

Risk Assessment

NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

Date:	08/06/2020
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Assessors Name:	David Newsham	Reference Number:	RA47	Review Date:	Ongoing (at least weekly or as per government guidance updates)
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Endorsed By:	Ian Drake	Signature:		Position:		Date:	
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Description of assessment	Coronavirus (COVID-19) – Factories & Warehouses
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Location Details	Production areas
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
COVID-19 General/Self-isolation	Employees Contractors Public	5	3	15	H	<ul style="list-style-type: none"> Employees are to continue working from home if possible A screening questionnaire to be issued to all employees to assess the risk of each individual. This is to be carried out prior to an employee returning to work Anyone who meets one of the following criteria must follow the Governments guidance on Self Isolation: <ul style="list-style-type: none"> Has a high temperature or a new persistent cough? Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)? Is living with someone in self-isolation or a vulnerable person. 	<ul style="list-style-type: none"> Guidance on self-isolation found via the Government website. 			5	1	5	M

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		COVID-19 Somebody showing Symptoms	Employees Contractors Public	5	3					15	H	<ul style="list-style-type: none"> Return home immediately Avoid touching anything 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. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. If employees' symptoms persist or deteriorate, they are to seek further advice by phoning the NHS on 111. Do not attend your local GP 	<ul style="list-style-type: none"> All employees to download the new government app (smartphone) to track and trace the virus. Employees to stay at home if requested

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Travelling to and from work Catching and Spreading Car sharing and the use of public transport	Employees Public	5	3	15	H	<ul style="list-style-type: none"> Where possible all employees should travel to work alone using their own transport. If employees have no option but to share transport: <ul style="list-style-type: none"> Journeys should be shared with the same individuals and with the minimum number of people at any one time Good ventilation and facing away from each other may help to reduce the risk of transmission Encourage, employees who car share, to regularly clean their car using standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces Consider providing more parking spaces or bike racks where necessary so employees do not have to car share. Employees should avoid public transport. Where public transport is the only option for employees, consider changing and staggering working to reduce congestion on the local network. Hand cleaning/sanitising facilities to be provided at the entrance and exit of the premises All employees to wash and sanitise or clean hands for 20 seconds before entering or leaving the Factory / Warehouse work areas. 	<ul style="list-style-type: none"> Emergency procedure to be reviewed and communicated on how someone taken ill would get home or to hospital 			5	1	5	M

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<p>Factory / Warehouse Access</p> <p>Catching and Spreading</p>	<p>Employees</p> <p>Contractors</p>	5	3	15	H	<ul style="list-style-type: none"> • Stop all non-essential visitors • Keep a record of visitors • Start and finish times to be staggered to reduce congestion at entrances. • All entry systems which require skin contact i.e. keypads should be removed or disabled. • Compulsory hand cleaning / hand gels (sanitisers) to be used • Implement a one-way system on the stairways to reduce passing • Ensure plenty of space is available to ensure employees are keeping 2m social distancing as a minimum when moving around the factory / warehouse.. • Use floor tape or paint to mark out two-metre distances • Discourage non-essential trips within the building and any external sites • Assign employees to specific roles to reduce movement 	<ul style="list-style-type: none"> • To monitor compliance that contractors are adhering to <ul style="list-style-type: none"> ○ Their own RA and SSOW ○ Spot Audits whilst on site • Any visitors required to have a badge and be recorded on the T&A system 			5	1	5	M

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<p>Factory / Warehouse Access - Continued</p> <p>Catching and Spreading</p>	<p>Employees Contractors</p>	5	3	15	H	<ul style="list-style-type: none"> Get staff to change into work clothes on site, provide storage for clothes and bags Regularly clean common contact surfaces including door handles, wash areas, rest areas etc. Highlight the hygiene and safe distancing measures required through posters/signage throughout the workplace to raise the awareness to all employees Use screens to create physical barriers between people if necessary 				5	1	5	M

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<p>Working practices</p> <p>Workshop & Warehouse Areas</p> <p>Catching Spreading</p>	Employees Contractors	5	3	15	H	<ul style="list-style-type: none"> • It will not always be possible to keep a distance of 2 meters. In these circumstances: <ul style="list-style-type: none"> ○ Work back to back if possible ○ Work side by side, not facing each other if it is not possible to work back to back ○ When passing, such as in corridors, one person should turn away from the other and wait for the other to pass • Plan work to minimise interaction between workers. • Minimise face to face contact • Keep shifts / work groups separate and as small as possible to minimise the risk of transmission across the whole workforce • Where it is necessary to share tools: <ul style="list-style-type: none"> ○ Employees should clean the tools they have used at the end of their shift ○ Tools should be cleaned before someone else makes use of them 	<ul style="list-style-type: none"> • Face shield should be <i>considered</i> for close proximity working. 			5	1	5	M

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<p>Working practices - Continued</p> <p>Workshop & Warehouse Areas</p> <p>Catching Spreading</p>	<p>Employees</p> <p>Contractors</p>	5	3	15	H	<ul style="list-style-type: none"> Regularly clean any work areas, equipment, mechanical aids, tools, vehicles, and reusable delivery boxes that has to be used by different operators FLTs should be cleaned after use One in One out system within picking areas Delivery documentation to be sent electronically where possible Where possible, increase ventilation in enclosed spaces Provide face shields for people working in close proximity 	<ul style="list-style-type: none"> Post box/drop box for delivery notes, invoices, etc, for accounts staff to minimise contact 			5	1	5	M

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<p>Working practices - Continued</p> <p>Workshop & Warehouse Areas</p> <p>Catching Spreading</p>	<p>Employees</p> <p>Contractors</p>	5	3	15	H	<ul style="list-style-type: none"> Ensure re-usable PPE, e.g. eye protection, protective gloves and respiratory equipment, is thoroughly cleaned after use and NOT shared between workers under any circumstances. PPE should be kept in the persons locker Single use PPE, e.g. dust masks and vinyl gloves, should be disposed of so that it cannot be reused Provide hand sanitiser (70% alcohol based if possible) around higher risk areas (picking / delivery areas) where employees / drivers may pass through Encourage employees to wash and clean hands for 20 seconds more often during their working day Remove waste at the end of the working day or as required 				5	1	5	M

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<p>Working practices</p> <p>Office Areas</p> <p>Catching and Spreading</p>	<p>Employees</p> <p>Contractors</p>	5	3	15	H	<ul style="list-style-type: none"> Where possible, office staff should continue to work from home Only those in roles critical for business or who cannot work from home due to personal circumstances should go in Face employees away from each other or side-to-side where possible, so they are not face-to-face Change seating, tables, and layouts so staff work further apart and reduce face-to-face interaction Avoid use of hot desks Limit use of high-touch items and shared office equipment Provide equipment for staff to work effectively and safely from home where possible Monitor the wellbeing of colleagues working from home and offer support 				5	1	5	M

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Welfare Facilities Catching and Spreading	Employees Contractors	5	3	15	H	Hand Washing <ul style="list-style-type: none"> Allow regular breaks to wash hands Ensure soap and fresh water is readily available and kept topped up at all times Provide hand sanitiser (70% alcohol based if possible) where hand washing facilities are unavailable Regularly clean the hand washing facilities and check soap and sanitiser levels Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Toilet Facilities <ul style="list-style-type: none"> Restrict the number of people using toilet facilities at any one time. Use a simple one in one out method with temporary signage on the main door. <ul style="list-style-type: none"> Where this may not be possible restrict urinal to one person at a time Washing of hands for a minimum of 20 seconds before and after using the facilities. Increase cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Provide more bins for hand towels where necessary. 	<ul style="list-style-type: none"> Consider a documented cleaning regime to ensure the cleaning requirements are being met and maintained 			5	1	5	M

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Welfare Facilities - Continued Catching and Spreading	Employees Contractors	5	3	15	H	Canteens and Eating Arrangements <ul style="list-style-type: none"> Individuals are responsible for cleaning any canteen equipment, kettles, microwaves etc, after they have used them Use of local shops is to be discouraged. Dedicated eating areas should be identified on site to reduce food waste and contamination The capacity of the rest areas should be clearly identified at the entry to each facility Break times should be staggered to reduce congestion and contact at all times Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area. Operatives should be asked to bring pre-prepared food and refillable drinking bottles Change seating, tables and layouts so staff sit further apart and reduce face-to-face interaction All self-generated waste to be disposed of by individuals 				5	1	5	M

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Welfare Facilities - Continued Catching and Spreading	Employees Contractors	5	3	15	H	<ul style="list-style-type: none"> All rubbish should be put straight in the bin and not left for someone else to clear up All areas used for eating must be thoroughly cleaned daily, including chairs, tables, door handles, water dispensers, etc <p>Note that the Welfare Regulations must still be adhered to in regard to providing clean fresh water and means to heat food and drink.</p>				5	1	5	M

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Team / Shift Meetings Catching and Spreading	Employees Others attending meetings	5	3	15	H	<ul style="list-style-type: none"> Avoid cross team meetings. If necessary, keep attendees to a minimum.. Use remote working tools to avoid in-person meetings Only absolutely necessary meeting participants should attend Attendees should be two metres apart from each other Avoid transmission during meetings, for example by not sharing pens and other objects Provide hand sanitation (70% alcohol based if possible) in meeting rooms 				5	1	5	M

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<p>Applying First Aid</p> <p>Catching and Spreading</p>	Employees	5	3	15	H	<ul style="list-style-type: none"> Provide additional PPE for all first aiders, this should include face mask, eye protection, latex gloves and apron. Gloves aprons and masks should be disposed of after use and eye protection cleaned. First aiders must make sure that they wash their hands or use an alcohol gel, before and after treating a casualty also ensure that they don't cough or sneeze over a casualty when you are treating them. <p>CPR - cardiopulmonary resuscitation</p> <ul style="list-style-type: none"> If an adult is unresponsive and not breathing normally, call 999 or 112 for emergency help and start CPR straight away Do not perform rescue breaths on the casualty when performing CPR! Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty 	<ul style="list-style-type: none"> Emergency plans including contact details should be kept up to date Consideration to be given to ensure suitable first aid cover is available when reducing the workforce in the workplace. A dedicated risk assessment may be necessary Training provided for first aiders for specific Covid 19 conditions 			5	1	5	M

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<p>Cleaning</p> <p>Catching and Spreading</p>	Employees	5	3	15	H	<ul style="list-style-type: none"> Enhanced cleaning procedures should be in place across the premises, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities Toilet flush and seats Door handles and push plates Handrails on staircases and corridors Equipment controls Food preparation and eating surfaces Keyboards/keypads/Scanners All employees are responsible for cleaning their workstation at the end of their shift Rubbish bins to be emptied at the end of the day or as and when necessary 	<ul style="list-style-type: none"> Reduce hot desking if possible, enforce clean desk policy 			5	1	5	M

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COVID-19 Lack of awareness	Employees	5	3	15	H	<ul style="list-style-type: none"> The latest government information posters will be displayed in the welfare areas and in suitable places around site. Regular bulletins will be issued and where possible and safe to do so at an acceptable distance, toolbox talks and safety briefings will be carried out, warning employees of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms and making them aware of new Government advice as and when updated. We will continually adopt and review new government / WHO guidance as and when it is available. 				5	1	5	M

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<p>Clinically Vulnerable Groups</p> <p>'Increased Risk' Employees</p>	Employees	5	4	20	VH	<ul style="list-style-type: none"> Medical questionnaires are issued upon employment Employees known to be at an increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures For employees with an underlying health condition, as per the above list, the government "strongly advises" that you work from home where possible. If your job isn't suitable for home working the employer will consider offering you furloughed, temporarily re-deployed to a role that would allow home working for the duration of this crisis, or undertake a risk assessment to identify any additional steps that need to take, such as re-allocating some duties or providing additional personal protective equipment. 	<ul style="list-style-type: none"> Reissue medical questionnaires to all employees and review. 			5	1	5	M

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<p>“at-risk” employees</p> <p>Specific medical conditions that place someone at greatest risk of severe illness from COVID-19</p>	Employees	5	4	20	VH	<ul style="list-style-type: none"> There are some clinical conditions which put people at even higher risk of severe illness from COVID-19, These people may have received letters from the NHS to state that they must self-isolate for 12 weeks. People falling into this group are those who may be at particular risk due to complex health problems. Employees must speak to their GP or care team if they have not been contacted and think they should have been. 	<ul style="list-style-type: none"> Reissue medical questionnaires to all employees and review. 			5	1	5	M

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Fire and Emergency Evacuation Procedure Covid-19	Employees Contractors Visitors	4	2	8	M	<ul style="list-style-type: none"> Primary Fire evacuation routes posted in each area of the building Fire alarm system in place Fire drills conducted on a bi-annual basis Weekly fire alarm test Identified Assembly point 	<ul style="list-style-type: none"> During an evacuation social distancing rules and one-way stair access rules are suspended At Assembly point all persons to stand side by side in two rows, back to back to avoid face-to-face contact as much as possible 			4	1	4	L

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Guidance Notes

SEVERITY	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
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however, monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

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Additional comments:

1. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

Assessor 1 name:		Signature:		Date:	
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Assessor 2 name:		Signature:		Date:	
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I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level. I fully understand my duties as an employee, to follow the control measures in this risk assessment and the method statement.				
Employee name	Job description	Date	Employee comments/recommendations	Signature