

COVID-19 RISK ASSESSMENT No. 01

Control	Current status	Action needed?
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Site: Spellman & Walker Ltd. Units 1 & 2 Chase Way, Bradford, BD5 8SW	Assessment date: 02nd June 2020
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CONTENTS

1/ SITE SIGNAGE	3
1.1/ Site Signage at entrances.....	3
1.2/ Signage in the building	3
2/ STAFF ARRIVING ON SITE	4
2.1/ Before entering the premises.....	4
2.2/ Managing risks on arrival.....	4
3/ CLEANING REGIMES	5
3.1/ Deep-cleaning – after a known infection.....	5
3.2/ Area cleaning:.....	5
3.3/ Tool and Equipment cleaning	6
4/ HYGIENE	7
4.1/ Personal Hygiene	7
4.2/ Coughing and sneezing	8
5/ WORKING AREAS.....	8
5.1/ Canteens, washrooms and common areas	8
5.2/ Goods In and Despatch	9
5.3/ All working areas	9
6/ WORKING PATTERNS.....	11
6.1/ Fixed teams for designated tasks	11
6.2/ Company drivers.....	11
6.3/ Other People, Offices and Working equipment.....	12
7/ PPE	14
7.1/ Face coverings	14
7.2/ PPE for Cleaners	15
7.3/ PPE for First aiders.....	15
7.4/ PPE for Delivery Drivers	15
7.5/ All Other staff	15
8/ CLINICALLY VULNERABLE PEOPLE	16
9/ VISITORS AND CONTRACTORS	17
10/ MONITORING AND COMMUNICATIONS	18
ACTION PLAN:	18

COVID-19 RISK ASSESSMENT No. 01

Control	Current status	Action needed?
---------	----------------	----------------

Risk Assessment Objective:
 The objective of this RA is to minimise the risk of viral contamination being brought on site and the infection being passed on to other people.

NB: Current government advice is that Covid-19 risks need to be managed through working from home, social distancing, hygiene and fixed teams or partnering, ***not through the use of PPE.***

So, we need to concentrate on controlling exposure rather than rely on PPE, and constantly ask:

CAN ANY MORE OF OUR ACTIVITIES BE DONE OFFSITE?

Area:	Unit 1 – the main factory, Unit 2 – warehousing and fulfillment, all offices and surrounding yards and grounds.
Operations covered by this assessment:	Precautions for minimising contact and risk of infection, in all areas.
Maximum no. of people exposed:	85 staff under normal circumstances.
Maximum no. of people on site at any one time:	The factory has reduced from 24-hour days, 6 days a week, to 12-hour days, 5 days a week. With our reduced hours, we now have a maximum of 27 people on site at any one time, Plus 2 contract-cleaning staff.

COVID-19 RISK ASSESSMENT No. 01

Control	Current status	Action needed?
1/ SITE SIGNAGE		
1.1/ Site Signage at entrances		
Is signage on display at entrances forbidding anyone with COVID – 19 symptoms from entering the premises?	<p>There are no notices on incoming driveway fences.</p> <p>The Government's "COVID Secure" self-declaration poster is displayed on both Reception doorways.</p> <p>Recommend such signage is displayed on all entrances, and if practical, the fencing.</p>	1 Closed
Does the signage state what the symptoms are?	Yes	1
Does signage advise that if the person has been abroad in the last 14 days, they should not enter, and self-isolate?	No but it covers the symptoms	1 Closed
Does signage reinforce the need for social distancing on site?	Yes	2 Closed
Does signage forbid making physical personal contact	No but it does state maintain distancing which resolves this issue	Closed
Does signage request delivery drivers to remain in their cabs as much as is possible?	<p>Yes.</p> <p>Home-produced notices forbid drivers from entering the building.</p>	Closed
1.2/ Signage in the building		
Are signs encouraging increased hand-washing frequency on display throughout the building?	<p>Yes</p> <p>BPIF signs have been printed off and are displayed on notice boards and internal doors</p> <p>In addition, formal government-issue "COVID-19" posters displayed.</p>	3 Closed
Are signs reminding the recommended practise of using tissues to catch coughs and sneezes on display throughout the building? <i>(eg "Catch-it-bin-it-kill-it"?)</i>	Yes	6

COVID-19 RISK ASSESSMENT No. 01

Control	Current status	Action needed?
In communal eating areas / canteens / Kitchens washrooms, are handwashing technique picto-graphic signs/postures on display?	Yes	4 Closed
Are there explicit “now wash your hands” signs in washrooms?	Yes	Closed
2/ STAFF ARRIVING ON SITE		
2.1/ Before entering the premises		
Does anyone come to work using public transport?	No one uses public transport at present.	Closed
If company vehicles are being used, are we limiting passenger numbers ?	No company vehicles are being used at present other than Directors and account managers vehicles, and no passengers are carried.	Closed
2.2/ Managing risks on arrival		
Are arrangements in place to stagger arrival times to reduce “rush-hour” crowds.	The floor area around the clocking in station has been marked with 2 metre social distancing guides: however at present there are no ‘rushes’ occurring, as there are a maximum of 6 people using each station.	Closed
Can working patterns be changed to reduce the number of people on site at a given time?	This has already been done. The factory operation has reduced from 24-hour days, 6 days a week: down to 15-hour days, 5 days a week. In future we aim to have a gap between shifts with less overlap.	Closed
Can bottlenecks be eliminated? (eg around clocking-in devices, perhaps opening up new entrances?)	Sufficient action has been taken – see above.	

COVID-19 RISK ASSESSMENT No. 01

Control	Current status	Action needed?
Can touch-sensitive clocking-in devices be avoided? If not how are they sanitised between each use?	<p>Clocking in is done by using a hand scanner: some hand-sanitiser has been placed next to it.</p> <p>Employees have the option to use the fob system in reception but should observe a one way route.</p> <p>Office staff use a key-fob system located in Reception.</p> <p>Longer term, contactless methods of clocking in need to be evaluated.</p>	<p>Closed</p> <p>7</p>
Is there access to hand-sanitisers or washing facilities on arrival on site?	<p>Yes, as stated above, hand-sanitiser has been placed next to the clocks.</p> <p>There is also hand-sanitiser in Reception .</p>	<p>Closed</p>
3/ CLEANING REGIMES		
3.1/ Deep-cleaning – after a known infection		
Deep-cleaning is likely to be beyond the abilities of most companies: do we have a contractor / provider who can perform a deep-clean?	<p>Contact current supplier Arco for deep cleaning if required .</p> <p>Alternatively, we could also consider a 4 to 7 day shut-down of the area contaminated, if that is feasible?</p>	<p>Closed</p> <p>8</p>
What immediate arrangements will be put in place if a known contamination occurs? <i>(Isolate / barrier off / lock-out etc)</i>	<p>Staff to highlight infection – staff who may be infected are to be sent home,</p> <p>If appropriate, we may need to thoroughly decontaminate the machine and surrounding work area.</p>	<p>Closed</p> <p>9</p>
3.2/ Area cleaning:		
NB: it is vital that we review every working area.		

COVID-19 RISK ASSESSMENT No. 01

Control	Current status	Action needed?
<p>Are suitable cleaning agents used? <i>(eg 1000 ppm chlorine solutions, or 70% alcohol gels)</i></p>	<p>There is a long established practise of having an array of hand cleaning and sanitising products in the main factory washrooms.</p> <p>In addition there are wall-mounted sanitiser dispensers in several locations around the factory.</p> <p>Since the start of the pandemic, small bottles of hand sanitisers have been put on each machine.</p> <p>In the future, we will consider moving from small bottles to larger dispending units – including more wall dispensers?</p> <p>Hand wipes?</p> <p>The Contract-Cleaners use bleaches in spray containers.</p>	<p style="text-align: center;">Closed 10</p>
<p>Are cleaning cloths disposed of safely after use? <i>(ideally bagged and sealed).</i></p>	<p>Disposable cloths are used routinely in the factory, and disposed of into lined bins.</p> <p>The Contract-cleaners use washable and disposable cloths –</p>	<p style="text-align: center;">Closed 12</p>
<p>Are all communally touchable surfaces areas cleaned at least daily? <i>(eg: door-handles and push-plates, light switches, handrails, taps, toilets, sanitary bins, work-tops etc.)</i></p>	<p>Our Contract-cleaners undertake this cleaning regime on a daily basis, which has already been extended to cover a greater range of cleaning activities as a result of the pandemic.</p>	<p style="text-align: center;">Closed</p>
<p>Are all touchable surfaces areas cleaned between hand-overs to other people?</p>	<p>Contract cleaners cover all common surfaces.</p> <p>Touch areas in the Factory are to be cleaned by staff at the start of their shift.</p> <p>Offices have been given hand sanitisers and wipes to clean keyboards and touch screens.</p>	<p style="text-align: center;">Closed 14</p>
<p>Are checklist / records <i>(electronic?)</i> kept of cleaning activities?</p>	<p>Cleaners have a list to sign off at the end of the day</p>	<p style="text-align: center;">Closed 13</p>
<p>3.3/ Tool and Equipment cleaning</p>		

COVID-19 RISK ASSESSMENT No. 01

Control	Current status	Action needed?
Are tools and equipment surfaces handled being wiped before use and when the person leaves the equipment?	Hand sanitisers are available on every machine Disposable cloths are available around the factory	Closed
Are cleaning cloths disposed of safely after use? <i>(ideally bagged and sealed)</i>	General waste	Closed
Are there sufficient cleaning materials and solutions available at the point of need?	Yes	Closed
Are cleansing wipes available for touch operated equipment? <i>Eg: keyboards, touch screens, telephones etc)</i>	There are some touch screens and keypads on machines in the factory. These, and the offices, have been issued with sanitiser sprays and wipes.	Closed 10 & 11
4/ HYGIENE		
4.1/ Personal Hygiene		
Have staff been encouraged to increase their hand-washing frequency?	Formal meetings to be held to raise awareness and courage all the following issues. re-enforced with a documented staff briefing sheet.	Closed 15
And not to touch their face?	As above.	“
Do staff either wash their hands for a minimum of 20 seconds, or use a hand sanitiser gel:	As above.	“
- On arrival at work	Yes	“
- before first touching equipment	Yes	“
- After finishing an activity	Yes	“
- Before handling any materials or documents arriving in their area	We will address this using the formal briefing sheet above.	15
- Before eating / drinking	Yes	“
- After going to the toilet	Yes	“
- Before leaving the site and going home	Yes	“

COVID-19 RISK ASSESSMENT No. 01

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Are there sufficient soap-&-water and sanitiser gel facilities available?	Yes	Closed
Beards: Have staff with beards been advised that beards are known to harbour germs, and there is a particular need to keep them clean?	We will address this using the formal briefing sheet above.	15
4.2/ Coughing and sneezing		
Have staff been advised about the recommended practise of using tissues to “Catch-it-bin-it-kill-it”?	Additional posters to be put on display throughout the building and on the data capture screens wallpaper .	Closed 6
Are there sufficient tissues available to meet this need?	Yes – in the form of paper cloths in use throughout the building.	Closed
In the absence of tissues, have they been advised to catch the sneeze in their elbow, NOT their hands?	We will address this using the formal briefing sheet above.	Closed 15
5/ WORKING AREAS		
5.1/ Canteens, washrooms and common areas		
How do we minimise the number of people using these at any given time?	Limits on the number of people in the common areas have been posted on the entrance doors. Tables have been spaced out in the canteen. The number of chairs in the canteen has been reduced.	Closed
Do we enforce cleaning of crockery and utensils?	Not applicable. All staff use their own utensils or the site vending machines. Sanitiser-wipes are made available next to all vending machines across the site.	Closed 17
Do we regularly clean / change of towels, cleaning cloths etc.	Paper wipes only for this use. -	Closed 18

COVID-19 RISK ASSESSMENT No. 01

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Are common areas kept clear of personal belongings?	Yes. All personal belongings for factory staff should be kept in Personal lockers. Office staff keep their belongings under their desks.	Closed
5.2/ Goods In and Despatch		
Have we taken steps to schedule delivery / collection times to avoid peak times/ rush hours?	This is not considered to be an issue at present, but it could be a future issue, so we will monitor deliveries for "rush-hour" arrival of several vehicles at once.	Closed 19
Do we prepare goods before transport arrives to minimise interaction with the driver?	Yes	Closed
Reducing job and location rotation?	This is not an issue for the Goods In staff. In Unit 2 it could be, but they have got plenty of room to spread themselves out.	Closed
Is it practical to segregate pickup points and collection points?	Not applicable.	Closed
Have we assigned the minimum number of workers to load/unload vehicles?	Not applicable.	Closed
Can we use electronic pre-booking and contact-free delivery and receipt documentation?	We do not currently have access to this technology.	Closed
Do we encourage visiting drivers to stay in their trucks?	Yes. Notices are on display expressly forbidding drivers from entering the building.	Closed
Have we made any consideration for external drivers' personal wellbeing / welfare facilities? (eg portaloo in the yard)	Not being considered.	Closed
5.3/ All working areas		

COVID-19 RISK ASSESSMENT No. 01

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<p>Is area ventilation suitable? <i>(Ideally by air extraction rather than blowing inwards)</i></p>	<p>Unit 1 and Unit 2 working areas are well ventilated naturally.</p> <p>All offices, the Digital Room, and plate-making room are all air-conditioned and under positive air-pressure.</p>	<p>Closed</p>
<p>Can doors and windows be left open to increase ventilation?</p>	<p>Office staff have been encouraged to open windows.</p> <p>All internal doors are being wedged open to improve ventilation – the risks from COVID currently being much greater than risk presented by fire.</p> <p>External doors are also kept open as long as the weather permits this.</p>	<p>Closed</p>
<p>Where are the bottle-necks for people movement on site?</p>	<p>This is not an issue at present, but ensure finance staff are aware that their corridor is a bottle-neck, and only one person at a time should enter it.</p> <p>In the Main office, sensible precautions for social distancing are required.</p> <p>We have opened an extra entrance for the Digital Room to minimise people crossing over each other.</p>	<p>20 Closed</p>
<p>Can new entrances be opened up to minimise bottlenecks?</p>	<p>Not applicable.</p>	<p>Closed</p>
<p>Can one-way systems be established to minimise people passing eg in corridors?</p>	<p>Not applicable.</p>	<p>Closed</p>
<p>Is it possible to reduce contact times?</p>	<p>No.</p>	<p>Closed</p>
<p>Can social distancing (2m) be maintained naturally?</p>	<p>Factory – yes, but noise causes difficulty with communications. Now reduced to 1m</p>	<p>Closed</p>
<p>Would relocating or spacing out equipment enable natural social distancing?</p>	<p>Unit 2 benches have already been spaced out.</p> <p>Unit one is not an issue, social distancing is easily maintained in most areas.</p> <p>Office and Finance layouts allow social distancing.</p>	<p>Closed</p>

COVID-19 RISK ASSESSMENT No. 01

Control	Current status	Action needed?
<p>Can floor markings be applied as visual reminders of social distancing?</p> <p><i>(eg cross hatch 2m grids, marking of shoe-positions for standing, or similar)</i></p>	<p>Yes - as previously described, this has only been considered necessary around the clocking in machines.</p>	<p>Closed</p>
<p>Can temporary / permanent screens be put up to enforce social distancing?</p>	<p>Not applicable.</p> <p>We are currently slowing machines down in order to have the machines run by single operators, although we could have high-speed jobs needing two person crews arising in the future.</p>	<p>Closed</p>
<p>Can working face-to-face with someone be prevented</p> <p><i>(eg working across a bench)</i></p>	<p>It has been concluded that social distancing is not practical when two-man crews are required, particularly on the Stitching stacking / packing conveyor, and face shields will need to be issued.</p>	<p>22 Closed</p>
6/ WORKING PATTERNS		
6.1/ Fixed teams for designated tasks		
<p>Where a single person cannot do something safely on their own,</p> <p>- have they been paired with a regular partner / fixed teams to minimise the number of people being contacted?</p> <p><i>(Fixing these teams or shift-groups where contact is unavoidable, means that there are fewer people being contacted and so minimises contamination).</i></p>	<p>Not applicable.</p>	<p>Closed</p>
6.2/ Company drivers		
<p>Are there alternatives to 2 - person transport crews?</p> <p><i>(Eg – delay and bulk-up to make fewer, large deliveries, mechanisation.)</i></p>	<p>The Van Driver is currently furloughed, and on their return, will be a single-person crew only.</p>	<p>Closed</p>
<p>If not – use fixed-team crews to minimise number of people involved.</p>	<p>Not applicable.</p>	<p>Closed</p>

COVID-19 RISK ASSESSMENT No. 01

Control	Current status	Action needed?
<p>Give consideration to the following:</p> <ul style="list-style-type: none"> - Single person to refuel vehicle - Contactless payment - Physical screening in the cab - side-to-side to side working - fixed pairs of working teams - Ventilation – open vehicle windows 	<p>This will be in place automatically when the Van driver returns to work.</p>	<p>Closed</p>
<p>Have we established Vehicle Cleansing regimes – particularly if changing working crews. - steering wheel, fuel pumps, vehicle keys etc.</p> <p><i>(eg using a hand-held spray dispenser)</i></p>	<p>At present the van is very rarely used. Hand sanitiser and wipes are to be put in the van for the occasional time it is used.</p>	<p>23 Closed</p>
<p>Have sufficient hand sanitiser / wipes been provided in the vehicles to allow hand-cleaning after EACH delivery?</p>	<p>As above.</p>	<p>Closed</p>
<p>Are vehicles cleaned, and wastes and belongings removed from the vehicle at the end of every shift?</p>	<p>Not applicable.</p>	<p>Closed</p>
<p>6.3/ Other People, Offices and Working equipment</p>		
<p>Can working patterns be changed to minimise the number of people on site?</p> <p><i>(eg shifts)</i></p>	<p>This has already been undertaken – see earlier comments.</p>	<p>Closed</p>
<p>Is the need to use equipment restricted to the minimum number of people?</p> <p><i>(eg fork-lift trucks, key-boarding stations)</i></p>	<p>At present, the Unit 1 Truck drivers support both Units 1 & 2.</p> <p>In future we need to consider dedicating people to specific trucks in UNIT 2.</p> <p>We will also need to sanitise FLT's in future.</p> <p>With the recommendations made above, keyboarding stations are now considered to have adequate safeguards.</p>	<p>24 Closed</p>

COVID-19 RISK ASSESSMENT No. 01

Control	Current status	Action needed?
Can equipment / work stations be assigned to dedicated users, to reduce risk of contamination from sharing equipment?	As above.	Closed
Can we arrange working back-to-back or side-by-side and prohibit people working face-to-face?	<p>Yes – in practice this does not arise in Unit1, except for the Stitching line packers.</p> <p>It is mainly a risk in Unit 2 – supervisors need to re-enforce the message that bench-workers should not work face-to-face, even if 2 metres apart.</p>	21 & 22 Closed
Do we practise Hot-desking? <i>(Can it be prohibited, or controlled?)</i>	Not applicable.	Closed
Can we operate a policy of clearing workspaces and removing waste and belongings from the work area at the end of a shift. <i>(eg: Clear desk policy)</i>	We have an established “clear desk” policy in place.	Closed
What Cleaning procedures are in place for goods and merchandise entering the site?	<p>It is not practical to sterilise bulk goods on arrival.</p> <p>However, we are encouraging Goods In staff to frequently wash their hands, after each delivery, and are endeavouring to leave goods in stock for 4 days after arrival, to allow any virus to naturally die off.</p>	Closed
Are cleaning procedures in place for the parts of shared equipment you touch after each use, <i>(eg. equipment, tools and vehicles, pallet trucks and forklift trucks).</i>	<p>We have an established practise of having pallet trucks dedicated to each machine – This needs reinforcing.</p> <p>Tool wiping practise established as per instructions on SFDC screens .</p>	24 Closed 25

COVID-19 RISK ASSESSMENT No. 01

Control	Current status	Action needed?
<p>When people have to directly pass things to each other, for example, job information, spare parts, samples, raw materials, can we find ways to remove or minimise direct contact</p> <p><i>(such as through the use of drop-off points or transfer zones).</i></p>	<p>In these circumstances, we have already established the “Put Down and Step-Away” practise.</p>	<p>Closed</p>
<p>7/ PPE</p> <p style="text-align: center;">NB: The following guidance is advice in addition to recommendations for PPE from normal risk assessments.</p>		
<p>7.1/ Face coverings</p>		
<p>NB: Face-coverings can be home-made, and are NOT the same as surgical masks or proprietary Face-Masks. Their main benefit is that they stop you from spreading infections – they do NOT protect you from infections. As a result, face-coverings,(and gloves) are not being encouraged by the government for virus control, because they can become contaminated and transfer the virus by touching, to the wearer, to surfaces, and to other people.</p>		
<p>If people choose to wear a face-covering, have you informed them they must:</p>		
<ul style="list-style-type: none"> - Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face-covering on, and after removing it. 	<p>This information is to be communicated using the staff briefing sheet.</p>	<p>Closed</p>
<ul style="list-style-type: none"> - When wearing a face-covering, avoid touching your face or the face-covering, (Because you could contaminate them with germs from your hands.) 	<p>As above.</p>	<p>Closed</p>
<ul style="list-style-type: none"> - Change your face-covering if it becomes damp or if you’ve touched it. 	<p>As above.</p>	<p>Closed</p>
<ul style="list-style-type: none"> - Continue to wash your hands regularly. 	<p>As above.</p>	<p>Closed</p>
<ul style="list-style-type: none"> - Change and wash your face-covering daily. 	<p>As above.</p>	<p>Closed</p>

COVID-19 RISK ASSESSMENT No. 01

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<ul style="list-style-type: none"> - If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. 	As above.	
7.2/ PPE for Cleaners		
Have cleaners been provided with: <ul style="list-style-type: none"> - Sanitiser gel - Surgical gloves - Face-coverings or face-masks - A means of safely disposing of contaminated products 	See earlier comments- this has to be confirmed.	12 Closed
7.3/ PPE for First aiders		
Have first aiders been provided with: <ul style="list-style-type: none"> - Sanitiser gel - Surgical gloves - Face <u>masks</u> - Full face visors or goggles 	This additional PPE needs providing to first aiders.	26 Closed
7.4/ PPE for Delivery Drivers		
Are all drivers (external and our employees) advised to stay in the cab whenever possible?	Yes.	Closed
Are our vehicles provided with hand sanitising gels and hand-wipes?	As described earlier, these need to be provided.	23 Closed
Have they been provided with a suitable method for disposing of these cleaning materials?	Not applicable.	Closed
Have routes been planned to minimise journeys?	Currently not applicable.	Closed
Have routes considered our driver's welfare (access to toilets during the day?)	Currently not applicable.	Closed
7.5/ All Other staff		

COVID-19 RISK ASSESSMENT No. 01

Control	Current status	Action needed?
<p>Face-coverings (as opposed to face-masks) and gloves are not a current requirement, but can be worn if the person wants to. (Other PPE requirements are not affected).</p>	<p>This is user-choice, and will not be enforced.</p>	<p>Closed</p>
<p>8/ CLINICALLY VULNERABLE PEOPLE</p>		
<p>Clinically vulnerable people are those who are:</p> <ul style="list-style-type: none"> - aged 70 or older (regardless of medical conditions) - under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis - chronic heart disease, such as heart failure - chronic kidney disease - chronic liver disease, such as hepatitis - chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy - diabetes - a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets - being seriously overweight (a body mass index (BMI) of 40 or above) - pregnant women <p style="text-align: center;">Ideally, Clinically Vulnerable people should ideally work from home, but they can work on site if specifically required.</p> <p style="text-align: center;">(NB: people who are classed as “Extremely Vulnerable” emphatically <u>should not be allowed on site</u>)</p>		
<p>We need to establish, paying due care to the protection of Personal Identifiable Information & data: whether any of our staff:</p> <ul style="list-style-type: none"> - are in the clinically vulnerable category - live in vulnerable households 	<p>This is beyond the scope of this Risk Assessment. It could be effectively addressed by using Employee Surveys, provided by organisations such as the BPIF, who provide templates on their websites.</p>	<p style="text-align: center;">27</p>
<p>If any clinically vulnerable people are identified, can they work from home?</p>	<p>During the course of the pandemic, we have established that we have:</p> <ul style="list-style-type: none"> • Several people who are diabetics, • 1 with Chrones • 1 with heart condition • 1 shielding <p>who are all in self-isolation.</p> <p>All other staff are currently furloughed.</p>	<p>Closed</p>

COVID-19 RISK ASSESSMENT No. 01

Control	Current status	Action needed?
If not, what additional safeguards must we put in place in order to reduce their risk of infection at work?	We have two office-based people who are “clinically vulnerable”, and they are in minimal risk areas with low levels of personal contact.	
9/ VISITORS AND CONTRACTORS		
What actions have we taken to reduce the presence on-site of visitors and contractors to essential visits only?	<p>We have banned all non-essential visitors until such time as the government advice on lock-down permits it.</p> <p>At present, and for the foreseeable future, visitors will only be for essential maintenance only. In the last 10 weeks we have called out engineers:</p> <ul style="list-style-type: none"> • 3 times in the main factory • 5 times in digital <p>In addition we have 2-3 deliveries per day, and dispatch no more than 6 vehicles out.</p>	Closed
<p>Where visitors are allowed on site:</p> <p>Do we keep a record of who they are and where they can be contacted?</p> <p><i>(eg log-book of delivery drivers for traceability in the event of an outbreak)</i></p>	<p>Recording drivers and maintenance engineers for track-and-trace is not necessary.</p> <p>We can identify them and by inference, who they contacted on site, from delivery notes, maintenance records, and CTV should the need arise.</p>	Closed
Do we ensure the visitors sign-in book and pen are sanitised after each visitor signs-in?	<p>Engineers now sign in at the front Reception: The same signing-in pen is used by anyone new to the site. Consider removing the pen - sanitiser is available on the Reception desk.</p>	28 Closed
Have we ensured they are aware of restrictions on site, either on or before arrival?	Yes – engineers during the pre-booking stage, drivers via notices at the respective entrances.	Closed
Can contractor visit timings be revised to reduce interaction and overlap between people, (eg. by carrying out services at night.)	We are working on break-down maintenance only so contractors on site are very rare. When they are on site, all staff are expected to socially distance from them, and the area will be cleaned or quarantined after their visit.	Closed

COVID-19 RISK ASSESSMENT No. 01

Control	Current status	Action needed?
10/ MONITORING AND COMMUNICATIONS		
After an infection or return to work after a period off, is there a formal Return To Work process?	We may need to do this for furloughed staff. Consider establishing a formal Return To Work process (BPIF guidance is available for this).	29 Closed
Do we monitor home workers for their physical and mental wellbeing?	We have both IT staff plus 1 sales person working from home. They are monitored through routine, day-to-day contacts.	Closed
Are COVID -19 trainings and briefings documented as training records?	A verbal briefing for all staff has been given. This is now to be formalised in a documented Staff Briefing.	30 Closed
Current guidance is that for companies employing 50 or more people, this COVID-19 risk assessment should be publically available – widely interpreted as publishing on the website. Is this relevant to us?	When these actions are complete, we will publish this Covid Risk Assessment, and the “Covid Secure” poster on the website.	31 Closed
When all actions are suitably in place, we can complete and display the governments’ “Staying Covid-19 Secure in 2020” banner / label / sticker?	+ website	26 Closed

ACTION PLAN:				
Actions Required:		Who by?	Target date	Comp-leted
1	Recommend displaying the “BPIF employee – symptoms – go home” poster at all entrances on the outside of the building: perhaps on external railings before entering the site?			Yes
2	Recommend displaying the “BPIF social distancing ” poster in Reception areas and liberally throughout each working area			Yes
3	Recommend displaying the government Issue “Covid 19” poster in Reception areas and liberally throughout			Yes

COVID-19 RISK ASSESSMENT No. 01

Control	Current status	Action needed?
	each working area. (AI W to source)	
4	Recommend displaying the “Hand-Washing Technique ” poster in In all toilets, canteens and kitchenettes.	Yes
5	Recommend displaying “now wash your hands” (blue on whites) in all toilets	Yes
6	Consider displaying the “Catch-it-bin-it-kill-it” poster throughout the building? (The recommended practise of using tissues to catch coughs and sneezes) (AI W to source)	Yes
7	LONGER TERM: consider changing the clocking in system to a contact free system not fingerprint - based, eg key-fob only, retina recognition?	In Progress
8	Recommend identifying a suitable contract cleaner for performing deep-cleaning should the need arise. (An alternative action is to close the area completely for 7 days if it can be isolated).	Yes
9	if an infection is known to have occurred, you will need to thoroughly decontaminate the machine and surrounding work area.	Yes
10	Hand sanitisers – although these have been provided, recommend that stocks are made more widely available. Consider moving from small bottles to larger units – including more wall dispensers?	Yes
11	Recommend that sanitiser-wipes for keyboards, touch-screens etc are more widely available.	Yes
12	Contract-cleaners – need to establish whether they are using re-usable (linen?) clothes, and if so whether they are regularly changing them, and bagging them after use to prevent contamination. Ensure the contract-cleaners have been provided with: <ul style="list-style-type: none"> - Sanitiser gel - Surgical gloves - Face-coverings or face-masks 	Yes
13	Do the contract cleaners keep records of their	

COVID-19 RISK ASSESSMENT No. 01

Control	Current status			Action needed?
	cleaning activities? May need to issue them with a cleaning schedule / list?			
14	Recommend explicitly instructing staff to sanitise surfaces on equipment every day before use, and if anyone else has used it before them during the day. (Sanitiser wipes need to be available) Eg. Touch-screens, keypads, mice, machine control buttons, handles of machine identified pallet trucks, etc)			Yes
15	A Staff COVID briefing ought to be documented and signed for by all staff.			
16	Recommend adopting a corporate approach to handing over minor materials – eg documents, samples etc Consider wiping with sanitising wipes, and/or social distancing using “hand over – step back” methods.			Yes
17	Recommend sanitiser-wipes are made available near to all vending machines across the site.			Yes
18	Recommend that you ensure there are no linen-based towels (ie repeat-use) in any kitchenettes / communal areas.			Yes
19	This is not an issue at present, but monitor deliveries for “rush-hour” arrival of several vehicles at once. Consider a booking-in system for transport if this becomes an issue.			Yes
20	This is not an issue at present, but ensure finance staff are aware that their corridor is a bottle-neck, and only one person at a time should enter it.			Yes
21	Mainly in Unit 2 – supervisors need to re-enforce the message that bench-workers should not work face-to-face, even if 2 metres apart.			Yes
22	It has been concluded that social distancing is not practical when two-man crews are required, particularly on the Muller stacking / packing conveyor. In this situation, recommend that packers are issued with face coverings / and / or full face visor			Yes
23	Recommend that sanitiser-gel and wipes are permanently kept in the company van.			Yes

COVID-19 RISK ASSESSMENT No. 01

Control	Current status			Action needed?
24	Recommend you try to have one person dedicated to each fork lift truck (Unit 2 particularly), and pallet trucks are dedicated to each machine, to reduce contamination. In addition emphasise sanitising FLT controls and pallet truck handles when first used.			Where practical
25	Recommend the use of sanitiser wipes to clean all communal tooling in the factory before first use.			Yes
26	Recommend first aiders are provided with: <ul style="list-style-type: none"> - Sanitiser gel - Surgical gloves - Face masks - Full face visors 			Ordered
27	Consider using the BPIF Employee Survey, which amongst other things could identify people with vulnerable households.			Employees are informing us of vulnerability risk
28	Reception: The signing-in pen is used by anyone new to the site. Consider removing the pen ?			Yes
29	Consider establishing a formal Return To Work process (BPIF guidance is available for this).			In progress
30	Set up a formal, recorded COVID-19 briefing for all staff			
31	Put the Covid Risk Assessment, and the "Covid Secure poster" on your website			Yes

Assessed by:

**AI Wilding
(T/A AWAC Services)**

Next review date:

September 2020