

Risk Assessment-Covid 19	
<p>Covid-19 is a new strain of Coronavirus which spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop a serious illness.</p>	
Item	Details
Task/Activity	General work activities.
Hazard(s)	Contact with contaminated surfaces or persons infected with Covid 19.
Persons at risk	<p>All members of staff/workers.</p> <p>Temporary workers.</p> <p>Workers tasked with supervising the lateral flow testing of temporary workers & permanent members of staff.</p>
Risks	<p>It is possible that all members of staff/workers may suffer:</p> <ul style="list-style-type: none"> • Death/major or minor injuries from contact with contaminated surfaces. • Death/major or minor injuries from contact with persons infected with Covid 19. • Death/major or minor injuries from the increased use & presence of temporary workers who may be asymptomatic. • Death/major or minor injuries from contact with persons infected with Covid 19 or via contact with contaminated surfaces, while supervising the lateral flow testing. • Increased fatigue from wearing face coverings during specific activities (see point 15.0).
Relevant Statutory Provisions	<p>The corona virus act 2020</p> <p>The workplace (health, safety and welfare) regulations 1992</p> <p>The management of health and safety at work regulations 1999</p> <p>The personal protective equipment regulations 1992</p> <p>The control of substances hazardous to health regulations 2002</p>
Measures needed to prevent or reduce risk and comply with the relevant statutory provisions	
1.0	<p>In general, & at present, no external visitors are permitted to our site (essential visitors are permitted & authorised by MOM/MN/RWB).</p> <p>As movement restrictions are lifted/relaxed, visits to our site by contractors, customers, suppliers, etc are only permissible where no other remote form of media is available.</p>

Measures needed to prevent or reduce risk and comply with the relevant statutory provisions

<p>1.0 continued</p>	<p>Where possible remote working (from home-approx. 8-10, 28.04.2020) is to remain in place.</p> <p>Where remote working is not possible, the 2m distancing rule is to be employed in meetings, conferencing, general working, etc. A general area review of maximum numbers of workers within offices & welfare facilities has taken place & signage placed on relevant doors indicating maximum occupancy.</p> <p>Open areas (staff canteens, break out areas) are to have appropriate gaps between tables/chairs. <i>Breaks have been staggered within the mould shop/working departments. Maximum occupancy per room have been displayed.</i></p> <p>Additional hand sanitising/washing facilities have been introduced & monitored weekly via maintenance.</p> <p>An ongoing review to Identify pinch points at pedestrian walkways where the 2m rule cannot be adhered to remains in place & as additional numbers of workers return to work this will be reviewed further.</p> <p>Fork lift trucks have been assigned to individual operators-plant/fork lift trucks are cleaned at the end of each shift & subject to routine cleaning between each shift or as new workers take over vehicles mid-shift.</p> <p>Clean down of shared items of tooling/machinery is conducted before any hand over takes place.</p> <p>Increased cleaning regime of key boards, cupboard, handles, door handles, etc.</p> <p>Internal doors (where appropriate) are to be wedged open to prevent contact.</p> <p>A screen is installed at the sites main reception.</p> <p>Maximum occupancy has been detailed in each communal office.</p> <p><i>Shift hand over records are in place and maintained by RWB.</i></p>
<p>2.0</p>	<p>Identify persons within high-risk categories & where possible allow for remote working. If remote working is not possible then furloughing is to be considered.</p>
<p>3.0</p>	<p>Communicate with all employees the need for;</p> <p>More frequent sanitising/washing of hands. Awareness of Covid 19 signs and symptoms. Isolation procedures. Social distancing & areas where the 2m rule has made changes to the layout of walkways/routes. The use of company vehicles being restricted to single occupants. Not approaching delivery drivers. Stagger rest breaks to ensure toilets do not become over crowded. Stagger clocking in/out & arrival times to ensure work entry/exit points do not become overcrowded.</p>

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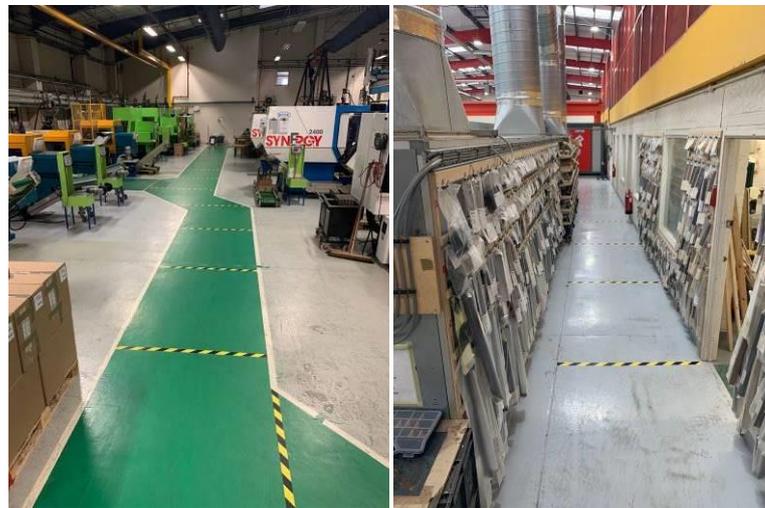
3.0 continued

Not to share cutlery.
Not to share items of work equipment.
Not to share food or drinks.
Not to share vehicles.

The availability of in-house lateral flow testing & the process/procedure for obtaining a test.

4.0

Visual aides/markers have been installed to walkways/pathways to allow for easier identification of the 2m rule.



Measures needed to prevent or reduce risk and comply with the relevant statutory provisions

4.0 continued

Visual aides have been displayed within reception areas.



Door signage has been displayed informing users of the numbers of workers permitted within each room/area.



5.0

Door entry systems which require skin contact have been disabled.

Internal doors have been held open (where possible & no fire risk is present) to prevent skin contact.

6.0

Suppliers have been Informed that deliveries will not be signed for. *Internal & external communication has been created & issued to all relevant staff and suppliers (SP/DD).*

7.0

External cleaning contractor has increased the hygiene/cleaning services to the site to focus on high contact areas.

An additional 1 hour per day has been added to the working day of the contract cleaner.

Measures needed to prevent or reduce risk and comply with the relevant statutory provisions	
8.0	Where activities have been identified as necessary & the 2m social distancing gap cannot be maintained, face coverings/shields are to be worn.
9.0	Communicate regularly where there have been general, departmental & site-specific changes to workers who are not present on site (those who are home working, absent or have been furloughed).
10.0	During the signing in/out of visitors to the site, (where this is necessary) pens are to be single use only.
11.0	During maintenance & engineering activities, where social distancing cannot be maintained at 2m, workers are to wear face coverings & withdraw to 2m as soon as is practical.
12.0	The visitors signing register has been removed & replaced by a Covid questionnaire to remove the contact points.
13.0	The ventilation within the mould shop has improved efficiencies and air changes.
14.0	All personnel are to wear a face covering when moving around the internal areas of the premises.
14.1	The need to wear a face covering is not mandatory when personnel are; Working at their own workstation Or When outside of the companies buildings.
15.0	Face coverings/shields are mandatory for all personnel, visitors & contractors within all internal working areas of the companies' premises. The wearing of face covering was discussed at the 2021 06 H&S meeting. <ul style="list-style-type: none"> • While transiting the site, face coverings are to be worn. • While working at an established workstation, face coverings can be removed. • If a person enters another's workstation face coverings are to be worn. • Production area workers are able to wear face shields rather than face coverings. <p>Face shields may replace a face covering where an activity causes or is likely to cause an increased demand on an operators breathing (which may be restricted through wearing a face covering). Each activity will be reviewed by the respective departmental manager, where, they will issue the relevant authorisation.</p>

Measures needed to prevent or reduce risk and comply with the relevant statutory provisions

15.1	<p>Temporary workers</p> <p>All temporary workers will be managed by the relevant departments' manager/supervisor via;</p> <p style="padding-left: 40px;">On their initial start day-they will;</p> <p style="padding-left: 40px;">Complete the Covid/visitor's questionnaire.</p> <p style="padding-left: 40px;">Undertake a lateral flow test.</p> <p>The departmental supervisor is responsible for managing the temporary workers i.e. signing in, completing the lateral flow test, completing the Covid/visitors questionnaire, daily temperature check, confirming the work areas are sanitised before & at the end of work.</p> <p>Temporary workers, will have their temperature monitored and recorded on the Covid/visitors questionnaire. If the temperature is recorded as over 38° the worker is to be referred for an off-site NHS administered Covid test.</p> <p>On subsequent days temporary workers are to sign in on the temporary workers register-with their temperature monitored/recorded.</p> <p>The supervisor is to inform all temporary workers of the sanitising routine, management of welfare and canteen areas.</p>
15.2	<p>Contractors, contractors are to be managed using the same format as for temporary workers-as at 15.1.</p>
15.3	<p>Reception & clocking in area.</p> <p>The main reception area is to have the inner door locked to prevent general access .</p> <p>All visitors and contractors are to be held within the air lock between the outer and inner door.</p> <p style="padding-left: 40px;">Sanitising stations have been installed within the air lock at the main reception area & the clocking in point (with hand sanitiser, spare face coverings, Covid/visitor's questionnaires, new & used pens, etc).</p> <p>Access to the mould shop & administration areas are to be accessed via the entrance at the rear of the mould shop.</p>
15.4	<p>Additional ventilation is to be gained by opening doors and windows where practical.</p>
15.5	<p>Additional signage has been displayed at all building entrances, detailing-face coverings are to be worn, hands-face-space, etc.</p>

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15.6	<p>Covid record keeping</p> <p>A central point of Covid based records is to be maintained.</p> <p>All departmental managers are to inform Mark Nelson/Dept manager of;</p> <p>Positive tests. Persons who are self-isolating. Persons who have been referred for a Covid 19 test.</p>
16.0	<p>Company Vehicles</p> <p>Signage & antibacterial equipment is to be located/positioned within company vehicles.</p> <p>Company vehicles are to be cleaned before & after use.</p>
17.0	<p>Specialist cleaning services</p> <p>The company has purchased a fogging & spraying machine to provide additional cleaning/anti-bacterial measures to each department. Each department is cleaned using the fogging and spraying machines on a twice weekly basis.</p> <p>A record of the departments cleaned is maintained by the maintenance department.</p>
18.0	<p>The lateral flow testing is to be carried out by RWB (who is to be deputised by tbc).</p> <p>When supervising the test, the following is to be worn;</p> <p style="padding-left: 40px;">A face covering (surgical type IIR) with a face shield.</p> <p>The testing area is to be located at 21B, (rear & top floor office).</p> <p>Persons waiting for the test are to be supervised so close contact/cross over of those reporting a positive test & others does not occur.</p> <p>The work/activity area used for testing is to be sanitised after use using the fogging & spraying machines.</p> <p>Used (waste) testing equipment is to be disposed of at various clinical waste bins located throughout the site.</p>
19.0	<p>Inclusion to support the government guidance-relative to workers whose close contact test positive, are being encouraged to take a LFT for 7 days before they commence work.</p>

Review Log		
<i>Date of review</i>	<i>Reason for review & actions taken</i>	<i>Reviewer</i>
28 th April 2020	General review	ECB, RWB, AC
14 th May 2020	General review following increased awareness, differences in government guidance, general guidance provided to delivery/haulage suppliers, installation & display of signage.	ECB
16 th June 2020	General review & removal of the need for tight fitting RPE & use of face shields when social distancing cannot be achieved when working in close-proximity.	ECB, RWB
11 th August 2020	General review & addition of item; 10.0 11.0	ECB, RWB
15 th September 2020	General review & addition of item; 12.0 13.0	ECB, RWB
16 th December 2020	General review & addition of items; 14.0 14.1	ECB, RWB
4 th January 2021	General review on the companies; return to work. The strike out of 8.0, 11.0, 14.0 & 14.1 The addition of items; 15.0 15.1 15.2 15.3 15.4 15.5 15.6 16.0	MOM. RWB, ECB
12 th January 2021	An additional entry to point 7.0 ref the extension of an additional one hour per day to the cleaning contractor. Additional entry at point 15.3 detailing the second sanitation station at the clocking in point. Addition of point 17.0 ref the specialist cleaning regime using the fogging & spraying machines.	ECB

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<i>Date of review</i>	<i>Reason for review & actions taken</i>	<i>Reviewer</i>
29 th January 2021	General review & inclusion of in-house lateral flow testing of temporary workers/contractors & members of staff. The addition of point 18.0	ECB/RWB
8 th April 2021	The review of face coverings for specific roles/activities/working conditions at 15.0	ECB/RWB
8 th June 2021	General review & adjustment of the companies' response to wearing face coverings. An amendment to point 15.0 has been made	ECB/RWB
7 th September 2021	Addition of point 19, close contacts testing positive & workers being encouraged to carry out a LFT for 7 days before they commence work.	ECB/RWB