

1	<p>Working in close proximity to others, who may have contracted the virus.</p>	<ul style="list-style-type: none"> <li>• Employees from defined vulnerable groups can now return to work however employees who make up this group should be assessed on an individual bases to make sure they are not being put at risk.</li> <li>• Look as the possibilities of those who can work from home, to reduce the numbers on site especially in office environments.</li> <li>• Assess the welfare needs of employees who work from home. are employees who are not able to work from home, social distancing guidelines, are implemented and observed. And adhere to room numbers on site, each room will have a notice showing max numbers</li> <li>• Staff instructed to follow government guidelines and self-isolate where they develop any symptoms including, a fever, new continuous cough, difficulty breathing or reduced sense of smell and taste.</li> <li>• Suspension of staff meetings and other activities if meeting cannot be undertaken in line with government guidance and where suitable separation distances (2m) cannot be maintained.</li> <li>• Staff shifts/ rest breaks are planned to ensure staggered use of canteen and welfare facilities.</li> <li>• Canteen has been closed and communal tablets removed due to limitations re social distancing.</li> <li>• Hand sanitiser and tissues made available to employees. Staff advised of the importance of implementing preventative hygiene measures.</li> <li>• Where working closer than 2 metres is necessary, face coverings will be available, restrict this to 2 people and keep to the same pairs, where possible.</li> <li>• Ensure all staff provided with regular information updates, in line with government guidelines with regards to the precautions required.</li> <li>• Staff advised not to car share with someone outside of their household</li> <li>• Need to keep job and equipment rotation to a minimum.</li> <li>• Use of posters and floor and wall markings to remind employees of social distancing, hand hygiene and supervision to insure compliance.</li> <li>• Four entry points for employees entering the work place to reduce queuing and congestion.</li> <li>• None fire doors to be left open to reduce the amount of contact with doors and also potentially improve workplace ventilation.</li> <li>• Increased the use of online meeting facilities (Teams/Zoom) to reduce face to face meetings.</li> </ul>	<b>HIGH</b>		
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• Air conditioning units, filters to be regularly inspected and changed.

• All employees have re-signed covid control measures Sep 2020

2	Contact with contaminated surfaces.	<ul style="list-style-type: none"> <li>• Information posters provided at strategic locations to remind staff of the importance of regular handwashing and of effective handwashing techniques.</li> <li>• Suitable handwashing facilities available on site, with adequate supply of water and hand sanitisers.</li> <li>• Cleaning regimes in place to ensure surfaces are regularly disinfected (including door handles, taps, light switches, toilet flush handles. etc). Cleaning regime has been increased by 4 hours per day so toilets, kitchen, points of contact are cleaned throughout the factory and offices.</li> <li>• Wipes available to disinfect frequently touched items of equipment.</li> <li>• Suitable supply of cleaning materials and disinfectant are available to ensure cleaning regimes can be completed.</li> <li>• Welfare facilities are maintained and cleaned regularly.</li> <li>• Employees who have a clock card are required to take it home and not leave it on site.</li> <li>• Managers and employees made aware of and adhere to government guidelines with regards to cleaning, disinfection and removal of waste on regular basis.</li> <li>• paper towel and disinfectant sprays in place for employees to use for cleaning surfaces and equipment</li> <li>• SOP for the cleaning of surfaces and equipment</li> </ul>	<b>HIGH</b>		
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3	Contact with site visitors, including delivery Drivers who may have contracted the virus.	<ul style="list-style-type: none"> <li>• All non-essential visitors are not permitted to access the site.</li> <li>• Face to face meetings avoided wherever possible – alternative meeting arrangements are in place via conference call etc.</li> <li>• Social distancing guidelines (at a minimum of 2m) implemented and adhered to in all situations where contact with site visitors is essential.</li> <li>• Receptionist to sign in all visitors and guest from behind Perspex screen. No visitor to sign in and out his or herself.</li> <li>• Implemented a QR Code (contactless) so visitors can sign in/check out via their phones and their contact details will be kept for 21 days for Track and Trace. Name/phone number to be written in visitors book unable to use QR Code.</li> <li>• Contractors and visitors temperatures taken on entry to site.</li> <li>• Increased the use of online meeting facilities (Teams/Zoom) to reduce face to face meetings.</li> <li>• Delivery drivers temperature taken on arriving on site.</li> </ul>	<b>MEDIUM</b>	SOP, to be written for the tasks need to be completed by the receptionists.	18-05-20
4	Staff becoming unwell whilst at work.	<ul style="list-style-type: none"> <li>• COVID symptom signs and steps to take.</li> <li>• Where staff become unwell in the workplace, with a new, continuous cough, high temperature (temperature to be measured) new shortage of breath or loss of smell and taste, they will be sent home immediately and advised to follow current government guidelines with regards to self-isolation.</li> <li>• Staff required to self-isolate where they have been in contact with individuals known to have tested positive for COVID-19.</li> <li>• Where a staff member reports suspected COVID-19 symptoms areas will be disinfected and cleaned in line with government guidelines. Monthind will be used to clean any areas infected with COVID-19.</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Ensure Managers are provided with suitable information to ensure they know how to spot symptoms of COVID-19 and are clear on any relevant processes/ actions to take.</li> </ul>	22-05-20

5	Exposure to infected individuals when travelling between sites.	<ul style="list-style-type: none"> <li>• Only essential employees are allow to travel between sites, i.e., if the tasks they perform were not completed it would severely hinder the companies production.</li> <li>• Public transport avoided wherever possible.</li> <li>• Company minivan is restricted to four people, face covering to be worn.</li> <li>• Employees advised not to car share if it can be avoided, if they have to ware face coverings, windows open and/or vehicle ventilation on high not recycle.</li> </ul>	<b>MEDIUM</b>		
6	Lack of staff affecting safety critical activities/ emergency arrangements.	<ul style="list-style-type: none"> <li>• Roles and responsibilities deputised to ensure suitable cover available in the event of staff absence.</li> <li>• Key health and safety information is readily available, to ensure continuity in the event of staff absence. All relevant staff made aware of where to find such information.</li> <li>• Activities suspended in instances where there is no staff member with suitable levels of competence to undertake the work safely.</li> <li>• Existing risk assessments are reviewed and updated where there are significant changes to specific working arrangements.</li> <li>• Fire and first aid measures reviewed and monitored to ensure they remain adequate, with fire drills suspended until it is safe to resume.</li> <li>• Copy of this RA, has been placed on company web site.</li> <li>• Ensure clear communication of any changes to the health and safety arrangements in place to all relevant employees</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Ensure clear communication of any changes to the health and safety arrangements in place to all relevant employees.</li> <li>• SOP Needed for how first aiders will treat injured employees and remain safe</li> <li>• <b>Develop COVID action plan AK, SJ, RM.</b></li> </ul>	ongoing