

RISK ASSESSMENT:

Assessed By: Steven Hughes

Review Date: Reviewed as and when as per government guidelines.

HAZARD/LOCATION: Covid-19 infection

PERSONS AT RISK: All Employees/Employee family members/Visitors/Contractors

PPE: Gloves

RISKS: Coronavirus infection, causing respiratory problems, severe illness, death.

CONTROL MEASURES:

- Employees with long term health issues such as COPD and Asthma have been identified and are shielding.
- 30% of the staff has been furloughed until further notice
- All remaining staff must following the social distancing guidance given by the government.
- Remaining works staff to start and finish at different times to relieve congestion in the communal areas.
- Works gym, table tennis room and showers are not to be used.
- Ladies shower room and one half of the table tennis room available for 2 persons as a rest area
- Cleaning staff told to only concentrate on cleaning door handles, door pads, canteen, kitchen areas, toilets and any other hard flat surfaces to prevent spread of infection.
- Signage to encourage all employees to wash their hands more often in the correct way and hand sanitizer is freely available on site
- Car sharing is discouraged
- Company cars must only be used by the primary driver
- Company wagons must not be shared by drivers
- Visitors and cold callers are not allowed on site
- Contractors are restricted on site ,only if absolute necessary
- All delivery wagons must be directed to the front yard area and the driver must stay in the vehicle whilst unloading takes place. Always use you own pen to sign paperwork.
- Delivery drivers are not allowed in the factory, offices and may only be allowed to use the washroom facilities in extreme emergencies, at which they will be directed through the car park area into the works entrance to the disabled toilets.
- Factory workers must wear gloves at all times.
- Any worker showing symptoms of coronavirus (new continuous dry cough, high temperature) must inform their line manager and go home immediately and follow government guidelines
- The smoking area is limited to two persons only.

Risk Rating After Control Measures				
Severity	X	Likelihood	=	Risk
2	X	2	=	4
Risk Level = Medium				

Signed:
QHSE Director

