6	Staff use this area throughout the day, and this includes staff from all departments Staff avoid close contact where possible Good ventilation in area	1	3	3	Yes	None
External Areas	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	2	3	6	Minimal number of people work externally Good ventilation	1	3	3	Yes	None
Sales Visits to Customers	Close and prolonged contact with others at premises not controlled by Vernacare Contact with contaminated surfaces	2	3	6	National Sales – this may involve visiting hospitals where permitted. Staff will not enter ward areas that have confirmed Covid-19 cases. The policies and procedures in place for premises being visited will be reviewed prior to any visit and local requirements will be adhered to Nitrile gloves, surgical masks, azo wipes and sanitiser are supplied to all Sales staff	1	3	3	Yes	None

Title: Risk Assessment Form

Document No: Form-15-008

Revision No: : 02

Effective Date: 08-Jul-2020

Page 10 of 12

This form is governed by HSP-15-006

Hazard	Operation leading to risk of exposure	RISK			Current risk control measures in place	RESIDUAL RISK			Risk Reduced SFAIRP	Action Ref
		L 1-4	S 1-4	R 1-16		L 1-4	S 1-4	R 1-16		
International travel - Eurotunnel	Travelling by own vehicle through the tunnel for meetings in other countries	3	3	9	Government guidance for travelling overseas will be followed and the specific requirements of each individual country will be considered. Isolation protocols will be adhered to. Travelling by Eurotunnel is the preferred method of travel to overseas countries where practicable.	1	3	3	Yes	None
International travel - Air	Close and prolonged contact with others at airports and on flights	3	3	9	Government guidance for safer air travel for passengers will be followed Face coverings must be worn throughout all flights Government guidance for travelling overseas will be followed and the specific requirements of each individual country will be considered. Isolation protocols will be adhered to.	1	3	3	Yes	None
Home Workers	Use of display screen equipment (DSE) Lone working Stress and mental health	2	3	6	DSE USE All staff working from home have been issued with online training and a toolbox talk detailing the hazards, health effects, how to ensure they are correctly set up and the need to take regular breaks from the equipment. DSE assessments completed to ensure they are set up correctly Where necessary equipment has been delivered to staff (for example screens, keyboards etc.) to improve their workstation set up Staff instructed to highlight to their manager if they have any issues. LONE WORKING & STRESS AND MENTAL HEALTH Managers keep in regular contact with their staff to ensure they are safe, well and they have no issues with workloads. Support is also available via occupational health if required	1	2	2	Yes	None
Other activities	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	2	3	6	Emergency evacuation of site – Staff avoid close contact where possible Good ventilation in area First Aid – First aiders may be required to administer treatment that would involve being in close contact with another person – guidance issued, and masks supplied	1	3	3	Yes	None


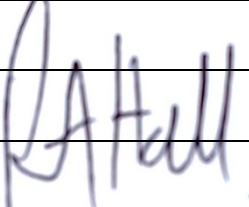

This form is governed by HSP-15-006

Section 4: Further Action Plan

Action Reference Number	Further Action Required	Priority (Residual Risk Rating)	Actionee	Actionee Signature	Timescale	Status
	None					

This form is governed by HSP-15-006

Section 5: Risk Assessment Sign Off

Risk Assessor:	
Print:	Jo Holding
Signature:	
Date:	02 November 2021
Signature below denotes agreement with both the risk assessment and the further action plan	
Risk Owner:	
Print:	Richard Hall
Signature:	
Date:	30.11.2021
Health, Safety and Environmental Manager:	
Print:	Jo Holding
Signature:	
Date:	02 November 2021