



Scottish Leather Group

Covid-19 Risk Assessment

Scottish Leather Group – COVID19 Risk Assessment

The purpose of this risk assessment is to identify the risk to employees from the virus in the workplace. It should identify the methods of exposure and the control measures that should be put in place to mitigate the risk.



Generic Risk Assessment: RISKS TO WORKERS FROM CORONAVIRUS (COVID-19)		Date of Assessment 06/05/2020	Location: All Sites	
Who is at risk?	Workers, Visitors and Contractors	RA Completed By	Billy Budgen	

Hazard	Effect	Current Controls	Risk Rating			Additional Controls Required	Residual Risk Rating			Comments
			L	C	R		L	C	R	
Virus spread by close contact with one another.	<i>Virus can be spread when workers are less than 6 feet/2 metres apart and are not wearing appropriate PPE.</i>	<ul style="list-style-type: none"> People who can work from home MUST work from home. Stagger arrival and departure times of workers. Reduce congestion by having workers use more entry points to the workplace. Operator must be 6 feet/2 metres apart. Where this is not practicable, other control measures must be considered – e.g. a barrier between workers and/or PPE. Place floor markers to show workers what 6 metre/2 metres looks like. Supervisors must monitor and enforce social distancing. Meetings to be held on Microsoft Teams where possible 	2	5	10	<ul style="list-style-type: none"> Assign workers to the same shift teams to limit social interaction. Assess activities that do not allow social distancing and consider if those activities need to continue for the business to operate. If practicable, create one-way flow through buildings. Only essential visits are permitted and only if it cannot be done using Microsoft Teams/Skype. 	2	5	10	
Virus spread through droplets from coughing or sneezing	<i>Workers can breathe in airborne virus and become infected.</i>	<ul style="list-style-type: none"> Cough or sneeze into a tissue or the crook of elbow. Operators who have symptoms, dry cough, temperature, shortness of breath must not come in to work. Any workers who come to work with the symptoms, must be sent home. Area where the person works must be put out of bounds until it is disinfected. Full-Face Visors Clinical Face Masks Communicate with workers and ensure they understand these principle. 	2	5	10	<ul style="list-style-type: none"> Workers must Self Screen before coming to work. If they have any of the symptoms, they must self-isolate and inform their manager/supervisor. If a worker has symptoms, they must book a Covid-19 Test and follow the process in detailed in the Worker Covid-19 Testing Guidance. 	2	5	10	
Virus spread through touching contaminated surfaces.	<i>Workers can touch surfaces that have been contaminated by the virus and through touching their face, eyes or nose can get infected.</i>	<p>Hygiene – Hand Sanitisers:</p> <ul style="list-style-type: none"> Every access point Canteens Bathrooms Meetings rooms <p>Cleaning:</p> <ul style="list-style-type: none"> Cleaners to disinfect common touch area, canteens, bathrooms, door handles etc. Workers to clean down machines/plant on common touch areas, such as control panels, emergency stops at the beginning or end of every shift. <p>Avoid Contact:</p> <ul style="list-style-type: none"> Avoid touching your eyes, nose or mouth. Leave doors open to remove risk of touching surfaces. 	2	5	10	<ul style="list-style-type: none"> If practical, install automatic door openers at entrances to buildings Clearing workspaces and removing waste and belongings at the end of each shift. 	2	5	10	
Vulnerable workers to Covid-19.	<i>Certain workers who are more vulnerable to Covid-19</i>	A separate risk assessment must be carried out that is specific to the individual and the work they do.								

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Risk Rating	Action
1-2	No Action - no further action, but ensure controls are maintained & reviewed.
3-6	Monitor - look to improve at next review or if there is a significant change.
8-12	Action - Improve within specified timescale or increase supervision of workforce for duration of risk score.
15-16	Urgent Action - take immediate action & stop activity if necessary, maintain existing controls rigorously.
20-25	Stop - stop activity & take immediate action.

1st Choice	Eliminate – remove the hazard
2nd Choice	Substitute – replace with a safer alternative
3rd Choice	Isolate / Segregate – engineering controls – barrier off the hazard
4th Choice	Reduce exposure & other controls – limit access / time exposed, rules, signs, permit-to-work, etc
Last Resort	Other controls – PPE



Scottish Leather Group

Scottish Leather Group Limited
Locher House
Kilbarchan Road
Bridge of Weir
Renfrewshire
PA11 3RN
Scotland

+44 (0)1505 691730
info@scottishleathergroup.com

Registered No. SCO42020

scottishleathergroup.com