|  |
| --- |
| RISK ASSESSMENT **Area’s Assessed: Riverside Site Rev: 6****Assessed by: J Garner** **Date: 04/11/2020** |
| **TASK** | **Hazards**  | **Risks & Who is at risk** *.* | **Controls in place(Include Engineering, Administrative and PPE)** | **Improve control measures and time scale.**  |
| Before leaving home | Employee with persistent cough or high temperature | Passing on virus to employees within the factory | Employee must get a Covid test and not come into work. The employee must inform their manager of the result of their test. If the test is negative they may resume work | Employees to follow current Government guidelines on testing and trace and track |
|  | Employee living with other people with persistent cough or high temperature | Passing on virus to employees within the factory | Employee to stay at home for 14 days | Employees to follow current Government guidelines for testing and track and trace |
| Travelling to work (car sharing with others not from same household) | Contracting virus | Passing on virus to employees within the factory | Employees advised not to car share with others not living in the same household | NHS poster displayed on main noticeboards to advise employees on travelling safely |
| Once at work, taking journeys off site | Contracting virus | Passing on virus to employees within the factory  | Employees advised not to take unnecessary journeys offsite in their own vehicles. Travelling to and from Haven to Riverside is permitted, but with no unnecessary stops in-between | Employees should only travel with their own work bubbles. Windows should be opened fully and those travelling should sit as far away from each other as is possible, depending on the vehicle. Sanitizing wipes are to be in each vehicle for use after each journey to wipe key areas of the vehicle. Gloves are provided. Masks are provided for Parkinson’s delivery drivers  |
| Arriving at work(entering the building) | Contracting virus | Passing on virus to employees within the factory | Using card to enter building will be suspended, entrance door opened at key times to minimize unnecessary door handling | Portable wash stations are available on entry to the main staff entrance for hand washing on arrival and before departure from the building |
| Arriving at work | Contracting virus | Passing on virus to employees within the factory |  | Employees must wash hands before entering the shop floor area, using toilets or hand wash stations |
| Working in office | Contracting virus |  | Employees to work from home or split home/office working where possible | Perspex screens have been installed for face to face working where this is unavoidable |
| Working in office(where there is no alternative) | Contracting virus | Sitting close to other employees | Desk spacing implemented, so no employees are working face to face. Employees to be reminded daily to observe social distancing government advice. Signage to show government advice on minimizing coronavirus risks displayed. Perspex screens installed for face to face working, where this is unavoidable. | Contractor has visited the site to service and disinfect all air conditioning units. If Covid were to be found in any office employee, as per contractor advice, air con unit to be switched off an not used until unit has been re disinfected. Air con units are to be used as sparingly as possible, it is recommended that the units are operated when staff levels are at their lowest and used on a low fan setting |
|  |  | Touching shared facilities/equipment | Sanitizing station located in offices. Wipe down any shared facilities/equipment before each use. Gloves are available to every employee to be used if required |  |
| Working in office(where there is no alternative, movement around area) |  | Close contact with other employees | Walkway marked out. Cordoned off areas to prevent colleague’s intrusion of space. Employees to be reminded daily to observe social distancing advice |  |
| Storage of personal belongings(bags, coats) | Contracting virus | Passing on virus to employees within the factory |  | Employees to observe social distancing advice, staff must not loiter or congregate in the coat rack/ locker areas |
| Clocking in | Contracting virus | Passing on virus to employees within the factory |  | Employees to observe social distancing advice when proceeding to the clock machine. Once clocked in, employees are advised not to congregate in the shop floor area |
| Before starting work, shop floor | Contracting virus | Passing on virus to employees within the factory |  | Employees should wipe down key areas of their work space, bench tops, personal tooling. Sanitizing station located on shop floor |
| Using toilet facilities | Contracting virus | Passing on virus to employees within the factory | Notices are displayed on all toilet entrances to indicate the limit of people in that toilet area.Government advice on correct handwashing technique is displayed near al basins | Where urinals are next to each other, one has been made out of order |
| Using canteen facilities(movement to and from) | Contracting virus | Passing on virus to employees within the factory | Employees to observe social distancing advice at tea/lunch breaks preventing crossing of employees.Employees advised that canteen facilities are only available before work and at specified break times. No entry permitted at other times | Movement one way flow introduced and advised to employees. Exit from the canteen is by one way system to the outside of the building. Walkway has been paint marked from the canteen back into the building.Doors to canteen are to be fully opened at the designated break times and are to be closed again afterwards. The opening of these doors have been advised to the fire party with extra measures put in place in the event of a fire |
| Using canteen facilities | Contracting virus | Close contact with other employees | Canteen capacity limit signs are displayed outside each canteen area. Seating has been arranged so that only 2 people sit diagonally at each table. This also applies to outside seating and smoking areas.Sitting in personal vehicles for tea breaks/ lunch is recommended.Employees are advised of extra wiping of communal areas throughout the day | Tea break/lunch rota’s have been introduced and have been advised to all employees. These are displayed on the canteen door |
| Working in factory(where there is no alternative) | Contracting virus | Passing on virus to employees within the factory |  | From 26/10/2020 shift hours resumed to allow for extra spacing of work stations |
| Working in terminating area (individual work benches) | Contracting virus | Sitting close to other employees |  | Seating removed every other work station. Employees to be reminded daily to observe social distancing government advice. Signage to show government advice on minimizing coronavirus risks displayed in all areas of the factory |
|  |  | Touching shared tooling |  | Sanitizing station located next to tool storage. Wipe down tool with sanitizer/wipes before each use. Sanitizer located at the end of each terminating row. Gloves are available to every employee to be used if required |
| Working in terminating area (machines) |  | Sitting close to other employees | Every other machine taken out of use. Sanitizing station located next to tool storage. Wipe down screens/buttons before each use of machine | Machine area has now been extended to allow social distancing rules to be observed |
| Working in terminating (movement around area) |  | Close contact with other employees |  | One way flow around main aisles. Employees to be reminded daily to observe social distancing government advice. |
| Working in laying  | Contracting virus | Close contact with other employees |  | Bottom end of layout boards are permanently set out, spacing adequate. Top end layout is flexible. Employees to be reminded daily to observe social distancing government advice |
|  |  | Touching shared tooling/pre-cut components |  | Sanitizing station located at end every laying aisle. Wipe down tool/board. Gloves are available to every employee to be used if required |
| Working in laying (movement around area) | Contracting virus | Close contact with other employees | One way flow around main aisles. Limit to one person on stairways. Employees to be reminded daily to observe social distancing government advice | One way flow on stairways implemented, signposted and advised to employees |
| Consulting with section leaders | Contracting virus | Close contact with other employees | Perspex screen fitted to section leader station to allow interaction whilst maintaining protection. Gloves are available to every employee to be used if required | Separate meeting rooms are available for any personal conversations, which cater for social distancing |
| Movement around main factory areas | Contracting virus | Close contact with other employees | Employees to observe flow signs in main aisles. Limit to one person on stairways. Employees to be reminded daily to observe social distancing government advice | One way flow on stairways implemented, signposted and advised to employees |
| Working in cutting  | Contracting virus | Close contact with other employees |  | Cutting equipment has been assessed as spaced out sufficiently to ensure good distancing. Employees must not congregate in the cutting area |
|  |  | Touching shared equipment/tooling |  | Sanitizing station located in cutting section to wipe down equipment/tooling. Gloves are available to every employee to be used if required |
| Working in cutting(movement around area) |  | Close contact with other employees |  | One way flow around main aisles. Limit to one person on stairways. Employees to be reminded daily to observe social distancing government advice |
| Working in battery section | Contracting virus | Close contact with other employees | Seating removed every other work station. Employees to be reminded daily to observe social distancing government advice. Signage to show government advice on minimizing coronavirus risks displayed in all areas of the factory | Where employees are seated face to face, Perspex screen fitted |
|  |  | Touching shared equipment/tooling |  | Sanitizing station located in battery section to wipe down equipment/tooling. Gloves are available to every employee to be used if required |
| Working in battery section(movement around area) |  | Close contact with other employees |  | One way flow around main aisles Employees to be reminded daily to observe social distancing government advice |
| Working in testing area | Contracting virus | Close contact with other employees |  | Employees advised not to work face to face, test stations have been assessed as adequately spaced for distancing.Employees to be reminded daily to observe social distancing government advice. Employees must not congregate in testing area |
|  |  | Touching shared equipment/tooling |  | Sanitizing station located in testing section to wipe down equipment/tooling. Gloves are available to every employee to be used if required |
| Working in testing(movement around area) |  | Close contact with other employees |  | One way flow around main aisles Employees to be reminded daily to observe social distancing government advice |
| Working in knitting room | Contracting virus | Close contact with other employees |  | Only one person to work in the knitting room at any time |
|  |  | Touching shared equipment/tooling |  | Sanitizing station located in knitting room to wipe down on-off switches/tooling before use. Gloves are available to every employee to be used if required |
| Working in potting room | Contracting virus | Close contact with other employees |  | Only one person to work in the potting room at any time |
|  |  | Touching shared equipment/tooling |  | Sanitizing station located in knitting room to wipe down on-off switches/tooling before use. Gloves are available to every employee to be used if required |
| Working in conduit area | Contracting virus | Close contact with other employees |  | Only one person to work in the conduit area at any time |
| Working in stores | Contracting virus | Close contact with other employees |  | Computer stations rearranged so adequate distancing is achieved. Staff must not congregate in the stores area |
|  |  | Touching shared equipment/tooling |  | Sanitizing station located in stores to wipe down key boards/scanners/ switches/tooling before use. Gloves are available to every employee to be used if required |
|  |  | Serving on the counter/close contact with other employees | Requisition slips only to be taken to stores by section leaders and deposited in the designated box close to the stores. Employees are not to wait for parts at the counter, they will be delivered to the requester | Perspex screen fitted at stores desk, operatives should continue to put their request slips in the designated box unless the request is urgent |
| Working in stores(movement around area) |  | Close contact with other employees |  | One way system implemented on stairs and racking areas. Employees to be reminded daily to observe social distancing government advice |
| Working in goods in | Contracting virus | Close contact with other employees/outside delivery staff | Delivery/collection drivers are not to be permitted in the factory, except to use restroom facilities, where stores staff will escort individuals to designated toilet.Floor markings applied for deliveries to be put into. Parkinson’s employees are to remain 2m from any delivery parson. Signs displayed with instructions for collection/delivery drivers | Expandable barrier placed across goods in door to prevent unauthorized entry |
|  |  | Touching shared equipment/tooling |  | Sanitizing station located in stores to wipe down key boards/scanners/ switches/tooling before use. Gloves are available to every employee to be used if required |
| Working in goods in(movement around area) |  | Close contact with other employees |  | One way flow around main aisles. Limit to one person on stairways. Employees to be reminded daily to observe social distancing government advice |
| Taking recyclable cardboard to the bailer | Contracting virus | Close contact with other employees |  | Employees are only permitted to the bailer one person at a time, this is monitored by stores staff.Employees are advised to practice social distancing whilst in stores area |
| Consulting with production manager | Contracting virus | Close contact with other employees |  | Cordoned off area to prevent colleague’s intrusion of space.Personal discussions to be conducted in board room where social distancing can be maintained |
| Consulting with M Wilcox | Contracting virus | Close contact with other employees |  | Cordoned off area to prevent colleague’s intrusion of space. Personal discussions to be conducted in board room where social distancing can be maintained |
| Cleaning | Contracting virus | Touching all areas that require cleaning | Cleaning employees not to be in communal areas during break/lunch times.Cleaning employees to be reminded daily to observe social distancing government advice. Gloves are available for any employee that wants to use them.Whilst inside the factory, cleaning employees to follow any flow signs displayed | Full time cleaner employed to provide extra cleaning where needed.Cleaner has daily rota displayed in hallway to advise of what has been cleaned and when |
| Use of PPE | Contacting virus | All actions/areas | Gloves are available for any employee that wants to use them | In line with government guidance 11/05/2020, face masks have been assessed as not required as social distancing measures are in place to avoid close contact situations. Employees are however, free to bring in their own face coverings if they feel it is necessary. The exception to this rule is for Parkinson’s delivery drivers, who will be issued face masks for their protection whilst delivering to other companies |
| Clocking off | Contracting virus | Passing on virus to employees within the factory |  | Employees must not form an extended queue at the clock machine before the end of their shift. Floor markings at the approach mark out 2m spacing and should be adhered to.Employees are advised not to loiter in the coat rack area of the aisle, and not to congregate anywhere in the factory after clocking off |
| Clocking off(before leaving the factory) |  | Taking virus back to own household |  | Employees must wash hands before leaving the factory, using wash areas provided, using UK government advice technique |
| Leaving work(exiting the building) | Contracting virus | Taking virus back to own household |  | Using touch pad to exit building will be suspended, entrance door opened at key times to minimize unnecessary door handling |
| Visitors to Riverside facility | Passing on virus to Riverside employees | All employees | Visits from all parties is suspended unless necessary and by appointment only. Boardroom is to be used for all meetings, and to be sanitized after use.Essential workmen are to be allowed onsite, but must follow company Covid guide lines | Visitors should now book into facility using QR scanner code located at the main entrance, linking to track and trace |

|  |  |  |
| --- | --- | --- |
| Name of Person who conducted the assessmentJOANNE GARNER | Signature | Date04/11/2020 |