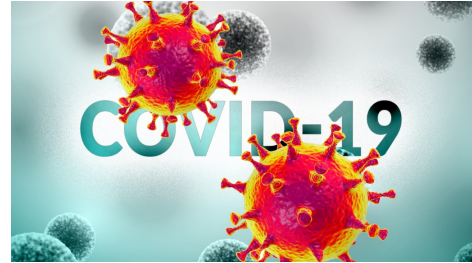


# Risk Assessment Form

## Form 07-002

integrity  
enthusiasm  
flexibility

Risk Assessment Number:	Date of Assessment: 15.05.20	Additional Information Check sheet/Risk assessments required.					
Task / Work Activity / Work Area Assessed:  Working safely during COVID-19 in factories, plants and warehouses	Assessment carried by:  Bronwyn Bean GradIOSH	Substances Hazardous to Health: Manual Handling: Display Screen Equipment: New and Expectant Mothers: Young Persons:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				

Worst Case Outcome					Likelihood					Risk Rating Outcome X Likelihood		
10	8	5	3	1	10	8	5	2	1	High	Medium	Low
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	likely	Unlikely	Remote	50-100	20-49	1-19

Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Is further action required Yes/No
Thinking about risk						
Thinking about risk  Objective: That all employers carry out a COVID-19 risk assessment.	<ul style="list-style-type: none"> <li>Employer has documented this COVID-19 risk assessment as per guidance</li> <li>Inform employees of the significant findings of the risk assessment via inductions, site notices, noticeboards, and toolbox talks.</li> <li>Employees must be provided with information who to raise safety, covid-19 and mental health and wellbeing concerns too.                             <ul style="list-style-type: none"> <li>Contact the Directors/HR Manager/Group QHSE Manager.</li> <li>Use the HSE form available at <a href="https://www.hse.gov.uk/contact/concerns.htm">https://www.hse.gov.uk/contact/concerns.htm</a></li> <li>Contact HSE by phone on 0300 003 1647.</li> </ul> </li> </ul>					
Managing risk	<ul style="list-style-type: none"> <li>The business will continue to work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected.</li> </ul>					

<p>Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.</p>	<ul style="list-style-type: none"> <li>▪ increasing the frequency of handwashing and surface cleaning throughout our business operations.</li> <li>▪ Where possible employees will work from home as a first option, where this is not possible, we will comply with social distancing. (keeping people 2m apart wherever possible. Where people cannot keep 2m apart we have ensured at least a 1m+ distance and taken all the mitigating actions possible to manage transmission risk, namely wearing of face masks).</li> <li>▪ The business will formally review staffing levels and those who are working from home and on our premises on a weekly basis, to ensure only those who need to be working away from home are doing so.</li> </ul> <p>For tasks where social distancing measures cannot be followed in full, we will make an assessment to see if the activity is essential for the business to operate, where it is deemed essential, we will introduce risk reduction measures as far as reasonably practical to do so.</p> <p>The risk reduction controls we will implement, but not limited to:</p> <ul style="list-style-type: none"> <li>• Increasing the frequency of hand washing and surface cleaning.</li> <li>• Keeping the activity time involved as short as possible.</li> <li>• Using screens or barriers to separate people from each other.</li> <li>• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> <li>• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</li> <li>• Free issue face masks.</li> </ul>
<p>Sharing the results of your risk assessment</p>	<p>The business will communicate the significant findings of the risk assessment to those who are likely to be affected by the findings and this will include stakeholders, employees, contractors, others.</p> <p>We will share the significant findings of the risk assessment on our website and notice boards within the business. Additionally, we display the 'staying COVID-19 Secure' at the entrance and throughout our premises.</p> <div data-bbox="1780 906 2072 1281"> <p><b>Staying COVID-19 Secure</b> We confirm we have complied with the government's guidance on managing the risk of COVID-19</p> <p><b>FIVE STEPS TO SAFER WORKING TOGETHER</b></p> <ul style="list-style-type: none"> <li>✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here</li> <li>✓ We have cleaning, handwashing and hygiene procedures in line with guidance</li> <li>✓ We have taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or work from home</li> <li>✓ We have taken all reasonable steps to maintain a 2m distance in the workplace</li> </ul> <p>Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk</p> <p>Signed on behalf of employer _____ Employer _____ Date _____</p> <p>Who to contact: _____ <small>For the Health and Safety Executive at <a href="https://www.hse.gov.uk/covid19/">www.hse.gov.uk/covid19/</a></small></p> </div>

Who should go to work?

Objective: That everyone should work from home unless they cannot work from home.

Office based employees.	Office workers – exposure to COVID-19 virus. ▪ Death ▪ Serious ill health Infecting / transmitting the virus to other employees	<ul style="list-style-type: none"> <li>As per government advice all employees who are able to conduct their duties and work from home should do.</li> <li>Office employees are working from home.</li> <li>Those who must come to office should maintain social distancing of 2 meters from other staff members.</li> <li>Hand sanitizers available</li> <li>Hand washing facilities</li> <li>Employees to receive a toolbox talk that explains the symptoms of the virus</li> <li>When they should self-isolate and the correct hand washing procedure.</li> <li>Face to face meeting should be avoided unless social distancing can be avoided.</li> <li>Regular welfare checks for employees working from home.</li> </ul>	10	2	20 Med	Yes 1,2
Employees, contractors	staff. ▪ Death ▪ Serious ill health Infecting / transmitting the virus to other employees	<ul style="list-style-type: none"> <li>Employees Working must have received a toolbox talk which covers: <ul style="list-style-type: none"> <li>Virus symptoms; cough/ high temperature</li> <li>The need social distancing</li> <li>When to self-isolate</li> <li>How long to self-isolate for</li> <li>How to contact health services; hospitals, GP etc...</li> </ul> </li> <li>Cleaners should have an enhanced cleaning schedule whereby, door handles, rail, equipment control panels are disinfected.</li> <li>Employees should have access to nitrile gloves</li> </ul>	10	2	20 Med	Yes 1, 2
Employees, contractors	Warehouse staff ▪ Death ▪ Serious ill health Infecting / transmitting the virus to other employees	<ul style="list-style-type: none"> <li>Employee training</li> <li>Social distancing</li> <li>Hand sanitizer</li> <li>None touch delivery's</li> <li>Keeping equipment clean and sanitized i.e. pump trucks, forklift etc...</li> <li>Access to the warehouse to be restricted to employees</li> </ul>	10	2	20 Med	

Employees, contractors	Production staff	<ul style="list-style-type: none"> <li>Employee training</li> <li>Social distancing</li> <li>Hand sanitizer</li> <li>None touch delivery's</li> <li>Keeping equipment clean and sanitized i.e. pump trucks, forklift etc...</li> <li>Access to the production team to be restricted to essential employees</li> <li>Communications between departments should be done by phone and email.</li> </ul>	10	2	20 Med	
<p>Protecting people who are at higher risk</p> <p><b>Objective:</b> To protect clinically vulnerable and clinically extremely vulnerable individuals</p> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable individuals (see definition in at end of this document) have been strongly advised not to work outside the home.</li> <li>Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, see definition in Appendix), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.</li> <li>If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.</li> </ul>						
Employees, contractors	Protection people who are at higher risk. <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> Infecting / transmitting the virus to other employees	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable individuals (see definition in Appendix) have been strongly advised not to work outside the home.</li> <li>Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, see definition in Appendix), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.</li> <li>If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves</li> </ul>	10	2	20 Med	No

		<p>an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.</p> <ul style="list-style-type: none"> <li>▪</li> </ul>				
Employees, employee's family	<p>Mental health and wellbeing</p> <ul style="list-style-type: none"> <li>- Money worries</li> <li>- Loneliness / feeling of isolation</li> <li>- Other worries / concerns</li> <li>- Depression / anxiety</li> <li>- Feeling low</li> <li>- Feel not valued</li> <li>- Redundancy concerns</li> </ul>	<ul style="list-style-type: none"> <li>▪ The business should remain flexible towards home working. i.e. employees should try and maintain a routine of normal office hours; however, it is recognised that employees may need to take a break.</li> <li>▪ Should employees need to go for a walk / shopping / exercise then teams or calendar view status should be updated to reflect this, so it is done in a clear and transparent manner.</li> <li>▪ Access to counselling service is available FOC for members of the Westfield Health Scheme</li> </ul>	8 Severe Injury	2 Unlikely	16 Low	No
<p>People who need to self-isolate</p> <p>Objective: To make sure individuals who are advised to stay at home under <a href="#">existing government guidance</a> do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.</p>						
Employees, contractors	<p>Self- Isolation</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>▪ Anyone who meets one of the following criteria should not come to site:</li> <li>▪ Has a high temperature or a new persistent cough - follow the guidance on self-isolation.</li> <li>▪ Has received a government letter informing them to shield – If living with a family member who is shielding please advise management who will make a case to case decision based on your circumstances and the guidance on supporting a person who is shielding if it is still practical for you to attend the workplace. Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant).</li> <li>▪ Is living with someone in self-isolation.</li> </ul>	10	2	20 Med	
<p>Equality in the workplace</p> <p><b>Objective:</b> To treat everyone in your workplace equally.</p> <ul style="list-style-type: none"> <li>• In applying this guidance, employers should be mindful of the needs of different groups of workers or individuals.</li> </ul>						

<ul style="list-style-type: none"> <li>It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability.</li> <li>Employers also have responsibilities towards disabled workers and those who are new or expectant mothers.</li> </ul>							
Employees, groups, others.	Potentially discriminating against a person or group either directly or indirectly when introducing covid-19 procedures.	The business will be mindful when introducing COVID-19 control measures and procedure to ensure our people / groups and others are treated fairly and in the same manner as their co-workers. We have an equality and diversity policy in place	10	1	10 Low		
Social distancing at work							
<b>Objective:</b> To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.							
Employees, contractors	When the 2m distancing cannot be avoided <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> Infecting / transmitting the virus to other employees	<ul style="list-style-type: none"> <li>Non-essential physical work that requires close contact between workers should not be carried out.</li> <li>Work requiring skin to skin contact should not be carried out.</li> <li>Plan all other work to minimise contact between workers.</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between workers.</li> <li>Single use PPE should be disposed of so that it cannot be reused.</li> <li>Regular cleaning of Machinery and equipment controls.</li> <li>Remind workers to cough and sneeze into a tissue or into the crook of their elbow.</li> <li>Remind workers to follow good hygiene measures.</li> <li>Area to be well ventilated.</li> <li>Encourage side on working</li> <li>Workers can wear a facemask if the work not for an extended period.</li> </ul>	10	2	20 Med	Yes 1	
Facilities owner, managers, public	Access to car park (if appropriate) <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul>	<ul style="list-style-type: none"> <li>Low risk of virus transmission in open air.</li> <li>Expectation on car park users to maintain social distancing measures as per government guidance.</li> <li>Car parks used infrequently for limited time – lower risk of transmission.</li> </ul>	10	1	10 Low	Yes 1	

	<ul style="list-style-type: none"> <li>▪ Infecting / transmitting the virus to other employees/</li> </ul>					
<p>Coming to work and leaving work</p> <p>Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.</p>						
Employees, contractors	<p>Travel to site/place of employment</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>▪ Wherever possible workers should travel to site alone using their own transport and sites need to consider:</li> <li>▪ Parking arrangements for additional cars and bicycles</li> <li>▪ Other means of transport to avoid public transport e.g. cycling</li> <li>▪ Providing hand cleaning facilities at entrances and exits.</li> </ul>	10	2	20 Med	
<p>Moving around buildings and worksites</p> <p>Objective: To maintain social distancing wherever possible, while people travel through the workplace.</p>						
Facilities owner, managers, public	<p>Access to premises</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees/ persons</p>	<ul style="list-style-type: none"> <li>▪ Nonessential visitors kept to a minimum</li> <li>▪ One-way systems around the property to be put in place where practical to do so.</li> <li>▪ Where a one-way system is installed signage at the entrances to the building should be displayed.</li> </ul>	10	2	20 Med	Yes 1
Facilities owner, managers, public	<p>Common toilet access</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> <li>▪ Infecting / transmitting the virus</li> </ul>	<ul style="list-style-type: none"> <li>▪ limit to one in, one out – provide hand sanitisation station, consider flushable wipes which can be used to clean down surfaces i.e. the toilet seat before use.</li> <li>▪ Display signage NHS handwashing signage. Wash hands for 20 secs</li> </ul>	10	2	20 Med	Yes 1

	to other employees/					
Facilities owner, managers, public	Access to car park <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees/</li> </ul>	Low risk of virus transmission in open air. Expectation on car park users to maintain social distancing measures as per government guidance. <ul style="list-style-type: none"> <li>Car parks used infrequently for limited time – lower risk of transmission.</li> </ul>	10	1	10 Low	
Employees, contractors	Welfare Facilities <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees</li> </ul>	<ul style="list-style-type: none"> <li>Restrict the number of people using toilet facilities at any one time</li> <li>Wash hands after using the facilities</li> <li>Workers to bring their own prepared lunch to the premises.</li> <li>Canteen seating to implement a 2m distancing between seating. keeping people 2m apart wherever possible. Where people cannot keep 2m apart we have ensured at least a 1m+ distance and taken all the mitigating actions possible to manage transmission risk, namely wearing of face masks.</li> <li>Break times should be staggered to reduce congestion and contact at all times.</li> </ul>	10	2	20 Med	
<p align="center"><b>Workplaces and workstations</b></p> <p>Objective: To maintain social distancing between individuals when they are at their workstations. For people who work in one place, workstations should allow them to maintain social distancing wherever possible.</p> <p>Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people.</p> <p>If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning, and hygiene to reduce risk.</p>						
Employees, contractors	Workstations <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul>	<ul style="list-style-type: none"> <li>For people who work in one place, workstations should allow them to maintain social distancing wherever possible.</li> <li>Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by</li> </ul>	10	2	20 Med	Yes 3



	<p>Infecting / transmitting the virus to other employees</p>	<p>the smallest possible number of people.</p> <ul style="list-style-type: none"> <li>▪ If it is not possible to keep workstations 2m apart, keeping people 2m apart wherever possible. Where people cannot keep 2m apart we have ensured at least a 1m+ distance and taken all the mitigating actions possible to manage transmission risk, namely wearing of face masks. Extra attention needs to be paid to equipment, cleaning, and hygiene to reduce risk.</li> <li>▪ Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.</li> <li>▪ Only where it is not possible to move workstations further apart, installing screens to separate people from one another.</li> <li>▪ Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.</li> </ul>				
<p>Example of 2m marking / dividers within a factory setting</p>						



2m floor markings



Temporary board dividers




Perspex dividers with edge marking

#### Meetings

Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings

Employees, contractors	<p>Meeting transmission of Covid-19</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>Using remote working tools to avoid in-person meetings.</li> <li>Only necessary participants should attend meetings and should maintain 2m separation throughout.</li> <li>Avoiding transmission during meetings, for example, from sharing pens and other objects.</li> <li>Providing hand sanitiser in meeting rooms.</li> <li>Holding meetings outdoors or in well-ventilated rooms whenever possible.</li> </ul>	10	2	20 Med	Yes 1,2
Employees, contractors	<p>Visitors to site meetings</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>Nonessential visitors should be avoided until government advice changes.</li> <li>Face to face meeting should be avoided where social distancing measures can't be maintained.</li> <li>Social distancing 2 meters should be maintained. Where people cannot keep 2m apart we have ensured at least a 1m+ distance</li> </ul>	10	2	20 Med	Yes 1,2

		<p>and taken all the mitigating actions possible to manage transmission risk, namely wearing of face masks.</p> <ul style="list-style-type: none"> <li>Increased use of virtual meeting platforms like skype, zoom, Microsoft teams may be a more appropriate means of communication.</li> </ul>				
<p>Shift briefing with social distancing</p> 						
<p>Common areas Objective: To maintain social distancing while using common areas.</p>						
Facilities owner, managers, public	<p>Common parts cleaning regime</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees/ persons</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning schedules should be reviewed high frequency touch points including banisters, handles, taps and surfaces should be cleaned daily.</li> <li>Cleaning waste must be disposed of in line with current guidance.</li> </ul>	10	2	20 Med	Yes 1

Facilities owner, managers, public	Use of common areas <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees/ persons</li> </ul>	<ul style="list-style-type: none"> <li>Staggering break times to reduce pressure on breakrooms or places to eat.</li> <li>Using safe outside areas for breaks.</li> <li>Using protective screening for staff in receptions or similar areas.</li> <li>Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</li> <li>Encouraging staff to stay on-site during working hours.</li> <li>Considering use of social distance marking for other common areas such as toilets.</li> </ul>	10	2	20 Med	Yes 1
Accidents, security and other incidents other incidents Objective: To prioritise safety during incidents. <ul style="list-style-type: none"> <li>In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.</li> <li>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.</li> </ul>						
Facilities owner, managers, public	Fire Evac / Drill procedures <ul style="list-style-type: none"> <li>Defective fire equipment</li> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees/</li> </ul>	<ul style="list-style-type: none"> <li>Fire risk assessment must be documented.</li> <li>All outstanding works must be completed as soon as reasonably practical to do so.</li> <li>Fire evacuation drill to be postponed until normal work resumes – to avoid close contact record in fire logbook should be made.</li> </ul>	10	2	20 Med	Yes 1
Employee	First aiders exposed to CV19 When providing first aid to co-worker <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees</li> </ul>	<ul style="list-style-type: none"> <li>First aiders to familiarise themselves with the symptoms of COVID-19.</li> <li>First aid equipment to be checked and additional nitrile gloves and sanitizer to be made available.</li> <li>First aiders to try and maintain social distancing measures, where treatment of an injured person doesn't allow this, suitable PPE must be worn, namely facemask, nitrile gloves, disposable apron.</li> <li>In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.</li> </ul>	10	2	20 Med	Yes 1

		<ul style="list-style-type: none"> <li>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.</li> </ul>				
Managing your customers, visitors and contractors						
Manage contacts Objective: To minimise the number of unnecessary visits to factories, plants and warehouses.						
Employees, contractors	Visitors to site <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> Infecting / transmitting the virus to other employees	<ul style="list-style-type: none"> <li>Nonessential visitors should be avoided until government advice changes.</li> <li>Face to face meeting should be avoided where social distancing measures can't be maintained.</li> <li>Social distancing 2 meters should be maintained. Where people cannot keep 2m apart we have ensured at least a 1m+ distance and taken all the mitigating actions possible to manage transmission risk, namely wearing of face masks.</li> <li>Increased use of virtual meeting platforms like skype, zoom, Microsoft teams may be a more appropriate means of communication.</li> </ul>	10	2	20 Med	Yes 1,2
Providing and explaining available guidance Objective: To make sure people understand what they need to do to maintain safety.						
Employees, contractors	A person catches CV19 due to working closely with an infected person. <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> Infecting / transmitting the virus to other employees	<ul style="list-style-type: none"> <li>All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, deferring large meetings etc.)</li> <li><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing</a></li> <li></li> <li>This information has been passed onto employees via means of a toolbox talk.</li> <li>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> </ul>	10	2	20 Med	

		<ul style="list-style-type: none"> <li>Where an employee displays any symptoms of Covid-19 they will be immediately removed from the work area to an isolated room and the area will be thoroughly cleaned.</li> <li>If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. Manager to be informed immediately.</li> <li>Maintenance informed and deep clean of work station carried out.</li> </ul>				
<p>Keeping the workplace clean</p> <p>Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p>						
Employees, contractors, visitors	<p>Poor housekeeping covid-19 on surfaces and transferred to other surfaces people</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other</p>	<ul style="list-style-type: none"> <li>Focused cleaning program in place focus on high frequency touch points including banisters, handles, taps and surfaces. Vacuum and mop floors, cleaning surfaces in kitchens and bathrooms.</li> <li>Equipment panels and controls cleaned.</li> <li>Clean as you go policy in place.</li> </ul>	10	2	20 Med	
<p>Hygiene – handwashing, sanitation facilities and toilets</p> <p>Objective: To help everyone keep good hygiene through the working day.</p>						
Facilities owner, managers, public	<p>Any PPE requirements to enter the premises</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees/</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitization stations to promote good hygiene.</li> <li>Antibacterial soap in toilets</li> <li>NHS signage displayed in toilets and around buildings 20 second-hand washing.</li> <li>Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.</li> </ul>	10	2	20 Med	

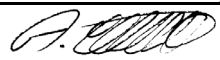
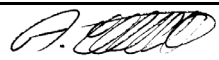
Handling goods, merchandise and other materials, and onsite vehicles							
Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.							
Employees, Contractors	transmission through contact with objects that come into the workplace and vehicles at the worksite <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees/</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning procedures for the parts of shared equipment.</li> <li>Disinfecting procedure in place for tools and vehicles.</li> <li>Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.</li> <li>Where possible the same person is to operate the same equipment throughout the shift.</li> <li>Procedure for dealing with delivery from small couriers / postman etc...</li> </ul>	10	2	20 Med		
Air Conditioning Systems							
Employees, Contractors	Air Conditioning Systems <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees/</li> </ul>	<ul style="list-style-type: none"> <li>Checking whether you need to service or adjust. ventilation systems.</li> <li>Opening windows and doors frequently to encourage. ventilation, where possible.</li> </ul>	10	2	20 Med	Yes 3	


Workforce management							
Shift patterns and working groups							
Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.							
Employees, Contractors	<p>Worker organisation transmitting virus through normal day to day working practices</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>Where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.</li> <li>Production staff who work in the same part of the building / process will continue to work together, swapping and changing of staff from different teams' groups should be avoided. Employees should not directly pass things to each other, for example, job information, spare parts, samples, raw materials drop-off points or transfer zones must be used to minimise person to person contact.</li> </ul>	10	2	20 Med		
Communications and Training							
Ongoing communications and signage							
Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.							
Employees, contractors, Visitors	<p>Lack of communication with stakeholders, employee, workforce</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>Changes in working practices should be communicated and safe system of works updated and retrained out.</li> <li>Information posters will be posted on notice boards</li> <li>Toolbox Talks to be delivered to employees</li> <li>Senior management to deliver regular updates to employees</li> </ul>	10	2	20 Med		
Inbound and outbound goods							
Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.							



Employees, contractors Visitors	<p>Deliveries to site</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</li> <li>Liaison with the yards person to take place regarding site deliveries.</li> <li>Holding areas should be set up to control vehicle movements.</li> <li>Social distancing measures to be maintained when liaising with delivery drivers.</li> <li>Delivery drivers shouldn't enter the premises unless absolutely necessary.</li> <li>Non-contact deliveries where the nature of the product allows for use of electronic pre-booking no signature.</li> <li>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</li> </ul>	10	2	20 Med	
Definitions						
Common Areas	The term 'common area' refers to areas and amenities which are provided for the common use of more than one person including canteens, reception areas, meeting rooms, toilets, fire escapes, kitchens.					
Clinically extremely vulnerable	<p>Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here:</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>					
Clinically vulnerable people						

# **Risk Assessment Form Cont.**

Further Control Measures		Further Control Measures Follow up	
		Allocated (Name) to	Target date Date completed
1. The employer must ensure they maintain up to date with the government's latest advice and implement an appropriate strategy to safe-guard employees health.  2. The employer must ensure all employees have a received a toolbox talk on COVID-19.  3. Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.		Andy Ellett Group QHSE Manager.	On-going.
		Induction team.	On-going.
		Maintenance dept.	July 2020.
<b>Risk Assessment Reviews</b> Suggested Review Date: every 4 weeks (either after significant changes, completed actions or annually)			
Risk Assessment Reviewed by:		Risk Assessment Reviewed by:	
Date:	<b>21/07/2020</b>	Date:	<b>15/02/2021</b>
Comments:	<b>Risk assessment updated to reflect 1m+ social distancing.</b>	Comments:	<b>Social distancing 2 meters should be maintained. Where people cannot keep 2m apart we have ensured at least a 1m+ distance and taken all the mitigating actions possible to manage transmission risk, namely wearing of face masks. Deep cleaning of work stations carried out by maintenance department.</b>
Next Suggested Review Date:	<b>18/08/2020</b>	Next Suggested Review Date:	<b>15/03/2021</b>

Risk Assessment Reviewed by:		Risk Assessment Reviewed by:	
Date:	<b>18/08/2020</b>	Date:	
Comments:	<b>No Changes.</b>	Comments:	
Next Suggested Review Date:	<b>15/09/2020</b>	Next Suggested Review Date:	