


Covid-19 Risk Assessment

Location: On site			Assessment No: 607
Assessor: Chris Dilley	Signature: 	Date prepared: 04.05.2020	Review date: 04.11.2020
People at risk:	<input checked="" type="checkbox"/> Site Personnel	<input checked="" type="checkbox"/> Client Personnel	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Other
Hazards	Initial risk value	Precautions / control measures required to reduce the level of risk to the lowest practicable level	Residual risk value
Spread of Covid – 19 Coronavirus	16	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Ensure there are extra supplies of soap, hand sanitiser and paper towels. Antibacterial hand sanitizer to be placed around the site in designated locations and areas where washing facilities are not readily available. All Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues/paper towels will be made available throughout the workplace. Cleaning stations will be in place in all areas of the business including Offices, Production Lines, Stores and warehouses. To help reduce the spread of Covid – 19 reminding everyone of the Public Health and NHS advice/guidance on hand washing by means of posters and communication notice boards. Encourage Staff to report any problems. Bins to be located around the business for disposal of tissues, hand roll etc. Ensure Staff use the antibacterial hand sanitizer before entering the workplace. <p>Cleaning</p> <ul style="list-style-type: none"> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, canteens, toilets, kitchen areas, machinery, tooling, tools, handrails and access equipment. Rigorous checks will be carried out by First Line Managers to ensure the necessary procedures are being followed. 	4

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Spread of Covid – 19 Coronavirus (cont...)		<ul style="list-style-type: none"> • Ensure that there is an extra supply of cleaning materials such as disinfectants, mops, bleach and cleaning towels for use across the sites. • Provide disposable nitrile gloves and any other necessary Personal Protective Equipment for cleaning purposes. • All cleaning materials will be disposed of in the designated waste bins provided to reduce any contamination. • Cleaning stations to be put in designated areas of the Production lines for routine cleaning before and after use of objects and surfaces that are touched regularly such as machinery and where hand washing facilities are not readily available. • Regularly clean the hand washing stations and check soap and sanitiser levels. • Cups, saucers and other crockery items will be cleaned thoroughly in the dishwashers after every use. • New processes for more frequent cleaning of canteens, kitchen areas, toilets and hand washing facilities to be put in place. <p>Social Distancing Access / egress to site –</p> <ul style="list-style-type: none"> • Stop all non-essential visitors. • Introduce shift systems to reduce congestion and contact at all times. • Increase site access points (where possible) to enable social distancing. • Remove or disable entry systems that require skin contact e.g. Clocking machines. • Set up physical 2 metre markers outside the buildings to enforce social distancing protocols are followed. • Management checks to ensure this is adhered to. • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it by means of posters, signage, toolbox talks and communication notice boards. • Encourage and support working from home as much as possible to reduce the number of workers on site at any one time. 	

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Spread of Covid – 19 Coronavirus (cont...)		<p>Offices</p> <ul style="list-style-type: none"> • All offices to be individually assessed to ensure 2 metre social distancing between employees at their workstations is adhered to. • Desks, chairs and tables to be moved accordingly to ensure 2 metre distancing between employees for access / egress purposes. • A maximum number of employees per office in line with 2 metre social distancing will be issued to each Head of Department. • Encourage and support working from home as much as possible to reduce the numbers of employees in the offices. • Phones, email, Microsoft Teams and radios to be used as a means for Production Staff to contact Departments such as Purchasing and Technical to reduce the footfall in offices. • Consumable items for Production will be moved from the offices to reduce footfall. • An effective method of communicating to others will be put in place to enable social distancing when walking in the corridors, stairs or around corners e.g. Bells, verbal communication or a buzzer. • Social distancing to be adhered to in the Kitchen and communal areas. • Meeting rooms and canteens will have chairs removed to enable and promote social distancing. • Where possible glass or Perspex screens will be put in place to ensure further protection where necessary. • Hot desking will not be permitted. <p>Production buildings and Stores</p> <ul style="list-style-type: none"> • Shift systems will be put in place to minimise numbers of employees working at any one time in the Factories and Stores areas. • One-way systems will be put in areas wherever possible to enable 2 metre social distancing. • Staggered break times will be introduced to maintain social distancing. • A new break process to be introduced to enable social distancing when entering the canteen at break times. 	

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Spread of Covid – 19 Coronavirus (cont...)		<ul style="list-style-type: none"> • Canteen facilities will be individually assessed and tables and chairs will be set to ensure the 2 metre social distancing is in place throughout break times. • The maximum number of employees working inside the homes will be limited to one person per room and a maximum of two people in larger rooms such as Kitchens or Living rooms as long as there is adequate room for social distancing. • Team Leaders and First Line Managers will enforce 2 metre social distancing rules at all times. • Floor markings will be put in place in areas of normal high numbers of employees such as chop saw stations to enable two metre distancing at all times. • Where social distancing is not reasonably practicable such as a two man lift or exterior cladding, employees will follow the two man lift process in place in line with Public Health England and the Health & Safety Executive recommendations. • Regular audits by management to ensure processes are working and to ensure compliance. • Process for using the toilet facilities will be put in place and enforced to maintain 2 metre social distancing. • Information on processes will be given at Covid – 19) Health & Safety induction that every employee will complete prior to being permitted to return to work. • All Staff to be reminded on the processes on social distancing by means of communication notice boards, posters and signage. • Smoking shelters will have seats removed and markings in place to again ensure social distancing. • Where necessary a temporary smoking shelter will be put in place to maintain 2 metre distancing between employees at break times. • Canteen and smoking shelters to have information on social distancing in place. • Where possible there will be tape markings, footprints or some form of visible indication showing where employees are to sit or stand to maintain 2 metre social distancing. • Regular audits of all the above processes will take place to ensure compliance by all Staff. • Reduce the number of people each person has contact with by using fixed teams or partnering up so each person works with only a few others. • Reducing job and equipment such as tooling rotation. 	

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<p>Exposure from others due to:</p> <ol style="list-style-type: none"> 1. Living with someone with a confirmed case of Covid – 19 2. Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of Covid – 19 3. Being advised by a Public Health agency that contact with a diagnosed case has occurred. 		<ul style="list-style-type: none"> • To follow government action of self-isolation and only to leave the house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed as key workers. • Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed. • Maintain contact with line management and Human Resources and to follow company policy. • Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required. • Company to ensure extremely vulnerable persons (as listed by the Public Health England and the NHS) are shielding themselves and following their specific medical advice issued to them. • Follow good NHS hygiene measures at all times. • Avoid visitors to your home unless they are providing a medical requirement. • Do not approach delivery staff, allow packages to be left on the doorstep. • All Staff will undergo a daily health assessment with a number of questions being asked prior to being allowed on site. • All Staff will have their temperature taken before being permitted to enter site. • All employees will be given such information necessary in order that they know the symptoms of Covid – 19 and what they need to do. 	
<p>Suspected case of Covid – 19 whilst working on site.</p>		<ul style="list-style-type: none"> • If an employee develops a high temperature or a persistent cough while at work, they should: <ul style="list-style-type: none"> ○ Return home immediately – Avoid touching anything – Cough or sneeze into a tissue and put it in a bin – they then must follow the guidance on self-isolation until their period of self-isolation has been completed. ○ The Manager will then inform the Health & Safety Manager, Production Manager, Head of Department or Human Resources. ○ In the event this happens a business contingency plan will be in place to understand possible deep cleaning process and mapping of the workplace and employees the individual may have come into contact with throughout the day. 	

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		<ul style="list-style-type: none"> ○ The Management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. ○ The employee will follow the absence policy throughout their absence and update Human Resources accordingly. 	
Mental Health and Wellbeing.		<ul style="list-style-type: none"> ● All Heads of Departments and Managers will keep in regular contact for those working from home to ensure regular contact is made and the employee feels part of the team still. ● The business will send out links, advice and guidance on how to improve mental health and wellbeing. ● Mental Health First Aiders are in place around the business and photos in the communication notice boards. ● Anyone suffering from Mental Health issues must speak to a Manager and assistance will be given. 	

Risk/Priority Indicator & Assessment Key

Assessment Key		Timeframe
17-25	Unacceptable	Stop activity and make immediate improvements
10-16	Tolerable	Look to improve within specified timescale
5-9	Adequate	Look to improve by next review
1-4	Acceptable	No further action, but ensure controls are maintained

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	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	
	CONSEQUENCE					

Likelihood
1. Improbable / very unlikely - There is a 1 in a million chance of the hazardous event occurring.
2. Unlikely - There is a 1 in 100,000 chance of the hazardous event occurring.
3. Even chance / may happen - There is a 1 in 10,000 chance of the hazardous event occurring.
4. Likely - There is a 1 in 1,000 chance of the hazardous event occurring.
5. Almost certain / imminent - There is a 1 in 100 chance of the hazardous event occurring.

Consequence
1. Insignificant - No injury.
2. Minor - Minor injuries needing first aid.
3. Moderate - Up to seven days absence.
4. Major - More than seven days absence.
5. Catastrophic – Fatality.