















RISK ASSESSMENT

Assessment date	Assessment number	Revision	Team										
05-05-2020	RA 106	1	Team Leader	S. Walker									
			Team Members	All Employees, Contractors, & Site Vistors									
Process / Activity			Department										
COVID-19			Both Sites 1 & 2										
Reason for this review (enter 'X' in box)													
Routine review	Post accident	New process	Change to process	New process location	Other (please specify)								
					Coronavirus Pandemic in the UK								
PPE required for carrying out the task (enter 'X' in box)													
Footwear	Eyewear	Gloves	Hearing	Visor	Welding	Earthing	Dust mask	Face Covering	Overalls	Hardhat	Harness	Apron	High-Vis
													
		X						X					
Safe system(s) of work (SSOW) associated with this task				Training required to carry out this task									
Assessment Summary													
Manager sign off - assessment complete			Date closed	Next review due									
Signature	Name												
S. Walker	S. Walker		01/04/2020	01/04/2021									

Manager to sign off risk assessment only when risk priority numbers are to an acceptable level and all improvement actions are completed. Managers signature denotes assessment is complete and closed until next review.

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1	Spread of Covid-19 Coronavirus/ General Hygiene	1. Staff 2. Visitors 3. Cleaners 4. Contractors 5. Drivers		<u>Hand Washing</u>			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 disposal towels. Also reminded to catch coughs and sneezes in tissues - Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose and mouth with unclean hands. Paper towels will be made available throughout the workplace. All staff will be regularly reminded of the importance of washing hands before and after breaks.l	
			1	Hand washing facilities with soap and water in place	2	2		
			1	Stringent hand washing taking place	2	2		
			1	Drying of hands with disposable paper towels. Hand dryers are not to be used.	2	2		
			1	Staff encouraged to protect the skin by applying barrier creams regularly	2	2		
			1	Hand sanitisers stations in all areas and on all entrances and exit points.	2	2		
2	Wellbeing			<u>Symptoms of Covid-19:</u>			Self daily screening: Before leaving home employees, contractors & visitors should assess their health against COVID-19 spread and not attend site if they are experiencing symptoms.	
			2	If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Managers will maintain regular contact with staff members during this time.	1	2		
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1 = Small injury eg. Small cut, bruise, bump etc. 2 = Medium injury, injured person expected to recover within one week 3 = Serious injury, RIDDOR reportable, injured person expected to be off work for more than 7 days			1 = Unlikely to happen 2 = Likely to happen 3 = Certain to happen		RPN 1,2,3 = Low risk, no further action required RPN 4 = Medium risk, action to be taken to reduce risk where benefits outweigh cost RPN 6 = Action to be taken to reduce risk within one month RPN 9 = Stop process immediately until risk is reduced to acceptable level			

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2	Wellbeing Cont:	1. Staff 2. Visitors 3. Cleaners 4. Contractors 5. Drivers	2	If advised that a member of staff has developed Covid-19 and were recently on Greenfield premises (including where a member of staff has visited other work premises such as domestic premises) 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.	1	2	Daily On-Site Temperature Screening: All employees, visitors & contractors may be required to attend a health screening process where their temperatures will be checked if their general health is causing concerns to other members of staff.		
			Health & Wellbeing:						
			1	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer support wherever possible.	2	2	Regular communication of your health and wellbeing as we have an open door policy for those who need additional support. Weekly zoom meetings with all home workers which will include a welfare review.		
			1	Maintaining a confident workforce with little or no anxiety regarding the Coronavirus pandemic.	2	2	All staff will be expected to attend a COVID-19 back to work induction.		
3	Social Distancing:		2 Metre (6.5ft) Rule:						
			1	Where possible we will endeavour to reduce the number of persons in any work area to comply with the 2 metre (6.5ft) Gap recommended by Public Health England (PHE) If the 2m distance is unachievable the appropriate PPE / Face covering will be provided.	2	2	a) Encourage Office staff to work from home. b) to utilise the upstairs offices and improve safe distance working for office staff c) Introduction of floor markings. d) Staff to be reminded on a daily basis of the importance of social distancing with signage in place to remind staff.		
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3	Social Distancing Cont:	1. Staff 2. Visitors 3. Cleaners 4. Contractors 5. Drivers		Car Sharing:					
			1	Except for household members, car sharing is not to be encouraged, but as we have several employees who need to car share the must wear suitable PPE. If one employee of the car share group is unwell, all other car share members will also be asked to provide a temperature test reading.	3	3	Advising any employee that needs to car share that they need to wear a suitable face covering and gloves whilst in the vehicle. PPE must be placed in a suitable container after the journey, and hand sanitiser must be used before entering the factory.		
				Time Clocks:					
			1	Hand sanitiser station to be situated by the clock machine	3	3	Clocking system moved to comply with 2 metre rule.		
				Shift Change Over:					
			1	Ensure that there is a clear time gap between the finish of one shift and the start of another. reducing person to person contact.	2	2	Clocking system updated with new finish/start times. All staff being reminded of the importance finishing their shift on time, and not to start shifts early.		
				Staggered Breaks:					
	1	Food should be brought in from home, If using the canteen Social distancing rule should be used.	2	2	All employees will be allowed to take their breaks at their work stations, in their own cars or outside the factory but all areas must be left clean and tidy.				
		Manufacturing Operations:							
	2	Appropriate PPE must be worn with any manufacturing process that the 2 metre rule cannot be applied	1	2	If a process requires more than one person. The person assisting must be from the same fixed team and face coverings/gloves should be worn.				
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3	Social Distancing Cont:	1. Staff 2. Visitors 3. Cleaners 4. Contractors 5. Drivers		Manufacturing Operations Cont:				
			1	In every area, increased frequency of handwashing and surface cleaning.	2	2	Keeping activity time involved as short as possible. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Introduction of fixed teams reducing the number of people each person has contact with.	
			1	Meetings: When absolutely necessary to hold a face-to-face meeting we are ensuring that all participants can maintain 2m separation throughout.	2	2	Using remote working tools (conference calls, zoom, facetime etc) to avoid in-person meetings.	
				Toilets:				
			1	Increased cleaning rota of the toilets and hand sanitiser made available. Clear hand washing instructions displayed in all toilets. All hand dryers are not to be used, and hands should be dried using disposable paper towels.	2	2	Where possible and appropriate, the doors on staff toilets will be propped open eliminating touch points. Door opening pegs are also available. Urinal will be out of bounds with only the cubicles in use. Appropriate signage will be in place.	
4	Cleaning/General Hygiene:		1	Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use, such as door handles, light switches, reception areas using appropriate cleaning products and methods.	2	2	Rigorous checks will be carried out by line Managers to ensure that the necessary procedures are being followed. Ensuring that we have supplies of disinfectant wipes providing the ability for each employee to clean their workplace.	
			2	Offices: Anti-Bacterial wipes to be used at the start of shift to clean high touch point like chairs, lightswitches, keyboards and phones. (Once per day)	1	2	All employee are being asked not to share keyboards and phones etc. If unavoidable then a wipedown with anti bacterial wipes before using will be required.	
			2	Shared Equipment: Hand sanitiser to be used when a shared piece of equipment has been used once it has been placed back in its holding area.	1	2	Hand sanitiser equipment being introduced in all areas. Staff are being encouraged to use when moving from section to section. All hand held equipment that is shared must be wipedown using anti-bacterial wipes before and after use.	
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4	Cleaning/General Hygiene Cont:	1. Staff 2. Visitors 3. Cleaners 4. Contractors 5. Drivers	1	Increased Cleaning Protocols: We will implement enhanced cleaning services, substitute cleaning solutions to better attack the virus. Focus our attentions on highly trafficked areas and regularly used touch points like: Desktops, sinks, taps, chairs, rubbish bins, handles, doors & light switches.	2	2	Create a dedicated team who's responsibility will be to carry out daily disinfectant routine in all work and common areas.	
	Management to carryout regularly audits of this comprehensive cleaning and provide advise/training if required.							
5	Personal Protective Equipment:						1	
		1	A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask and is not to be considered as PPE! They should not be used when carrying out a manufacturing process which requires suitably rated respiratory masks to manage the likes of dust and fumes.	2	2	Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on a face covering, and after removing it. All employees are being reminded to change and wash their face coverings regularly.		
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