

# Coronavirus Risk Assessment for Factory 1

This R.A. is an update of our original assessment. We can now look at, document and analyse our Covid 19 safety procedures to ensure effectiveness. Where further action is required, it will be documents, communicated and actions put in place in a priority manner

Location/Dept: Factory 1						Date Assessed: 29 September 2020		Assessed by: R Hawkes, S. Gooderham, G. Mazurkewicz			
Task/Activity: Plastic moulding, Assembly of parts											
			Risk rating before implementing control measures					Risk rating after implementing control measures			
Activity/ Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place		Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Controls Measures Required
Working in the Business	Contact with persons suffering from coronavirus	Employees Contractors Visitors	5	5	25	Emergency Action Plan (EAP) in place and communicated to all members of staff and visitors, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the workplace.		2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>  Control measures will be revised and updated
						All members of staff instructed to follow government guidance on self-isolating and adhere to advice given.					
						Where eligible, employees are strongly recommended to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.					
						Return to Work Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19.					

						<p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				
Working in the Business	Contact with persons suffering from coronavirus – visitors and contractors	Contractors Visitors	5	5	25	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> <li>• Encouraging visits via remote connection/working where this is an option;</li> <li>• Where site visits are required, explaining site guidance on social distancing and hygiene to visitors on or before arrival;</li> <li>• Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example carrying out services at night;</li> <li>• Maintaining a record of all visitors</li> <li>• Revising visitor arrangements to ensure social distancing and hygiene</li> <li>• Providing clear guidance on social distancing and hygiene to people on arrival (for example, signage or visual aids) and before arrival (for example, by phone, on the website or by email);</li> </ul>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Control measures will be revised and updated</p>

						<ul style="list-style-type: none"> <li>Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors;</li> <li>Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</li> </ul>				
Arrival at business	Contact with persons/surfaces suffering from coronavirus	Employees	5	5	25	<ul style="list-style-type: none"> <li>Employees start times staggered to aid social distancing in social areas such as toilets and rest room.</li> <li>Hand sanitiser station located at the entry door to the factory to sanitise hands on entry.</li> <li>Separation lines set at 2 metres for clocking in/out.</li> <li>Right of way system on main walkway from the fire exit in the warehouse to the plastics department including passing points on the left throughout.</li> <li>All shared workstations and equipment sanitised before and after use using the cleaning stations located on the plastics shop floor.</li> </ul>	2	5	10	Constant monitoring from management. Regular reviews, questionnaires for the plastics production team on measures and concerns.
General Employee Movement	Contact with persons/surfaces suffering from coronavirus	Employees	5	5	25	<ul style="list-style-type: none"> <li>All rooms, break room and offices have maximum capacity to ensure there's no overcrowded rooms.</li> <li>Toilets have a vacant/engaged slider to ensure no more than 1 person are in each.</li> <li>If a 2 meter distance cannot be adhered to then masks are worn as provided in the PPE area on the plastics shop floor.</li> <li>Various signage placed around the building in strategic places including the safe systems of work specifically for COVID-19 to heighten awareness and encourage good practices, such as cleaning hands regularly and maintaining social distancing.</li> </ul>	2	5	10	Constant monitoring from management. Regular reviews, questionnaires for the plastics production team on measures and concerns.
Working at Moulding Machines	Contact with persons/surfaces suffering	Employees	5	5	25	<ul style="list-style-type: none"> <li>All shared workstations and equipment sanitised before and after use using the cleaning stations located on the plastics shop floor.</li> </ul>	2	5	10	Constant monitoring from management. Regular reviews, questionnaires for the plastics production team on measures and concerns.

	from coronavirus					<ul style="list-style-type: none"> <li>Screen stylus pens given to every employee to ensure the non – touching of screens and buttons.</li> </ul>				
Working at Assembly Area	Contact with persons/surfaces suffering from coronavirus	Employees	5	5	25	<ul style="list-style-type: none"> <li>All shared workstations and equipment sanitised before and after use using the cleaning stations located on the plastics shop floor.</li> <li>Backboard job on press 511 is now a 2 operator job, down from 3, with the cycle time adjusted to ensure social distancing measures are incorporated within the process.</li> <li>Pad printing room for press 62 has a maximum capacity of 1 person.</li> <li>A separate SSOW (PC007) is created for a 2 operator operation on press 62 which includes a roller table from inside the room to outside of the room, op 2 wearing a glove on the hand handling the parts along with all hard surfaces cleaned during a changeover.</li> </ul>	2	5	10	Constant monitoring from management. Regular reviews, questionnaires for the plastics production team on measures and concerns.
Break Times	Contact with persons/surfaces suffering from coronavirus	Employees	5	5	25	<ul style="list-style-type: none"> <li>Use cleaning station to wipe down all areas of your workstation as break cover arrives, also sanitise hands using the shop floor cleaning station both before and after going to or covering another persons break.</li> <li>Employees to use hand sanitising station before entering the rest room (break room).</li> <li>Two people per table using the screens provided and 1 person standing as maximum capacity is set to 5 in the rest room (break room).</li> <li>Areas outside accessible on breaks if social distance signage is adhered to, including the smoking area.</li> <li>Upon re-entering the building, all employees to use the sanitising station to sanitise hands.</li> </ul>	1	5	5	Constant monitoring from management. Regular reviews, questionnaires for the plastics production team on measures and concerns.

Working as a warehouse operative	Contact with persons/surfaces suffering from coronavirus	Employees	5	5	25	As Above (All warehouse employees follow the same procedures as above for safe arrival, working, break times and leaving)	1	1	5	
	Contact with persons/surfaces suffering from coronavirus	Drivers	5	5	25	Any driver who needs to use BG indoor facilities will be required to hand sanitise before entry and they will be required to wear a face covering	1	1	5	
	Contact with persons/surfaces suffering from coronavirus	Driving forklift trucks	5	5	25	All touch points on the forklift will be sanitised after the operator has finished using the vehicle for the day	1	1	5	

## Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Review/Change Record

Date of Review	Confirmed by	Comments
Tuesday 29 <sup>th</sup> September 2020	R.Hawkes	Reviewed daily by management in line with government guidelines and improvement opportunities.

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep my staff informed of any changes.

Employee Name (Print)	Employee Signature	Date
Richard Hawkes		29 <sup>th</sup> September 2020

