



## Risk Assessment

Risk Area	Factory & Stores - COVID-19 Controls
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<b>Assessment No</b>	COVID-19 No. 1	<b>Date</b>	02/10/2020
<b>Revision</b>	3	<b>Review By</b>	31/12/2020

<b>Assessor</b>	NW
<b>Manager/Supervisor</b>	NA
<b>Approver</b>	NW

	Hazard	Who might be harmed & how	Current Controls	Likelihood	Severity	Risk Rating	Further action required	Action by	Action date	Completed Date
1	Lack of Social Distancing	All personnel - Spread of virus	Maintaining a Social Distancing of $\geq 2m$ wherever possible. Minimising activity time. Use of screens/ barriers where possible to separate personnel working in close proximity, especially when face to face contact cannot be avoided. Reducing the number of personnel that each person comes into contact with.	3	2	6	Maintain monitoring of Social Distancing.	JJ	18/05/2020	
2	Coming to work & leaving work	All personnel - Spread of virus	Staggering arrival & departure times. Implement no passenger policy in company vehicles, unless in agreed working pairs. Reducing congestion at entry/exit & clocking in/out points. Provide additional wash facilities &/or hand sanitiser throughout the business & at entry/exit points. Utilisation of floor markings & one-way flow at entry/exit points. Additional cleaning of the clocking in/out station.	2	2	4	Encourage all personnel to use the NHS Track & Trace app & to scan the QR code poster upon arrival at site.	N/A	N/A	N/A
3	Movement around the work area	All personnel - Spread of virus	Reducing movement through discouragement of non-essential trips. Reduction of job & equipment rotation. Utilisation of floor markings & social distancing signage. Implement no passenger policy in company vehicles. Propping open all doors (except fire doors) to minimise personnel contact.	2	2	4	Office staff, visitors, production team leaders & inspectors to wear face coverings when moving around the production work area & interacting with multiple work bubbles.	N/A	N/A	N/A

4	Workplaces & workstations	All personnel - Spread of virus	Review of workplace & workstation layouts to achieve social distancing controls. Utilisation of floor markings & one-way flow on walkways. Use of screens/barriers to separate personnel working in close proximity. Where necessary, utilisation of consistent pairing system for personnel who need to work in close proximity. Implementation of additional cleaning activities for shared equipment (i.e. cranes, tools etc).	2	2	4	None	N/A	N/A	N/A
5	Meetings	All personnel - Spread of virus	Utilisation of remote meetings where possible. Stores to support any meetings by MS Teams. Maintaining social distancing controls when personnel attendance cannot be avoided. Avoidance of virus transmission risks through sharing or passing of objects. Providing hand sanitiser at meeting locations. Holding meetings outdoors or in well ventilated rooms when remote meetings are not possible. Utilisation of floor signage to support personnel to maintain social distancing.	2	1	2	None	N/A	N/A	N/A
6	Commons areas	All personnel - Spread of virus	Implementation of staggered break times. Utilisation of additional break areas, including outside areas. Maintain social distancing in break room seating/tables to reduce face to face interactions. Encourage staff to stay onsite during working hours. Utilisation of floor markings & one-way flow at entry/exit points to support personnel to maintain social distancing. Implementation of cleaning routines between staggered use of the break areas.	2	2	4	None	N/A	N/A	N/A
7	Accidents, security & other incidents	All personnel - Spread of virus in an emergency situation	Maintain emergency procedures & social distancing where it is safe to do so. Where social distancing would result in an unsafe situation during an emergency event, social distancing controls do not need to be adhered to. Review bespoke sanitation measures following an emergency event & implement immediately after the event, including washing of hands.	1	4	4	None	N/A	N/A	N/A

8	Managing customers, visitors & contractors	All personnel - Spread of virus	<p>Encourage remote interactions where possible.</p> <p>Limit the number of visitors at any one time.</p> <p>Determine if the visit is essential &amp; if actions can be taken to reduce personnel interaction.</p> <p>Maintain current sky visitor &amp; permit to work controls.</p> <p>Provide clear guidance on social distancing &amp; hygiene controls to all visitors.</p> <p>Establish workplace hosts for all visitors to ensure that social distancing &amp; hygiene controls are adhere to by all visitors.</p> <p>Reducing congestion at entry/exit points.</p> <p>Providing wash facilities &amp;/or hand sanitiser throughout the business &amp; at entry/exit points.</p> <p>Utilisation of floor markings &amp; one-way flow at entry/exit points.</p>	2	1	2	<p>Encourage all personnel to use the NHS Track &amp; Trace app &amp; to scan the QR code poster upon arrival at site.</p> <p>Visitors to wear face coverings when moving around the production work area &amp; interacting with multiple work bubbles &amp; to provide their own PPE where possible. Disposable PPE is to be provided to visitors if required &amp; is to be discarded in standard (non-recycling) bins after use.</p>	N/A	N/A	N/A
9	Cleaning the workplace	All personnel - Spread of virus	<p>Implementation of additional cleaning routines for work areas, break areas &amp; frequently touched objects.</p> <p>Ensuring adequate disposal arrangements are in place for used cleaning materials.</p> <p>Refer to the governments specific cleaning guidance if cleaning is required following a known or suspected case of COVID-19.</p>	3	1	3	<p>All disposable PPE &amp; face coverings used for social distancing, and any other additional waste which have come into bodily contact (i.e. as takeaway packaging and disposable tableware etc) into a general waste bin or black bag &amp; not into a recycling bin regardless of whether it can be recycled or not.</p>	N/A	N/A	N/A
10	Hygiene - Handwashing, Sanitation Facilities & Toilets	All personnel - Spread of virus	<p>Utilisation of signage for awareness of good handwashing techniques &amp; COVID-19 virus controls.</p> <p>Implement regular reminders &amp; signage to remind personnel to maintain hygiene standards.</p> <p>Providing additional wash facilities &amp;/or hand sanitiser in multiple locations.</p> <p>Implementation of clear use &amp; cleaning guidance for toilets to ensure they are kept clean &amp; social distancing is achieved as much as possible.</p> <p>Implementation of enhanced cleaning in busy areas.</p> <p>Provision of increased waste facilities &amp; rubbish collection.</p> <p>Utilisation of paper towels as an alternative to hand dryers in handwashing facilities.</p>	3	1	3	None	N/A	N/A	N/A

11	Changing rooms & showers	All personnel - Spread of virus	Implementation of clear use & cleaning guidance for changing rooms & showers to ensure they are kept clean & social distancing is achieved as much as possible. Implementation of enhanced cleaning regularly throughout the day & at the end of the day.	3	1	3	None	N/A	N/A	N/A
12	Handling goods, merchandise & other materials, & onsite vehicles	All personnel - Spread of virus	Implementation of cleaning procedures for shared equipment after each use (i.e. fork trucks, pallet trucks etc). Encouragement of increased handwashing & providing additional wash facilities &/or hand sanitiser in for personnel handling goods or merchandise. Regular cleaning of company vehicles the personnel take home. Regular cleaning of reusable delivery/storage boxes/cages.	3	1	3	None	N/A	N/A	N/A
13	PPE & face coverings	All personnel - Spread of virus	Implementation of additional PPE (face masks & screening) where social distancing cannot be maintained or where face to face/enclosed space working is necessary. Utilisation of wearing surgical gloves for personnel who need to share equipment. Ensuring personnel awareness of additional PPE requirements where necessary.	2	2	4	All disposable PPE & face coverings used for social distancing must be disposed of into a general waste bin or black bag & not into a recycling bin regardless of whether it can be recycled or not.	N/A	N/A	N/A
14	Shift patterns & working groups	All personnel - Spread of virus	Utilisation of consistent teams/shifts for personnel who need to work in close proximity & where contact is unavoidable. Implementation of drop-off points & transfer zones where possible.	1	2	2	None	N/A	N/A	N/A
15	Work related travel - Cars, accommodation & visits	All personnel - Spread of virus	Minimisation of non-essential travel, utilisation of remote options where possible. Implement no passenger policy in company vehicles. Implementation of cleaning procedures for shared vehicles after each use. Ensurance that overnight accommodation meets social distancing guidelines when personnel are required to stay away from their home overnight, including formally logging the stay for each person.	2	1	2	None	N/A	N/A	N/A
16	Work related travel - Deliveries to other sites	All personnel - Spread of virus	Implementation of procedures to minimise person to person contact during deliveries to other sites. Maintaining consistent pairing if two-person deliveries are required. Minimisation of contact during the exchange of any documentation.	2	1	2	None	N/A	N/A	N/A

17	Communications & training - Returning to work	All personnel - Spread of virus	Providing clear & regular communication on COVID-19 requirements & controls. Engagement of employees to engage in & support any required working arrangement changes. Implementation of COVID-19 communications & training materials for personnel returning to work/site.	1	2	2	None	N/A	N/A	N/A
18	Communications & training - Ongoing communications & signage	All personnel - Spread of virus	Provide ongoing engagement with employees to monitor & understand any unforeseen impacts of changes to working environments. Implement regular contact with all employees as part of Mental Health awareness activities. Ensure communication is in simple & clear messaging to explain the guidelines utilising images & clear language to avoid confusion & limit the need for face to face communications. Include communications on expected requirements & controls to suppliers, customers & trade bodies to ensure compliance across all interactions.	1	2	2	NHS Track & Trace QR code poster displayed at entry/exit locations around the Heanor site.	N/A	N/A	N/A
19	Inbound & outbound goods	All personnel - Spread of virus	Implementation of pick-up & drop-off collection points, procedures, signage & marking. Minimising any unnecessary personnel contact i.e. contactless deliveries. Consolidate orders to reduce the number of incoming & outgoing deliveries. Utilise single person loading/unloading to avoid multi-person contact. Where necessary, maintain working pairs for goods loading/unloading which cannot be achieved by one person. Provide hand sanitiser at Stores & Factory entry/exit points. Encourage drivers to stay in their vehicles where safe to do so.	3	1	3	None	N/A	N/A	N/A
20		All vulnerable personnel - Increased susceptibility to the virus	All personnel returning to work have been assessed to ensure that they are not at an increased risk to the virus, due to their health & age. In accordance with the Cullum COVID-19 Protocol & government guidance.	2	1	2	None	N/A	N/A	N/A

21	Infected persons at work	All personnel - Spread of virus	All personnel showing symptoms, believe they may have the virus, or have been in close contact with someone who has symptoms or has had a positive test result, must notify HR immediately, not come into work or leave the workplace as applicable and self isolate. In accordance with the Cullum COVID-19 Protocol & government guidance.	2	2	4	None	N/A	N/A	N/A
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I have read, and understand, this Risk Assessment and agree to abide by its requirements

Employee Name	Employee Signature	Date	Employee Name	Employee Signature	Date

Revision Status	Description	Date
1	Initial version	15/05/20
2	Assessment post completion of initial further action	18/05/20
3	Hazards 2, 3, 8, 9, 13, 18 & 21 updated to cover additional controls implemented as part of the COVID-19 Protocol Rev O	07/10/20