

COVID-19 RISK ASSESSMENTS

Project Title:	Salamander Covid-19 plan	Risk Assess. No.:	COV-19								
Task/Activity:	Normal factory Operations with controls to reduce exposure to COVID-19	Date Prepared:	14/5/2020								
HAZARDS		Likelihood			Severity				Risk Score		
Ref.	Key hazards associated with the above task/activity. Without Control Measures	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity	
	Score:	3	2	1	5	4	3	2	1		
1	Exposure to COVID-19	X			X					15	
2											
Ref.	Key hazards associated with the above task/activity. With Control Measures	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity	
1	Exposure to COVID-19			X	X					5	
2											
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk			

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	X
Other Workers	X	Managers	X	Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	X
Hearing Protection		Eye Protection	X	Head Protection	
Gloves	X	Boots		Approved Overalls	

CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
1 - Access and Egress	Staggered start/finish times, 4 times
	Manned entrance start of shifts to ensure 2 metre rule is adhered too at start times and finish times
	Works entrance doors to be propped open during Start and Finish Times
	2M Spacing to be marked on floor externally

2 - Maintain 2 metre distancing rule at all times	Managers to ensure that regular checks are made throughout each shift
	Managers to ensure 2-metre distancing rules are followed at all times during breaks.
	Canteen to be set up so the 2 metre distancing rule is adhered too
	Operational lines to be reconfigured to maintain 2m spacing were possible and clear barriers to be implemented were not.
	Ensure staff facing away from each other at all times
	No face to face communication allowed. All personnel to be placed in working areas side to side
	Do not congregate in one area during break times, space yourself away from other employees
	Staff to ensure 2 metre rule is adhered when using changing rooms
	Managers to ensure only limited amount of staff in the changing rooms at any one time
	Mark floor to designate safe distance
	Re-allocate use of toilets to maintain 2m spacing
3 - Ensure Good Hygiene handwashing for 20 secs	Ensure handwashing for 20 secs
	Hand wash facilities are provided at all times
	Posters are displayed around site
	Hand Sanitisers are supplied around site and individual bottles to all staff
	Managers to ensure all staff wash their hands before and after break times
4 - Minimising contact with contaminated surfaces	Doors that can be propped open are so
	Doors that cannot be propped open have blue roll/gloves provided to prevent use of bare hands touching doors
	Transferring of paperwork is kept to an absolute minimum, scan, email, and if absolutely necessary please use a clean glove to pass to person who will also receive paperwork with a clean glove, and use hand sanitiser before and after
	Ensure staff use blue roll/gloves to open doors
	Supply blue roll/disinfectant spray/hand sanitiser in area for employees to use
	Ensure hand sanitiser/gloves/blue roll are supplied for telephones or passing of paperwork.
	After each Machine/Tool/Pallet trucks has been used, operator must clean down including surrounding area and touch points disinfected.
	Internal requisitions will be emailed to supply chain/BUM for sign off
	Restrict access to employees
	Operational lines PC to be removed and replaced with scanning were possible
	Minimise crossover between office and Shop floor-set zones

5 - Stores	2 Metre rule to be kept at all times from delivery staff
	Re position stores office staff
	No signing for deliveries
	Stores staff to use telephone for any queries with office staff
	Gloves must be worn to hand over paperwork at all times
	Ensure clear marking for delivery drivers to stand behind whilst offloading is taking place.
	FLT's to have dedicated drivers only and be cleaned down and disinfected after use. Before breaks/lunches and leaving site
	Delivery drivers to stay outside factory and ring bell
6 - Control of Visitors	Contractors to use production entrance only
	Contractors to report to dedicated POC
	Contractor temperature monitored and PPE requirements adhered to
	Contractor to wash hands before entering factory
	Full site rules and hygiene rules to be explained to contractors
	Contractors on site only if absolutely necessary
	No unnecessary visitors to site
	No visits from site
7 - First Aid and Illness	All reported or signs of COVID-19 symptoms MUST be taken seriously Suspected signs of Coronavirus or reports of symptoms from employees (High Temperature, Continuous cough, Shortness of breath)
	Employee to be put into the First Aid room and a trained first aider to evaluate maintaining 2 metre distance where possible; wear clean gloves mask and Apron if treatment is required.
	Suspected symptoms - Take temperature. Employee to contact NHS 111 for advice using his or her own phone if required advice is required. Take appropriate advice and measures depending on the outcome
	Take appropriate advice and measures depending on the outcome
	Clean the first aid room if employee is advised to self-isolate using disinfectant
	First Aider to dispose of Apron and gloves in specified bin and immediately wash hands
	Double bag the waste and store for 72 hours before disposal in designated wheelie bin marked.

8 - Cleaning Regime	Cleaning staff to be briefed before starting work when site re opens
	Cleaning regime increased from 2 days to 5
	Start time to be 9.15am – 3.45pm
	Canteen and toilets to be cleaned frequently
	Canteen to be cleaned between sittings
	Designated waste bin for blue roll/gloves
	Cleaning duties to be specified
9 - Waste	ALL waste of blue roll/gloves to be bagged then bagged again
	Store waste in non-communal area for 72hrs
	Place in designated wheelie bin as normal, clearly marked
10 - Information, Instruction, Training, Supervision	Risk assessment given to all staff
	RA Controls briefed to all staff
	Return to work policy to be shared with all staff
	Posters around site
	Pack to give to all employee; RAM, TBT, Start Time, Marshalls Letter

Residual Risk Rating

Considering the above control measures

MED

Assessment Prepared by:

Name: Gareth Richards

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