

Risk Assessment Form in Relation Covid-19

Risk Assessment For:	Rectella International / Flexible Reinforcements
Assessment By:	Laura Ormerod / Steve Pattison / Paul Keighley – March 2020 – Amended April 2020, Amended June 2020
Approved By:	Paul Keighley
Details:	Covid-19 (Coronavirus) is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

What is the hazard?	Who may be at risk?	Identified areas of risks:	Modifications required to minimise risks:	Who will action each modification?
COVID-19, outbreak of communicable disease	<ul style="list-style-type: none"> Production Staff, Warehouse Staff, Office Staff, Visitors / Contractors, Delivery – Collection Drivers <p>As per .gov guidelines there is a group of people who are at an increased risk. Any employee who is within this group will have been advised by NHS England via letter or text. Such people are being advised to self-isolate for 12 weeks.</p> <p>Whilst the government have announced a change in social distancing, there are no changes to our social distancing measures & all staff must maintain 2mts whilst working onsite.</p>	<p>1. Production Line Workers – close proximity.</p>	<p>1. Production Line Staff to be made aware of the distancing required & to follow advice. Production Staff to look at implementing a space box in which each line operator stands to enable distancing & cover full operation of the line. 18.05.20 Yellow lines have been painted to ensure distancing.</p>	<p>1. Stephen White / Laura Ormerod / Liz Buckley daily updates</p>

		<p>2. Operators living with vulnerable or shielded persons</p> <p>3. Warehouse Staff & Drivers coming to site</p> <p>Shared Areas:</p> <p>4. Smoking areas</p>	<p>2. If any operator lives with a vulnerable person, & are required to be onsite, they will be supplied with PPE, be considered for a bubble ensuring the same people work together & will have staggered breaks set out by line managers.</p> <p>3. Warehouse Staff should not handle keys or paperwork from the drivers. On each loading dock there are boxes in which drivers are asked to leave their keys & paperwork. To provide hand sanitiser or wipes for drivers to use before/after they have put keys & documents in the boxes.</p> <p>To minimise the quantity of people in each area:</p> <p>4. Split breaks, to reduce the number of employees out at one time. If split breaks are not possible, then other areas are available (office canteen, outside area & Pyes meeting room) 18.05.20 – All smokers are social distancing when in smoking areas.</p>	<p>2. Managers</p> <p>3. Cheryl Wood / Warehouse</p> <p>4. Stephen White</p>
--	--	--	--	--

		<p>5. Kitchen areas / Canteen</p>	<p>5. Split breaks, to reduce the number of employees in the area at one time. If split breaks are not possible, then other areas are available (office canteen, outside area & pyes meeting room)</p>	<p>5. Stephen White</p>
		<p>6. Toilets</p>	<p>6. Extra checks by cleaning staff. Employees to be reminded of the hygiene policies in place & that personal hygiene includes keeping these areas as they would wish to find them.</p>	<p>6. All</p>
		<p>7. Meeting Rooms</p>	<p>7. Meetings are not to take place until further notice within Pyes or Reception Room. Virtual meetings can however take place online.</p>	<p>7. All</p>
		<p>Surfaces:</p>	<p>To ensure clean surfaces</p>	
		<p>8. Door Handles</p>	<p>8. Cleaning staff to clean door handles more frequently & to be added to the daily checks.</p>	<p>8. Cleaning Staff / Stephen White</p>
		<p>9. Shared Tables</p>	<p>9. Employees to be advised not to share tables.</p>	<p>9. Laura Ormerod (this document)</p>
		<p>10. Shared Phones</p>	<p>10. Employees to be advised not to share mobile phones</p>	<p>10. Laura Ormerod (this document)</p>

			&/or office phones.	
		11. Shared pens / other	11. 18.05.20 Employees to be advised not to share pens or other items.	11. Laura Ormerod (this document)
		12. Light Switches	12. Light switches to be cleaned more frequently & to be added to the daily checks.	12. Cleaning Staff / Stephen White
		13. Vending Machine	13. To agree that a Do Not Use sign is to be put up until further notice.	13. Laura Ormerod / Stephen White
		14. Soap	14. To issue each operator their own bar of soap, which they will be responsible for. 18.05.20 KS is topping up soap & wipes on a weekly basis.	14. Laura Ormerod / Stephen White
		15. Clocking In system	15. Cleaners to wipe more frequently & to be added to daily checks. 18.05.20-Yellow lines have been added to this area for social distancing.	15. Cleaning Staff / Stephen White
		16. Office staff – close proximity.	16. Majority office staff are now working from home with exceptions. Office staff who do not work from home are to follow the guidelines on distancing.	16. All
		17. Reception Staff	17. Reception staff to remain	17. Reception Staff

			<p>cleaning that has been implemented around the reception area at the frequency agreed. An air purifier to be given to reception staff.</p>	
		18. Visitors onsite	18. Unless there are emergency contractors onsite &/or statutory machine requirements, there should be no external visitors until further notice.	18. All
		19. First Aiders	19. First Aiders to be reminded of their own safety if anyone requiring first aid has symptoms.	19. Laura Ormerod (this document)
		20. Home Workers	20. All staff working from home to be sent The British Safety Councils - Home Working, Mental Health Tips leaflet.	20. All Managers to send
		21. Masks provided	21. Guidance has been sent & briefings completed. Masks are available should anyone want or need.	21. Laura Ormerod
		22. Printers / scanners / filling cabinets & any other areas touched by numerous employees	22. Any equipment used must be wiped down before & after use. Wipes are available to do this.	22. All

		<p>23. Transition from day shift to twilight shift</p> <p>24. Smoking areas update</p> <p>25. Canteen area & kitchen update</p> <p>26. Filler on the BBQ line</p> <p>27. Glove collection & depositing in bins</p> <p>28. Engineering workshop</p> <p>29. Production Office Update</p>	<p>23. Day shift staff must leave at 5.15 when their shift has finished to avoid contact with the twilight shift.</p> <p>24. Staff using these areas to adhere to the distancing rules & not to move chairs closer than 2mt. Additional smoking shelters will be obtained.</p> <p>25. 1 person at a table at one time. There are 4 microwaves in the kitchen area, which we are looking at alternative locations for. Face masks are to be used in the area in the short term.</p> <p>26. Anyone undertaking the role of filling up is now required to wear a face mask when undertaking this role.</p> <p>27. Rotation of when gloves are obtained has been put in place.</p> <p>28. The engineers have now split locations to minimise the time spent together.</p> <p>29. Production office has now been limited to 2 people.</p>	<p>23. All production staff & random checks</p> <p>24. SC / LO / All</p> <p>25. All production staff / LO / SW</p> <p>26. Production operatives</p> <p>27. Supervisors / Production Operatives</p> <p>28. Engineers</p> <p>29. SW / All</p>
--	--	---	--	---

			Despatch have moved & set up in the despatch office in WH4.	
--	--	--	---	--

Existing Control Measures:

- Existing Risk Assessments are in place for all areas of the business, including First Aid provisions. These are available to assess at any time if required. **Who: Laura Ormerod**
- Any GP advice & treatment that any staff member receives must be advised to the business & strictly followed (for example, a vulnerable person being advised to isolate for 12 weeks) **Who: All**
- Extra cleaning has been implemented. **Who: Cleaners / Reception / Stephen White.**
- Adjustments to the workplace / location of work for office staff. **Who: All office staff.**
- Review of hours if required. **Who: All Staff / Managers / Paul Keighley.**
- Additional support available for information on wellbeing / other. **Who: Laura Ormerod.**
- Soap has been issued to all operators to use as personal. **Who: Operational Staff**
- Breaks &/or areas have been staggered. **Who: Stephen White / Cheryl Wood**
- Drivers are not handing keys or paperwork in; they are being left in designated location. **Who: Cheryl Wood**
- Distancing measures in reception have been implemented & are to continue. **Who: Reception**
- Working from Home Mental Health Tips Leaflet sent to all managers this morning & are to forward over to their staff members. **Who: Laura Ormerod / All Managers**
- Guidance has been sent to office staff on office requirements. **Who: Laura Ormerod / Managers**
- Guidance has been sent on the track & trace system. **Who: Paul Keighley / Laura Ormerod**

This assessment is a special assessment to keep updated on the COVID-19 status for Rectella International / Flexible Reinforcements. The risk assessment is to be reviewed on a regular basis or sooner if any significant changes happen.

Date of next review:	As & when required
----------------------	-------------------------------

Comments:

- **WASH YOUR HANDS FREQUENTLY**
- **MAINTAIN SOCIAL DISTANCING**
- **AVOID TOUCHING EYES, NOSE & MOUTH**
- **PRACTICE RESPIRATORY HYGIENE (cover your mouth & nose with a bent elbow or tissue if you cough or sneeze, dispose of tissues immediately)**
- **IF YOU HAVE A FEVER, COUGH & DIFFICULTY BREATHING SEEK MEDICAL CARE. DO NOT COME INTO WORK & NOTIFY YOUR MANAGER.**
- **STAY INFORMED & FOLLOW ALL ADVICE**

Please can all employees read this document & any points that are not clear / understood are to be raised with Laura Ormerod.

Email: ormerodl@rectella.com

Phone: 07887 541043

or

07949918600

Risk Rating
HIGH