

COVID-19 RISK ASSESSMENTS

Project Title:	Arrangement for Operation during COVID-19 Pandemic	Risk Assess. No.:	COV-19 #1							
Task/Activity:	Normal factory Operations with controls to reduce exposure to COVID-19	Date Prepared:	27/04/20							
HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity. Without Control Measures	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
		3	2	1	5	4	3	2	1	
1	Exposure to COVID-19	X			X					15
2										
Ref.	Key hazards associated with the above task/activity. With Control Measures	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
		3	2	1	5	4	3	2	1	
1	Exposure to COVID-19			X	X					5
2										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	X
Other Workers	X	Managers	X	Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	X
Hearing Protection		Eye Protection	X	Head Protection	
Gloves	X	Boots		Approved Overalls	X

CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
1 - Access and Egress	Staggered start/finish times, 3 times offset by 15 min - when > 4 ops staff
	Shifts not to come to work earlier than 15 minutes before Start time
	Door handles cleaned by staff on a rota
	Hand sanitiser provided at entrance
	2M Spacing to be marked on floor

2 - Maintain 2 metre distancing rule at all times	Managers to ensure that regular checks are made throughout each shift
	Managers to ensure 2-metre distancing rules are followed at all times during breaks.
	Canteen to be set up so the 2-metre distancing rule is adhered too
	Do not congregate in one area during break times, space yourself away from other employees
	Staff to ensure 2 metre rule is adhered when using changing rooms
	Managers to ensure only limited amount of staff in the changing rooms at any one time
	Mark floor to designate safe distance
	Re-allocate use of toilets
3 - Ensure Good Hygiene handwashing for 20 secs	Ensure handwashing for 20 secs
	Hand wash facilities are provided at all times
	Posters are displayed around site
	Hand Sanitisers are supplied around site
	Managers to ensure all staff wash their hands before and after break times
4 - Minimising contact with contaminated surfaces	Doors that can be propped open are so
	Doors that cannot be propped open will be cleaned throughout day on a rota
	Transferring of paperwork is kept to an absolute minimum, scan, email, and if absolutely necessary please use a clean glove to pass to person who will also receive paperwork with a clean glove, and use hand sanitiser before and after
	Supply blue roll/disinfectant spray/hand sanitiser in area for employees to use
	Ensure hand sanitiser/gloves/blue roll are supplied for telephones or passing of paperwork.
	After each Machine/Tool/Pallet trucks has been used, operator must clean down including surrounding area and touch points disinfected.
	Restrict access to employees between offices - use phone/email where possible
5 - Stores	2 Metre rule to be kept at all times from delivery staff
	No signing for deliveries
	Stores staff to use telephone for any queries with office staff
	Gloves must be worn to hand over paperwork at all times
	Ensure clear marking for delivery drivers to stand behind whilst offloading is taking place.
	FLT's to have dedicated drivers only and be cleaned down and disinfected after use. Before breaks/lunches and leaving site
	Delivery drivers to stay outside factory and ring bell

	Put up sign to instruct delivery drivers what to do
	2 Metre rule to be kept at all times from delivery staff
6 - Control of Visitors	No unnecessary visitors to site
	Essential visitors to review Covid-19 policy and adhere to controls
	No entry to visitors via goods in
	Staff member hosting the visitor to complete signing-in book with own pen
7 - First Aid and Illness	All reported or signs of COVID-19 symptoms MUST be taken seriously Suspected signs of COVID-19 or reports of symptoms from employees (High Temperature, Continuous cough, Shortness of breath)
	Employee to be evaluated by trained first aider maintaining 2 metre distance where possible; wear clean gloves mask and apron if treatment is required. First aiders to notify managers immediately
	Suspected symptoms - Take temperature. Employee to contact NHS 111 for advice using his or her own phone if required advice is required. Take appropriate advice and measures depending on the outcome
	Clean the evaluation area & employee working area using disinfectant, if employee is advised to self-isolate
	First Aider to dispose of Apron and gloves in specified bin and immediately wash hands
	Double bag the waste and store for 72 hours before disposal in designated wheelie bin marked.
8 - Cleaning Regime	Cleaning staff to be briefed before starting work when site re opens
	Canteen and toilets to be cleaned frequently
	Canteen to be cleaned between sittings
	Cleaning duties to be specified
	Check soap / sanitiser containers are full
9 - Waste	Waste of paper roll/gloves to be bagged then bagged again, following suspected contamination
	Store waste in non-communal area for 72hrs, following suspected contamination
10 - Information, Instruction, Training, Supervision	COVID-19 Risk assessment given to all staff on site
	RA Controls briefed to all staff
	Dos & Don'ts to be given to all staff upon return to work
	Posters around site

	COVID-19 Policy to be given to all staff
10 - PPE	Use individually bagged ear plugs to prevent handling dispenser
	Face masks to use in situations of working within 2 metre rule for short quick periods

<p style="text-align: center;">Residual Risk Rating Considering the above control measures</p>
<p style="font-size: 2em;">MED</p>

Assessment Prepared by:

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Date: 27/04/20