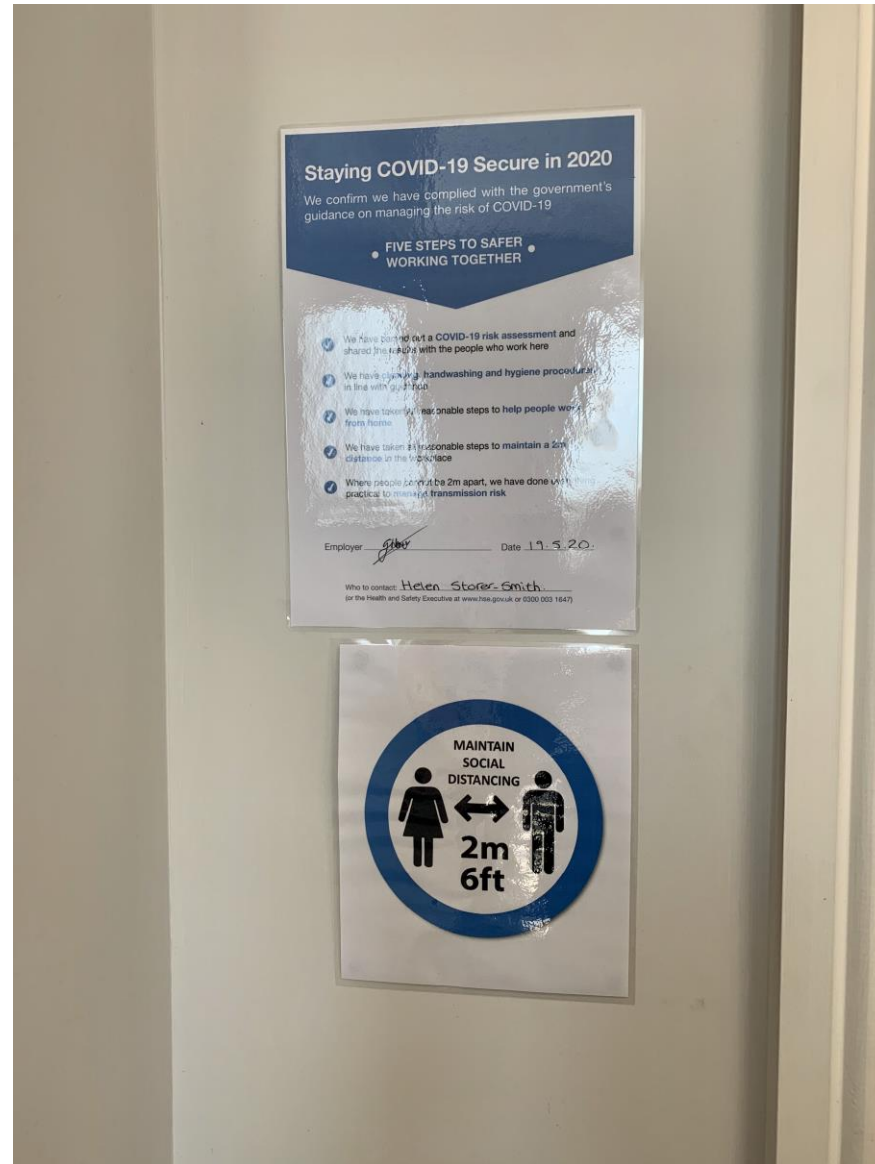




ASSESSORS NAME: Martin Bunting & Helen Storer-Smith ASSESSORS SIGNATURE: <i>Martin Bunting & Helen Storer-Smith</i> ASSESSMENT DATE: 19/05/20 ASSESSMENT TITLE: Covid-19 Safety LOCATION: Head Office REVIEW DATE: Until advised by Government		(3) High Major Injury or Death	Medium (3)	High (6)	High (9)									
		(2) Medium Lost Time Injury	Low (2)	Medium (4)	High (6)									
		(1) Low Trivial Injury	Low (1)	Low (2)	Medium (3)									
		EVALUATION RATING	(1) Low Unlikely to occur	(2) Medium Likely to occur	(3) High Inevitable									
			6-9 HIGH RISK	No work must start (or continue) until the risk has been reduced to a tolerable risk level										
			3-5 MEDIUM RISK	Monitor and try to risk level to as low as reasonably practicable (ALARP)										
		1-2 LOW RISK	No additional controls required – however continue to monitor to ensure risk remains low											
EFFECTED PERSONS:														
Employees	✓	Contractors	✓	Visitors	✓	Others	X							
No.	Hazard	Risk	Pre-Control Risk			Control Measures to be employed	Residual Risk							
			L	x	S		=	R	L	x	S	=	R	
1	Illness from the exposure to Coronavirus in the workplace	Infesting Work Colleagues	2	x	3	=	6	<ul style="list-style-type: none"> If an employee or any of their household are displaying ANY symptoms of COVID-19 published in Government Guidelines then they have been requested to speak with their manager. If an employee is requested to go home and isolate, all areas that the said staff member has been in to contact with will be cleaned with antibacterial wipes/spray. Antibacterial hand gel and signage located at the main entrances and around the factory and office. 	1	x	3	=	3	
		Cross contamination	2	x	3	=	6		<ul style="list-style-type: none"> Provision of antibacterial hand gel in all areas of the building. Reminder posters located in all areas of the building Hand gels refilled regularly. NHS advice notices provided as part of the safe system of work briefing 	1	x	3	=	3
		Visitors	2	x	3	=	6		<ul style="list-style-type: none"> When visitors are essential they must sign in and use their own pens or be signed in by their host. Visitor notices available in reception. Social distancing signage erected in reception 	1	x	3	=	3
		Contractors	2	x	3	=	6		<ul style="list-style-type: none"> Contractors must sign in at the main reception and use their own pens or be signed in by their site contact. Contractors will only be permitted to work on site if a safe distance of 2m can be adhered. Inductions will be carried out as normal for any new contractors, keeping a safe distance of 2m apart whilst doing so. 				=	

	Use of welfare facilities	2	3	6	<ul style="list-style-type: none"> • Antibacterial hand gel is available across the worksite for employees returning from their break or who have left the premises. • Welfare facilities subject to increased cleaning. • Staff are encouraged to use their own kettles and use their own cups and cutlery. • Signage erected and displayed, centre urinal cordoned off. • Toilet users restricted to reduced numbers. • Reduced canteen usage and seating restriction in force. 	1	3	3
	Use of Company Vans and FLT's	2	3	6	<ul style="list-style-type: none"> • FLT's must be cleaned before use and again if there is a change in driver. • Van controls must be cleaned down before and after use. • Hand gels and cleaning wipes available in each van. • Signage displayed in all vans. • Face masks available for people who cannot maintain social distancing due to having to travel in work teams. • Teams will be kept the same where reasonably practicable. 	1	3	3
	Surface contact/Handheld devices	2	3	6	<ul style="list-style-type: none"> • All hard surface areas are cleaned down regularly including door handles and other hard surfaces likely to be regularly touched. • Hand held tools are designated to the same employee or team and should be wiped down if used by others. • Control panels and touchscreen to be cleaned down before and after use. Wipes provided and available along with SSOW. 	1	3	3
	Handling Delivery's	2	3	6	<ul style="list-style-type: none"> • Dedicated delivery area established. • Delivery driver instruction signage erected. • All couriers will unload their own vehicle and place the goods outside of the building or on the loading dock, no employee will sign for any goods and will stay inside the building while this is being done. Once the delivery has moved beyond 2m the staff member will then bring the goods inside the building. • If a forklift truck is needed, the delivery driver will be asked to remain 2m away and the staff member will unload the materials. Once this is done the staff member will inform the driver from at least 2m that he can leave site and no paperwork will be signed. • Staff opening and dealing with deliveries must wear disposable safety gloves 	1	3	3
	Working Practice	2	3	6	<ul style="list-style-type: none"> • All staff will work 2m apart. Floor markings available where required to remind workers of rules. • Shared equipment will be regularly cleaned with anti-bacterial wipes. • Hand gel is available throughout the building. • Most manufacturing activities are solitary and the staff members will keep 2m apart when in the same vicinity with other staff. • Stores area marked out with additional signage erected. 	1	3	3

Compliance Pictures



Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- 1 We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- 2 We have put up handwashing and hygiene procedures in line with good practice
- 3 We have taken all reasonable steps to help people work from home
- 4 We have taken all reasonable steps to maintain a 2m distance in the workplace
- 5 Where people cannot be 2m apart, we have done all the practical things to manage transmission risk

Employer Gibby Date 19.5.20

Who to contact: Helen Stores-Smith
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)



Compliance Pictures

