

RA Number	Date	Activity	Workstation	Department
219	May-2020	COVID-19 Preventative measures	All site locations	Control Techniques Dynamics

Hazard	Risk	Persons at risk?	Risk if no actions are taken	Control Measures	Residual Risk Rating	Further actions
Bacterial contamination	Contracting virus from surfaces	All Staff	High	<ul style="list-style-type: none"> Cleaning staff to clean regularly Staff instructed to wash hands thoroughly and regularly for a minimum of 20 seconds Staff instructed to try and not touch mouth Staff instructed to cover mouth with inside of arm when coughing and sneezing Work surfaces to be cleaned down at the end of every shift and working day Reduced number of entry points into building 	Low	<ul style="list-style-type: none"> Ensure adequate stock levels of cleaning supplies are maintained Guidelines compliance form to be displayed on internal monitors
Bacterial contamination	Contracting virus from other staff members	All Staff	High	<ul style="list-style-type: none"> Staff to maintain a distance of 2 meter from each other where possible Meetings in small rooms to be suspended or if deemed necessary be conducted in a large room with 2 meter between members of staff Segregated shift system implemented, 30 minute gap between shifts Canteen closed All communal areas to allow 2m distance from each other Persons that can work from home should do so. Nitrile gloves available for staff if requested Face mask to be issued to all staff Barriers to be placed between workstations where face-to-face working is to be conducted 	Low	<ul style="list-style-type: none"> Ensure IT support for all homeworkers Relayout workspaces to promote 2m distance
Bacterial contamination	Infection to persons deemed "At High Risk"	Specific staff members	High	<ul style="list-style-type: none"> Staff to inform line managers of health issues Persons that are deemed at "high risk" to be sent home Persons aged over 70 years old instructed to stay at home and isolate themselves in line with the stay at home guidance for households issued by Public Health England. Register of persons sent home by the business to be maintained by the Management Team Persons who can work from home to maintain business operations should do so 	Low	
Bacterial contamination	Bring the virus into the business	All staff	High	<ul style="list-style-type: none"> Visits from customers to site are restricted to business essential only Domestic and international business travel is suspended If staff develop symptoms then they are to self isolate for at least 7 days If family members develop symptoms then staff in same house to self isolate for 14 days 	Low	
Hazardous Substances	Cleaning chemical that are used in the clean down of workstations could contain harmful chemicals	All staff	Medium	<ul style="list-style-type: none"> Gloves are provided to protect staff from the chemical Cleaning chemicals to have a COSHH assessment and datasheet available 	Low	
Legionella	Increased risk due to no use of certain facilities	All Staff	High	<ul style="list-style-type: none"> Legionella monitoring to continue using approved contractor in accordance with legal obligations Contractor to follow site guidelines whilst on the premises Canteen will not reopen until contractor has approved and demonstrated that the facilities are safe to use 	Low	
Workstation specific risk	Reduced number of staff to operate business safely	All Staff	High	<ul style="list-style-type: none"> Balance shifts to have essential workstation manned Succession plan devised if team members go into self isolation Second shift to be segregated from First shift by 30 minutes Essential staff to be given laptops and/or remote access to conduct work 	Low	<ul style="list-style-type: none"> Ensure Work Instructions are updated on workstation in regards to social distancing
Business	maintaining alignment with government guidance	All Staff	High	<p>The business follows the guidance stipulated on the government website for factories, plants and warehouses</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p>	Low	

Coronavirus (COVID-19)	Risk Mitigation	All Staff	High	<ul style="list-style-type: none"> Conducted Risk Assessment Increase the frequency of handwashing and surface cleaning Make every reasonable effort to enable working from home as a first option Consider if certain activity needs to continue for the business to operate Keep activity time involved as short as possible Using screens or barriers to separate people from each other Using back-to-back or side-to-side working Reduce the number of people each person has contact with by using "fixed teams" Shared the results of the risk assessment with the workforce Publish the results of the risk assessment on the website Display the compliance sign in the workplace and on the internal dashboards 	Low	
Coronavirus (COVID-19)	Protecting people who are at higher risk	All Staff	High	<ul style="list-style-type: none"> Management considered essential staff members required to be on site. Devised plans and procedures for the minimum number of people needed on site for the business to operate safely and effectively Monitored the well-being of people who are working from home and ensured frequent communication to stay connected to the rest of the workforce. Kept in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. Provided equipment for people to work from home safely and effectively 	Low	
Coronavirus (COVID-19)	People who need to self-isolate	All Staff	High	<ul style="list-style-type: none"> Enabled workers to work from home while self-isolating if their job role allowed. Requested regular updates to their health condition 	Low	
Coronavirus (COVID-19)	Social distancing at work	All Staff	High	<ul style="list-style-type: none"> Maintaining social distancing in the workplace wherever possible. Increasing the frequency of hand washing and surface cleaning. Keeping the activity time involved as short as possible Using screens or barriers to separate people from each other Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using "fixed teams" 	Low	
Coronavirus (COVID-19)	Coming to work and leaving work	All Staff	High	<ul style="list-style-type: none"> Staggered arrival and departure times at work to reduce crowding into and out of the workplace. Using markings and introducing one-way flow at entry and exit points. Providing handwashing facilities or hand sanitiser at entry and exit points. 	Low	
Coronavirus (COVID-19)	Moving around buildings and worksites	All Staff	High	<ul style="list-style-type: none"> Reducing job and equipment rotation. Introducing more one-way flow through buildings Regulated the use of high traffic areas such as making the main corridor unidirectional to maintain social distancing. 	Low	
Coronavirus (COVID-19)	Workplaces and workstations	All Staff	High	<ul style="list-style-type: none"> We are reviewing the layouts, line set-ups or processes so that people are allowed to work further apart from each other. Where it is not possible to move workstations further apart we have arranged people to work side by side or facing away from each other rather than face-to-face. Where it is not possible to move workstations further apart we have installing screens to separate people from one another. 	Low	<ul style="list-style-type: none"> Where possible we have utilised floor tape to mark areas to help workers keep to a 2m distance.
Coronavirus (COVID-19)	Meetings	All Staff	High	<ul style="list-style-type: none"> Remove meetings where an email would suffice. Increased the use of online meetings Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout. Avoiding the use of shared pens and equipment during meetings Providing hand sanitiser in meeting rooms. Encouraged opportunities for meetings to be held outdoors or in well-ventilated rooms 	Low	

Coronavirus (COVID-19)	Common areas	All Staff	High	<ul style="list-style-type: none"> Staggering break times to reduce social contact points. With increased weather conditions encouraging staff to use outside areas for breaks. Closing the kitchen element of the canteen facility to reduce numbers and congestion in that area Reconfiguring seating and tables to maintain spacing 	Low	<ul style="list-style-type: none"> Standardise layout of seating areas so that side-to-side or each table facing the same way, reduce opportunities where face-to-face seating could occur
Coronavirus (COVID-19)	Manage contractors and visitors	All Staff	High	<ul style="list-style-type: none"> Encouraged communication via remote connection or identify opportunities for remote working for contractors or machine services. Limiting the number of visitors and contractors at any one time, to restricted periods on preallocated dates. Determined if schedules for essential services and contractor visits can be revised to reduce interaction with staff by conducting the services on days where the business is closed. Maintaining a record of all visitors and contractors to site, received visitor COVID-19 document. 	Low	
Coronavirus (COVID-19)	Providing and explaining available guidance	All Staff	High	<ul style="list-style-type: none"> Provided clear guidance on social distancing and hygiene to people through signage, visual aids, and before arrival of visitor/contractors by visitor checklist. Provided standard operating procedures for persons expecting visitors relating to COVID-19. Reviewed entry and exit routes for staff, visitors and contractors to reduce the number of contact points. 	Low	
Coronavirus (COVID-19)	Keeping the workplace clean	All Staff	High	<ul style="list-style-type: none"> Frequent cleaning of work areas and equipment between shifts. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and printers, making sure there are adequate disposal units in the area. Clearing workspaces and removing waste and belongings from the workstation at the end of a shift. A deep clean of the business will be conducted after a known or suspected case of COVID-19 is to be conducted by an external contractor and procedure in alignment with DRP and COVID-19 pandemic plan. 	Low	
Coronavirus (COVID-19)	Hygiene – handwashing, sanitation facilities and toilets	All Staff	High	<ul style="list-style-type: none"> Signs and posters have been used to build awareness of good handwashing technique, the need to increase handwashing frequency, the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Regular reminders and signage to maintain hygiene standards are displayed on the digital dashboard. Hand sanitiser has been provided in multiple locations throughout the factory. Soap is located in the toilets Toilets cleaning, frequency and schedule are maintained by an external contractor and have been instructed using clear cleaning guideline to ensure they are kept clean and social distancing is achieved as much as possible. Enhancing cleaning for busy areas. Frequent cleaning of door handles has been introduced Paper towels are provided in all handwashing facilities 	Low	
Coronavirus (COVID-19)	Changing rooms and showers	All Staff	High	<ul style="list-style-type: none"> Where shower and changing facilities are used, clear guidance has been set on the use and cleaning of the showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. 	Low	
Coronavirus (COVID-19)	Handling goods and other materials	All Staff	High	<ul style="list-style-type: none"> Staff informed to clean workstations and machines at the start and end of each shift, small fixed teams are using the same equipment each day. Encouraging increased handwashing and introducing more handwashing facilities and hand sanitiser for workers. Regular cleaning of reusable delivery boxes. 	Low	
Coronavirus (COVID-19)	PPE: Face coverings	All Staff	High	<ul style="list-style-type: none"> Face mask supplied to staff to assist in the mitigation of opportunities where a cough or sneeze could not be protected. Operations and tools in use can result in hands/arms not being free to move in front of the face, using the masks help reduce the opportunity for viral spores to be propelled into other staff members Areas of relaxation and designated areas allow for the removal of the masks Staff informed that if they need to remove the mask for fresh air they may do so by first informing their line manager of their departure from the workstation then moving into one of the mask free zones for a short period of time. 	Low	<ul style="list-style-type: none"> Evaluate opportunities where branded face coverings could either be produced or purchased.
Coronavirus (COVID-19)	Workforce management of shift patterns and working groups	All Staff	High	<ul style="list-style-type: none"> As far as possible, Shift occupants remain fixed with 30 minutes space between the end and start of each shift. 	Low	<ul style="list-style-type: none"> Identifying areas where people have to directly pass things to each other, such as, job information, spare parts, samples, raw materials, and find ways to remove direct contact, such as through the use of drop-off points or transfer zones.

Coronavirus (COVID-19)	Cars, accommodation and visits for work related travel	Staff travelling for work	High	<ul style="list-style-type: none"> Minimised non-essential travel, focus on using WebEx, Microsoft Teams, Face time, Phone calls before consideration of face-to-face meeting. Minimised the number of people travelling together in any one vehicle, focus on using fixed travel partners, increasing ventilation when travelling and avoiding sitting face-to-face. Cleaning the shared vehicles between shifts or handover. If staff members are required to stay away from their home, communication and approval must come from their line managers, logging the stay with NMC and making sure any overnight accommodation meets social distancing guidelines. 	Low	
Coronavirus (COVID-19)	Communications and Training	All Staff	High	<ul style="list-style-type: none"> Provide clear, consistent and regular communication to improve understanding and consistency of ways of working through the internal display dashboards. Engaging with workers and H&S committee members with regular occurrence to explain and receive suggestions for continuous improvements to the working arrangements. Developed communication and training materials for workers prior to returning to site, focus is on new procedures for arrival at work and new procedures. Set up a suggestion box in the canteen area where questions can be raised anonymously 	Low	
Coronavirus (COVID-19)	Ongoing communications and signage	All Staff	High	<ul style="list-style-type: none"> Information is displayed to workers via the dashboard monitors and/or through business and personal email regarding up to date information with how safety measures are being implemented or updated across the business. Being aware and focused on the importance of mental health at times of uncertainty. Government guidance on the mental health and wellbeing aspects of coronavirus (COVID-19) are observed and followed. Information displayed on the dashboards are using simple and give clear information with extra consideration taken for persons in which English may not be their first language. 	Low	
Coronavirus (COVID-19)	Inbound and outbound goods	Staff members, drivers	High	<ul style="list-style-type: none"> Revised pick-up and drop-off collection points, procedures, signage and markings. Minimising unnecessary contact at goods inwards and dispatch areas. Loading and unloading of goods conducted by a single operator, in places where this cannot be observed or is unsafe then the loading and unloading conducted by small fixed team. Enabled drivers to access welfare facilities when required, temperatures checked and escorted access into building. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice. 	Low	