

Coronavirus Risk Assessment for Manufacturers

Location/Dept: Winn & Coales (Denso) Ltd – Chapel Road		Date Assessed: 19 May 2020			Assessed by: R. Darlow, B. Renzullo, A.Sweeney		
Task/ Activity: Manufacturing (coronavirus) – factories, plants and warehouses		Review Date: 1 June 2020			Reference Number:		
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Working in the office/ warehouse/ manufacturing area	Contact with persons suffering from coronavirus	Employees Contractors Visitors	<p>Employees are instructed to work from home if their work allows them.</p> <p>If an employee or known visitor tests positive for coronavirus, all staff who have been in contact with that person or who work in the relevant areas will be instructed to quarantine themselves while further advice is sought from the Public Health England local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> All surfaces and objects which are visibly contaminated with body fluids; and All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. 	4	3	12	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>

			<p>Social distancing to be implemented in all environments. Members of staff instructed to keep two metres away from each other at all times.</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				
Working in the office/ warehouse/ manufacturing area	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Employees are instructed to work from home if their work allows them.</p> <p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to quarantine themselves.</p>	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>

Working in the office/ warehouse/ manufacturing area	Contact with packages or items handled by persons who may have been exposed to coronavirus	Employees Contractors Visitors	All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.	3	2	6	Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible. Control measures will be revised and updated when the latest government guidance is released.
	Disposal of waste that may be contaminated by a coronavirus sufferer		All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste. Removing of waste and belongings at the end of the shift.	3	2	6	

Working in the office/ warehouse/ manufacturing area	Contracting and spreading of infection		<p>Basic infection controls should be followed as recommended by Public Health England:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Hand sanitiser available at entry and exit points and washrooms. • Hand towels provided as a replacement for hand driers. • Try to avoid close contact with people who are unwell. • Increased cleaning and disinfecting of frequently-touched objects and surfaces (door handles, pumps handles, printers, control panels, etc.). • Increased cleaning frequency – interrupt production in order to wipe down/clean busy areas, washrooms. Cleaning of shared equipment after usage – pallet trucks, forklift trucks, manual handling aides, etc. • Staff advised to bring their own food to work. • Staff canteen follows guidance of social distancing. • Do not touch your eyes, nose or mouth if your hands are not clean. 	4	3	12	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>
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			<p>Meetings held outdoors (where possible). Shift briefings conducted using good social distancing measures.</p> <ul style="list-style-type: none"> • Reduction in lift maximum capacities, hand sanitiser provided at entrances and the encouragement to use the stairs (where practicable). Lifts have floor markings to demonstrate safe usage, i.e. facing away from other persons. • Poster/guidance for employers (business & guidance) displayed. Signs and posters displayed to encourage and promote good hand hygiene, avoiding touching your face and using the upper arm of your sleeve where tissues are no available. • Employees working from home as a first option. • Management regularly monitor activity time to ensure that this is as short as possible. • Only where it is not possible to move work areas further apart are screens and barriers used to separate people working. • This assessment is shared with all employees and published on our website (if more than 50 employees). • Reasonable adjustments made for those staff with protected characteristics. • Clear arrangements set out for delivery drivers for social distancing. 			
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		<ul style="list-style-type: none"> • Local review of the need for PPE for normal operations and COVID-19. • No compulsory requirement for face coverings. Where staff choose to wear face coverings, they will be encouraged to regularly wash their hands before putting them on / taking them off and to wash the face covering regularly. • Ongoing engagement with trade unions / employee representatives. <p>Persons worried about symptoms should call NHS 111, and NOT go to their GP or other healthcare centre.</p> <p><i>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i></p>				
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<p>Working in the office/ warehouse/ manufacturing area</p>	<p>Contact with visitors/contactors to site</p>	<p>Employees Contractors Visitors</p>	<p>All contractors expected to complete the Contractor Checklist found on the Ellis Whittam Coronavirus Advice Hub.</p> <p>Contractors only allowed on site if the work cannot be completed at another time.</p> <p>Contractors instructed to keep two metres away from all other persons at all times.</p> <p>Contractors provided with handwashing facilities.</p> <p>Contractors supervised at all times.</p>	<p>2</p>	<p>2</p>	<p>4</p>	
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PLEASE SEE DAILY MONITORING CHECKLIST ON PAGE 13

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Bi-Weekly Monitoring Checklist

ENSURE THAT YOU HAVE:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from Public Health England		Andrew Sweeney	
Reviewed and updated the risk assessment to incorporate any changes to the guidance		Andrew Sweeney	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available		R.Darlow/S.Hashmi	
Identified and implemented the (new) recommended control measures		A.Sweeney/R.Darlow	