

## Risk Assessment for the control of Coronavirus (Covid 19) at Archwood Limited.

ACTIVITY	PERSON AT RISK	Significant Hazards & Consequence	RISK (with no controls in place)			RISK CONTROL MEASURES			RESIDUAL RISK (Because controls are in place)		
			L	S	DR				L	S	DR
1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 meters for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	Individual Worker	Exposure to Coronavirus - Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Following government action of self-isolation.</li> <li>Maintain contact with line management and Human Resources (HR) and to follow company policy/ guidance on when to return to work.</li> <li>following ongoing government guidance</li> <li>Staying at home and only attending hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</li> <li>Extremely vulnerable persons have been identified and notified by the authorities.</li> <li>Vulnerable staff as according to the government list communicate with HR and/or Occupational Health.</li> <li>Staff advised to contact GP if unsure if they are deemed vulnerable.</li> </ul>			1	5	5

General travelling to and from work	All Staff	Exposure to Coronavirus - Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>All staff to limit their use of public transport and use only if it is absolutely necessary and to implement social distancing 2m wherever possible.</li> <li>Use of private single occupancy vehicles.</li> <li>Continuing to follow any further government advice provided.</li> </ul>	1	4	4
Access and egress to site	Staff	Exposure to Coronavirus - Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>All staff to wash or clean their hands upon entering the buildings prior to commencing work. (Hand sanitiser placed at entrance points). Personal hand sanitiser provided.</li> <li>Covid 19 related signage</li> <li>Regular cleaning of door handles and handrails is carried out.</li> <li>2m distance to be maintained from other staff members at all times whenever possible.</li> <li>One way routes established where required and possible</li> <li>Doors to be wedged open to minimise contact where possible.</li> </ul>	1	4	4
Clocking in and out	Staff	Exposure to Coronavirus - Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> <li>Hands cleaned prior to use of clocking in stations (ie on entry to building as above)</li> <li>2M Separation at clocking in stations maintained at all times.</li> <li>Clocking in stations regularly cleaned.</li> </ul>	1	4	4

General Hygiene whilst at work	Staff	Exposure to Coronavirus - Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Hands washed thoroughly and regularly by using soap and water for at least 20 seconds</li> <li>Use of alcohol-based hand sanitiser if soap and water is not available.</li> <li>Avoiding touching face/eyes/nose/mouth with unwashed hands.</li> <li>Covering of a cough or sneeze with a tissue and disposal in a bin.</li> <li>Additional hand cleaning facilities to the usual welfare facilities and use of signage</li> <li>Regularly cleaning of the hand washing facilities and checking soap and sanitiser levels</li> <li>Suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> </ul>	1	4	4
Use of Toilets	Staff	Exposure to Coronavirus - Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Restriction of the number of people using toilet facilities to minimise contact (multi cubicle toilets).</li> <li>Cleaning hands <b>before</b> and <b>after</b> using the facilities.</li> <li>Use of signage</li> <li>Regular cleaning of toilets including door handles, locks and the toilet flush.</li> </ul>	1	4	4

Use of canteens and Kitchenettes	Staff	Exposure to Coronavirus - Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>• Dedicated eating areas have been identified on site.</li> <li>• Break times staggered and separated giving time to reduce congestion and contact when required</li> <li>• Hand cleaning facilities or hand sanitiser available in the rooms where people eat and used by workers when entering and leaving the area</li> <li>• Workers sit 2 metres apart from each other whilst eating and avoid contact with others</li> <li>• Drinking water is provided with enhanced cleaning measures of the tap mechanism introduced</li> <li>• All rubbish is put straight in the bin and not left for someone else to clear up</li> <li>• All areas used for eating are thoroughly cleaned including tables chairs, door handles and vending machines kettles microwaves and utensils regularly cleaned by onsite cleaner.</li> <li>• Only one person at a time permitted into kitchenettes in main offices.</li> </ul>	1	4	4
Workstations including office desks	Staff	Exposure to Coronavirus - Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>• Seating at desks is 2m apart</li> <li>• Screens fitted where required</li> <li>• Surface cleaner available</li> <li>• Where PC sharing is required using hand sanitiser before use.</li> <li>• Touch screens use hand sanitiser before use</li> <li>• Regular cleaning of keyboards and touch screens</li> </ul>	1	4	4



All general work activities On the shop floor	Staff	Exposure to Coronavirus - Serious ill-health conditions	4	5	20	<ul style="list-style-type: none"> <li>Staff limit face to face working and work facing away from each other whenever possible</li> <li>frequency of working within 2m is limited to an absolute minimum and is strictly low intensity, sporadic work where exposure to this distance is less than 15 mins</li> <li>supervision to monitor distancing is carried out</li> <li>Staff encouraged to speak up if there is a safer way of completing the task or if they have concerns</li> <li>Separation screens placed if needed</li> <li>Increased ventilation provided i.e. Windows opened, doors held open where possible. Lev replaces the air within the factory regularly.</li> </ul>	1	4	4
Suspected case whilst working	Staff	Exposure to Coronavirus - Serious ill-health conditions	2	5	10	<p>If a worker develops a high temperature or a persistent cough or suffers loss of smell or taste whilst at work, they should:</p> <ul style="list-style-type: none"> <li>Inform their area leader.</li> <li>Avoid touching anything.</li> <li>Return home immediately.</li> <li>They must then follow the government guidance on self-isolation and not return to work until their period of self-isolation has been completed and permission has been granted by the company to return.</li> </ul>	1	5	5

Meetings	Staff	Exposure to Coronavirus - Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"><li>• All meetings to be held remotely whenever possible using software.</li><li>• Rooms set with seating 2m apart</li><li>• No sharing of equipment, laptops pens etc.</li><li>• Hand sanitiser available</li></ul>	1	4	4
Delivery drivers	Driver	Exposure to Coronavirus - Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"><li>• Currently single driver on deliveries</li><li>• Regular cleaning of cab and touch points</li><li>• No sharing of equipment</li></ul>	1	4	4
Fits and POPT usage	Staff	Exposure to Coronavirus - Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"><li>• Use of hand sanitiser prior to usage if sharing</li><li>• Wipe down of touch points regularly</li></ul>	1	4	4
Note - PPE- (face masks are not beneficial as protection from COVID 19 outside of clinical settings as per government guidance) and therefore only masks used for prevention of dust exposure will be issued.  All other tasks remain the same within the business and any SWP or risk assessments still stand.									
LIKELIHOOD(L) = Guidance <b>1</b> Very Unlikely <b>2</b> Not likely <b>3</b> Likely <b>4</b> Regularly happens <b>5</b> Always happens SEVERITY(S) = <b>1</b> Minimal <b>2</b> Low <b>3</b> Moderate <b>4</b> Severe <b>5</b> Extreme									
Degree of Risk (DR) = Likelihood x Consequence. To reduce risk remember the following <b>1-Eliminate 2-Reduce 3-Separation 4-Safe systems of work</b> (including permits, sop's) <b>5-PPE</b> Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced. <b>17-25</b> (stop process and improve) <b>11-16</b> Tolerable (look to improve in specified time frame) <b>6-10</b> - Adequate <b>1-5</b> Acceptable (monitor). Note: - To add further rows of controls - Right click on last row and use insert (insert row below). Remember to sign and date on following sheet.									