




Risk Assessment Record

Assessors:
O Townsend

Date: 20/08/2020

Site: Newent		Area: Factory / Offices		Activity: Coronavirus Pandemic		Sheet Ref: /COVID-19 Page 1			
What has the potential to cause harm? The Hazard	Describe the most likely outcome	People at risk and exposure	Current controls, information and training	Likelihood 1 to 5	Severity 1 to 5	Risk Level	Is it: Low Medium High V High Intolerable	Acceptable? (YES/NO)	CAF Ref
Employees working in restricted spaces on factory shop floor / offices	Potential to spread COVID-19 amongst employees through general activities	All employees on site	<p>Factory and office layout in line with social distancing measures with appropriate signage and guidance in place</p> <p>Appropriate PPE and guidance in use and available for all employees</p> <p>New induction created to ensure all requirements are clear prior to employees starting work</p> <p>Daily checks completed on all signage / dispensers / toilets</p>	2	3	6	Low	Yes	1
Employees use of hygiene controls (toilets / canteen / kitchen)	Potential to spread COVID-19 amongst employees through general activities	All employees on site	<p>Enhanced hygiene arrangements put in place in line with Government guidance</p> <p>All essential supplies purchased and improved access to hygiene controls implemented (soaps, alcohol gels, towels)</p> <p>Cleaning regimes implemented for completion by all employees throughout the day</p> <p>Signage put in place to highlight good hygiene practices</p>	2	3	6	Low	Yes	2

			Cleaning agents in place for wiping down Drinks / Food machines						
Employees access and exit to site / car parking / building	Potential to spread COVID-19 amongst employees through general activities	All employees on site	Car parking spaces allow for social distancing measures based on current headcount. Employees advised to park away from other cars (leave space either side of car) Implemented routine for all employees to adhere to when entering and exiting site. Signage put in place to guide and advise employees accordingly	2	3	6	Low	Yes	3
Employees moving around premises	Potential to spread COVID-19 amongst employees through general activities	All employees on site	Movement of employees and vehicles on site in line with social distancing measures. Routine implemented for all employees to adhere to. Signage put up to guide and advise employees accordingly. Break times staggered and lunch breaks had in own car or canteen	2	3	6	Low	Yes	4
Employees travelling into work – with others or via public transport	Potential to spread COVID-19 amongst employees through general activities	All employees on site	All employees given guidance note prior to returning to work, which includes advice on travel to and from work. Independent travel (by car, bike) reinforced as most appropriate measure.	2	3	6	Low	Yes	5
Employee coming into work showing symptoms of COVID-19	Potential to spread COVID-19 amongst employees through general activities	All employees on site	All returning employees to receive guidance note on returning to work, which includes advice on what to do in the event of COVID-19 symptoms (for themselves or others in close family) Daily health checks completed by senior management on all employees on site.	2	3	6	Low	Yes	6
Visitors / customers	Potential to spread	All employees	New Visitors process put in place in	2	3	6	Low	Yes	7

coming on site	COVID-19 from 3 rd party	on site	line with social distancing measures and government guidelines. Hygiene measures installed (hand gel) and notice signage put up at reception. Visitor declaration form created and implemented. OT to hold all completed forms.							
Deliveries of supplies to site	Potential to spread COVID-19 from 3 rd party	All employees on site	Process of delivery of supplies to site agreed - unloading in line with social distancing. Communications had with key suppliers on delivery requirements in line with social distancing – unloading / site rules	2	3	6	Low	Yes	8	
Employees travelling to customers premises (delivery / commercial)	Potential to spread COVID-19 from 3 rd party	Employee and customers	Protocols agreed about customer visits – wherever possible Video Conferencing calls etc rather than face-to-face Where visits are necessary, ensure customer site requirements are understood prior to journey For delivery drivers, rules and guidance put in place about social distancing / PPE when dropping off products – in line with customer requirements.	2	3	6	Low	Yes	9	
Cleaning contractors working on site	Potential to spread COVID-19 from 3 rd party and to employees	All employees on site	Enhanced cleaning regime agreed with contractor in line with COVID requirements. RAMS and Method Statements provided and induction completed with cleaner.	2	3	6	Low	Yes	10	
SIGNATURES: 		DATE: 09/06/2020			REVIEW DATE: 01/07/2020					



Corrective Action Form

Date: 20/08/2020

Site: Newent

Area: Factory / Offices

**Activity: Coronavirus
Pandemic**

Sheet Ref: COVID-19 Page 2

Hazard	Concern	Action Required	Priority	Responsib'y	Target Date	Actual Date	Ref No
Employee coming into work showing symptoms of COVID-19	Potential to spread COVID-19 amongst employees through general activities	Test, Track & Trace awareness communicated to all staff by letter.	High	Oliver Townsend	June 2020	June 2020	6
Employees working in restricted spaces on factory shop floor	Potential to spread COVID-19 amongst employees through general activities	With all employees now working in the office, screens placed on desks to provide additional safety measures to reduce transmission	High	Simon Miles	July 2020	July 2020	1
Cleaning contractors working on site	Potential to spread COVID-19 from 3 rd party and to employees	With increased volumes of staff now on site, cleaners have been brought in full-time with enhanced routine to ensure high levels of hygiene and cleanliness	High	Mat Duncum	July 2020	July 2020	10

SIGNATURES:


DATE: 20/08/2020

REVIEW DATE: 01/10/2020