




## Risk Assessment Record

Assessors:  
O Townsend

Date: 20/04/2020

Site: Leicester		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	Potential to spread COVID-19 amongst employees through general activities	All employees on site	General awareness / hand wash in place and some PPE available (gloves / masks)	3	4	12	High	No	1
Employees use of hygiene controls (toilets / canteen / kitchen)	Potential to spread COVID-19 amongst employees through general activities	All employees on site	Normal hygiene standards – hand washing stations available	3	4	12	High	No	2
Employees access and exit to site / car parking / building	Potential to spread COVID-19 amongst employees through general activities	All employees on site	No fixed parking arrangements / multiple access points to building	3	4	12	High	No	3
Employees moving around premises	Potential to spread COVID-19 amongst employees through general activities	All employees on site	No formal directions or controls in place to limit employees movements across sites	3	4	12	High	No	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	No formal arrangements in place	3	4	12	High	No	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 employees advised to remain at home any of the symptoms are shown (Govt guidance)	3	4	12	High	No	6
Visitors / customers coming on site	Potential to spread COVID-19 from 3 <sup>rd</sup> party	All employees on site	Visitors process in place. Access to toilets.	2	4	8	Medium	No	7
Deliveries of supplies to site	Potential to spread COVID-19 from 3 <sup>rd</sup> party	All employees on site	Standard acceptance of deliveries – restrict access to driver	2	4	8	Medium	No	8

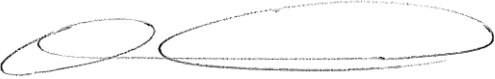
Employees travelling to customers premises (delivery / commercial)	Potential to spread COVID-19 from 3 <sup>rd</sup> party	Employee and customers	Guidance from customers on any revised COVID processes	2	4	8	Medium	No	9
Cleaning contractors working on site	Potential to spread COVID-19 from 3 <sup>rd</sup> party and to employees	All employees on site	Normal daily routine of cleaning completed by contractor	2	4	8	Medium	No	10
<b>SIGNATURES:</b> 		<b>DATE: 20/04/2020</b>			<b>REVIEW DATE: 01/06/2020</b>				

**Site: Leicester**
**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
Employees working in restricted spaces on factory shop floor	Potential to spread COVID-19 amongst employees through general activities	<ol style="list-style-type: none"> <li>1) Review factory and office layout in line with social distancing measures</li> <li>2) Adjust layout of factory and office accordingly</li> <li>3) Ensure signage and markings are in put place to highlight social distancing measures</li> <li>4) Review manufacturing process in line with social distancing measures</li> <li>5) Implement any changes to manufacturing process accordingly</li> <li>6) Provide appropriate PPE and guidance on use – Masks and gloves</li> </ol>	High	Lee Chamberlain/ Louise Sheppard	01/05/2020	01/05/2020	1

<p>Employees use of hygiene controls (toilets / canteen / kitchen)</p>	<p>Potential to spread COVID-19 amongst employees through general activities</p>	<ol style="list-style-type: none"> <li>1) Review current hygiene arrangements in line with Government guidance</li> <li>2) Purchase appropriate essential supplies to improve access to hygiene controls (soap, sanitiser, towels)</li> <li>3) Put in place cleaning regime to be completed by employees throughout the day</li> <li>4) Implement signage to highlight requirements and good practice for hygiene of all employees</li> <li>5) Provide cleaning agents for wiping down Drinks / Food machines – after every use</li> <li>6) Use contactless fobs for clocking in machines</li> </ol>	<p>High</p>	<p>Lee Chamberlain/ Louise Sheppard</p> <p>Oliver Townsend</p>	<p>01/05/2020</p> <p>15/05/2020</p>	<p>01/05/2020</p> <p>21/05/2020</p>	<p>2</p>
<p>Employees access and exit to site / car parking / building</p>	<p>Potential to spread COVID-19 amongst employees through general activities</p>	<ol style="list-style-type: none"> <li>1) Review car parking spaces available to allow for social distancing measures</li> <li>2) Advise all employees of need to park away from other cars (leave space either side of car)</li> <li>3) Implement routine for all employees to adhere to when entering and exiting site</li> <li>4) Implement signage to guide and advise employees accordingly</li> </ol>	<p>High</p>	<p>Lee Chamberlain/ Louise Sheppard</p>	<p>01/05/2020</p>	<p>01/05/2020</p>	<p>3</p>

Employees moving around premises	Potential to spread COVID-19 amongst employees through general activities	<ol style="list-style-type: none"> <li>1) Review current movement of employees and vehicles on site in line with social distancing measures</li> <li>2) Implement routine for all employees to adhere to moving around site</li> <li>3) Implement signage to guide and advise employees accordingly</li> <li>4) Stagger break times to enable minimal number of staff in canteen / rest area</li> </ol>	High	Lee Chamberlain/ Louise Sheppard	01/05/2020	01/05/2020	4
Employees travelling into work – with others or via public transport	Potential to spread COVID-19 amongst employees through general activities	<ol style="list-style-type: none"> <li>1) All returning employees to receive guidance note on returning to work, which includes advice on travel to and from work</li> </ol>	High	Oliver Townsend	28/04/2020	28/04/2020	5
Employee coming into work showing symptoms of COVID-19	Potential to spread COVID-19 amongst employees through general activities	<ol style="list-style-type: none"> <li>1) 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)</li> </ol>	High	Oliver Townsend	28/04/2020	28/04/2020	6
Visitors / customers coming on site	Potential to spread COVID-19 from 3 <sup>rd</sup> party	<ol style="list-style-type: none"> <li>1) Review visitors process in line with social distancing measures and government guidelines</li> <li>2) Install hygiene measures and signage at reception</li> <li>3) Ensure all visitors to site are advised in advance of visit of site protocols</li> </ol>	High	Lee Chamberlain/ Louise Sheppard	01/05/2020	01/05/2020	7

Deliveries of supplies to site	Potential to spread COVID-19 from 3 <sup>rd</sup> party	<ol style="list-style-type: none"> <li>1) Agree process of delivery of supplies to site - unloading in line with social distancing</li> <li>2) Implement any changes to process and agree with stores team</li> <li>3) Liaise with suppliers on delivery requirements in line with social distancing – unloading / site rules</li> </ol>	High	Lee Chamberlain/ Louise Sheppard	01/05/2020	01/05/2020	8
Employees travelling to customers premises (commercial)	Potential to spread COVID-19 from 3 <sup>rd</sup> party	<ol style="list-style-type: none"> <li>1) Reduce need to visit customers by offering Video Conferencing calls etc rather than face-to-face</li> <li>2) Where visits are necessary, ensure customer site requirements are understood prior to journey</li> <li>3) Ensure hygiene and safety controls are in place for journey</li> </ol>	High	Liam Kelleher / Oliver Townsend	01/05/2020	01/05/2020	9
Cleaning contractors working on site	Potential to spread COVID-19 from 3 <sup>rd</sup> party and to employees	<ol style="list-style-type: none"> <li>1) Agree cleaning regime with contractor – frequency / level of clean</li> <li>2) Ensure contractor understands site rules on social distancing and COVID controls – request RAMS and Method Statements</li> </ol>	High	Lee Chamberlain/ Louise Sheppard	01/05/2020	01/05/2020	10
<b>SIGNATURES:</b> 		<b>DATE: 20/04/2020</b>			<b>REVIEW DATE: 01/06/2020</b>		