

## RISK ASSESSMENT

Plant/Location:	Dept/Area	Assessors:	Assessment of:	Date:
Telford T2	Warehouse, assembly and Offices	G Lees	COVID-19 in the workplace	12/05/2020



Hazard	Persons Affected	Risk	Current Risk Rating (L x S = Total)			Control Measures	Revised Risk Rating (L x S = Total)			Further controls required	By When	By Whom	Completed
			L	S	T		L	S	T				
Spread of COVID-19	E	A person catches the virus due to either working closely or coming into contact with an infected person or surface	4	5	20	1. If any member of staff has been in contact with a person who has the virus or is displaying symptoms (fever and persistent cough), then they should inform HR immediately and remain at home and follow Government guidelines. 2. Posters -Staying COVID19 Secure; Hand washing guidance; Catch it, bin it, kill posters in kitchens, canteen, toilets and corridors 3. Any member of staff who uses public transport to travel to work must ensure that they wash their hands immediately on arrival at work. 4. Hand washing facilities with soap and water in place 5. Hand sanitisers in place where washing facilities not readily accessible - inside the warehouse roller shutter doors and reception. 6. Cleaning - Frequently cleaning and disinfecting of objects and surfaces that are touched regularly - toilet facilities, door handles, canteen work surfaces, tables, microwave and fridges.	2	5	10	1. Ensure sufficient stocks of hand sanitisers and cleaning materials/products			
COVID-19 exposure due to proximity with work colleagues in the offices	E	A person catches the virus due to either working closely or coming into contact with an infected person	4	5	20	Reducing the number of persons in any work area to comply with the 2m gap recommended by Public Health England (PHE). 1. Majority of office staff are able to work from home and have been provided with work equipment (laptops and phones). Four people attend site daily. 2. The canteen use is staggered and managed by Manufacturing Manager with one person at each table during breaks. The lunch break is between 12 and 2pm and again staggered by team. Kitchen door to be kept open and only person at a time in the kitchen. 3. Office staff (other than the four already identified) are not permitted to attend the site unless permission has been granted by Jo Morris.	2	5	10				

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COVID-19 exposure due to proximity with work colleagues in the warehouse	E	A person catches the virus due to either working closely or coming into contact with an infected person	4	5	20	<p>Reducing the number of persons in any work area to comply with the 2m gap recommended by Public Health England (PHE).</p> <p>1. Assembly - FM assembly to have one person per side maintaining 2m distance; Dustcheck assembly to have one person at a time on the machine or bench.</p> <p>2. The canteen use is staggered and managed by Manufacturing Manager with one person at each table during breaks. The lunch break is between 12 and 2pm and again staggered by team. Kitchen door to be kept open and only person at a time in the kitchen.</p> <p>3. One way system in place in the warehouse racking area in a clockwise direction to control the movement of people whilst maintaining a 2m gap at all times. There should be no stopping to talk to colleagues in this area as this will result in people waiting and causing a queue. The remaining space will have a two way system which is 2m per lane wide.</p> <p>4. Start and finish times are staggered to reduce the number of workers arriving and leaving at any one time.</p> <p>5. Toilet facilities - only one person can use the facilities at any one time.</p> <p>6. Work equipment and tools should not be shared. If this is not possible then these should be cleaned thoroughly between uses. Hand sanitiser for Dustcheck assembly area as well as cleaning materials.</p> <p>7. If close proximity working is unavoidable ie, for manual handling, then staff should work side by side or away from each other, rather than face to face if possible. Face coverings are available.</p> <p>8. Where face to face contact is unavoidable, this should be kept to 15 minutes or less wherever possible.</p>	2	5	10	<p>1. Staff to reminded on a daily basis of the importance of social distancing by managers or team leaders</p> <p>2. Establish minimum PPE stock levels and ensure these are maintained</p> <p>3. Daily cleaning checklist to be visible to all staff</p> <p>4. Managers/team leaders daily check of control measures to be recorded</p>			

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Spread of COVID-19	E, V	Deliveries to site	4	5	20	1. All delivery drivers to ring the outside bell for attention. Drivers to remain outside at all times. Delivery notes to be placed on the goods for signature whilst both parties remain at least 2m apart. 2. When moving goods between T1 and T2, staff should not share vehicles or cabs where suitable social distancing cannot be achieved. 3. Delivery drivers who wish to use the welfare facilities, must use the hand sanitiser at the roller shutter door prior to entering the warehouse. They must follow the one way system to the warehouse toilets, maintaining a 2m gap at all times, comply with the use of toilet rule and to exit, continue to follow the one way system to the exit door.	2	5	10				
Exposure and spread of COVID-19 by returning furloughed and new members of staff.		A person catches the virus due to either working closely or coming into contact with an infected person or surface	3	5	15	1. All returing furloughed staff to receive a H&S induction which includes the controls for managing the risk of COVID-19	2	5	10	1. Update the current H&S Induction to include new working practices for COVID-19			
Exposure and spread of COVID-19 by maintenance/service engineers or contractors.	E, V	A person catches the virus due to either working closely or coming into contact with an infected person or surface	4	5	20	1. All maintenance and service calls should be pre-booked with the Manufacturing Manager. 2. On arrival at site, all visitors to use the hand sanitiser at reception. They must be given a copy of the workplace risk assessment and monitored whilst on site. 3. All equipment that has been touched (if it is easily accessible) must be cleaned after the visit.	2	5	10				

**Persons affected:** E - Employee; V - Visitors; C - Contractors; Cu - Customers; T - Temps; P - Public

Date Revised.	Reason for Revision.	Name

		Severity				
Likelihood		1	2	3	4	5
	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk Assessment	Likelihood	
	Extremely unlikely	1
	Unlikely	2
	Likely	3
	Extremely likely	4
Severity	Almost certain	5
	Severity	
	Minor injury	1
	Moderate injury	2
	Lost time injury, illness, damage	3
Key	Major injury, diabling illness, major	4
	Catastrophic injury (fatality)	5





