

HEALTH AND SAFETY MANAGEMENT SYSTEM

Risk Assessment Template HS-FR-01-02

Company name: Burleigh Offices and Factory – Covid 19

Date of risk assessment: 14/12/2020 **Issue 5**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Contracting Covid 19 from other employees or visitors	Employees may catch Covid 19 from someone who is infected but asymptomatic	<p>Self-isolation for anyone with: Covid-19. Covid-19 symptoms. A family member (or support bubble member) with Covid-19 or Covid-19 symptoms. Travelers returning from overseas destinations outside of a UK Gov approved travel corridor. Isolate for the period specified by track and trace or the NHS Covid-19 app. This is usually 10 days from first symptom, a positive test, or contact with a person with Covid-19 or symptoms.</p> <p>No 'high risk' individuals on site without specific controls.</p> <p>Minimal group briefings.</p> <p>Ask people to carry tissues to catch coughs and sneezes.</p> <p>Staggered breaks and minimizing numbers in canteen.</p> <p>Encourage employees to work from home wherever possible (or minimize hours on site).</p>	<ul style="list-style-type: none"> • Introduce temperature monitoring conditional to site entry. • Maintain 2m social distancing at all times. • Introduction of one-way systems to minimize employees crossing face to face. • Set up and use of hand-sanitizer stations. • Staggered shifts therefore minimizing numbers entering and exiting site at any one time. • Cessation of clocking in and out of site to remove queues. • Introduction of signage to remind people to keep >2m apart and wash hands regularly. • Ask employees to wash/sanitize hands when arriving at site. • Allow employees to wash hands as often as required. • Arrangements for anyone unwell at work to isolate in a meeting room, and seek management assistance by telephone. • All employees to sit alone during breaks in the canteen. • Staggered breaks introduced. • Encourage employees to go outside for breaks. • Stop factory tours and non-essential visitors to site. 	Operations Director	Prior to restart of factory	Complete

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	Potentially vulnerable individuals, e.g. BAEM, high BMI (over 40), the over 65's, people with underlying health conditions (for instance diabetes).		<ul style="list-style-type: none"> • Toilets to become '1 in and 1 out' for all employees. • Shift teams standardized where possible to minimize social interaction. • Doors – keep open where possible to minimize handle touching and encourage air flow. • Supply non-sterile face masks for employees who have difficulty observing 2m social distancing rule, or if requested • Do not hold meetings in enclosed spaces. • Office and meeting room limits imposed – number of staff. • Hot desks – equipment to be sanitized before and after use. • Smoking shelters – allow 1 person maximum at any one time. • Work from home where possible, or if physically on-site they should work in the safest available roles, enabling them to stay 2m away from others at all times. 			

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Contamination with Covid-19 from surfaces	Employees may catch Covid 19 from a surface, e.g. a door handle, etc.	Standard cleaning procedures.	<ul style="list-style-type: none"> Doors kept open or regular cleaning of door handles, entry and exit points. Machine surface cleaning each shift using detergent. Enhanced hand washing regime. 	Operations Director	Prior to restart of factory	Complete
First aid treatment of other employees	First aid staff may contract Covid 19 if they treat someone who has the infection.	Standard First Aid at Work infection control procedures, e.g. use of gloves, etc.	<ul style="list-style-type: none"> All first aiders to wear an FFP2 mask, disposable gloves, eye protection and disposable apron when giving first aid. Wash hands after administering first aid. All first aiders must avoid mouth to mouth contact when carrying out CPR; use chest compressions only until an AED or the emergency services arrive. 	Operations Director	Prior to restart of factory	Complete

Assessment By:	Dean Barlow
Signed:	