

Risk Assessment– C19RA150520V4

OPERATION			
COVID-19 Hazards at the work place			
PROCESS			
COVID-19 Hazards			
HAZARDS (Anything With The Potential To Cause Harm)			
1.	Close contact with people with symptoms		
2.	Close contact with asymptomatic carriers		
3.	Contact with surfaces		
4.	Vulnerable Staff		
RISKS WITHOUT CONTROLS: Likelihood (Very Likely, Likely, Unlikely) / Severity (High, Medium, Low)			
1.	Very Likely	High - Score 5 Needs Controls	
2.	Very Likely	High – Score 5 Needs Controls	
3.	Likely	High – Score 3 Needs Controls	
4.	Likely	High – Score 3 Needs Controls	
RISKS WITH CONTROLS IN PLACE Likelihood (Very Likely, Likely, Unlikely) / Severity (High, Medium, Low)			
1.	Unlikely	High - Score 2 Acceptable	
2.	Unlikely	High - Score 2 Acceptable	
3.	Unlikely	High - Score 2 Acceptable	
4.	Unlikely	High - Score 2 Acceptable	
THOSE AFFECTED (Tick/Cross Relevant or Add)			
All Employees	x	Visitors/Contractors	x
General Public	x	Family and friends of staff	x

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Controls In Place

1. Staff members are required to contact NHS 111 if they have symptoms, or someone they live with has symptoms, and take the government advice to whether they are safe to go to work.
If someone presents the symptoms whilst at work they are isolated in a room and provided with a phone/Computer to contact NHS111 and take the government's advice.
Any staff contacted by the Government Test & Trace system and told to self-isolate will do this and inform their manager immediately.
If it is confirmed they should isolate then the areas where the employee has been in must be cleaned down and all cleaning materials and disposable PPE disposed of in a controlled way. Staff who were in contact with the person isolating must wash their hands and dispose of any PPE used.
2. Social distancing of 2M is in place wherever possible.
Work stations have been confirmed as 2M apart even with all staff on a shift working. Office workers are spaced out more than 2M apart and not facing each other directly. Plastic shielding is in place where appropriate.
Reminders to keep two meters apart when moving in rest areas, corridors and walk ways are posted. One way systems are in place where it is safe and practical to do so. Right of way guidance is posted where two-way traffic cannot be avoided.
2M guidance signs are posted in Reception, Warehouse and Production.
Face Coverings are provided for all staff to be worn upon entry and until they reach their work station. Guidance is provided on using face coverings safely. These are also to be worn when moving in communal areas such as walk ways or when visiting other's work stations. Face coverings can be worn at all times if workers prefer this..
A temperature sensor is in Reception for all staff & visitors to use prior to entering the factory with instructions posted on what to do if a high temperature is detected
We have added facial recognition clocking terminals for each department to allow contactless clocking in & out and social distancing. There is restricted access around the clocking in machines so only one person is allowed in the marked area at a time.
The canteen lay out has been organised so that tables are positioned as far apart as possible and only one chair is present per table.
Shift & Break times have been staggered to reduce the number of staff present at any one time. Guidance is posted for social distancing.
Changing room access restricted to only two people at a time.
First aiders have been issued guidance and PPE (masks, visors, gloves and disposable coats).
Where possible office staff have been set up to work from home and video conferencing has been set up for them. Systems for lone home workers have been agreed and regular contact allows home workers to raise welfare issues.
Only essential visitors such as Contractors are allowed.
All visitors / contractors must fill in a Health declaration form prior to entering the building and will be given guidance on social distancing.
Carrier drivers must remain in their cabs unless they need access to welfare facilities in which case they are only given access to toilets area via the main entrance door (not through the factory).
Hand washing facilities and signs are present in the factory and at entrances and sanitizing stations are in place in all units.
Catch It, Bin It, Kill It signs are in place throughout the site. Waste bins are emptied

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	at least once a day with higher frequency in areas with a higher level of activity. Return to work interviews are carried out for all staff returning from isolation and with relevant staff returning from holidays.
3.	Additional cleaning of regularly touched surfaces such as stair rails and door handles has been added with extra staff resource provided for this purpose. Sanitizing stations are present at entrances and between units. Hand washing facilities and signage present all around the building. Disinfectant/ alcohol cleaning wipes available at all work stations with the requirement there must be a clean down at the start and end of each shift. Wipes are also present for cleaning surfaces prior to use in the canteen, in the warehouse and at the clocking machine. Disposable gloves are required in the Food packaging Production area and are available in other areas where necessary.
4.	For those identified as vulnerable a specific risk assessment will be carried out where appropriate.
Further Action	
The Safety Department and senior management review government and industry guidance daily and update instructions as necessary. Staff Representatives review any changes to the risk assessment made. Any staff member can provide feedback on any other issue. Updates on the official guidance are posted on notice boards and via email	
Revised by Kevin Mullins Safety Manager 19th October 2020 Review is ongoing but minimum Monthly.	

Risk Scoring System Used

Risk Scoring		Severity		
		Low	Medium	High
<u>Likelihood</u>	<u>Very Likely</u>	Acceptable 2	Needs Controls 3	Needs Controls 5
	<u>Likely</u>	Optimum 1	Acceptable 2	Needs Controls 3
	<u>Unlikely</u>	Optimum 1	Optimum 1	Acceptable 2