

# General Risk Assessment Landscape Report



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|------------------------------------------|-----------------------------------------------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reference</b>                         | 187                                                             | <b>Risk Assessment Description</b>  | Risk assessment in response to new health risks associated with the Covid-19 global pandemic. The risk assessment focuses on the areas outlined in the UK Governments guidance document "Working Safely During Coronavirus (Covid-19)" for factories and warehouses published on 11th May 2020.<br><br>Our site was closed, in line with Government guidance, to protect all employees from 25th March 2020 and reopened on 27th April 2020 for a limited number of employees. |
| <b>Assessment Date</b>                   | 15/05/2020                                                      | <b>Publish To Portal</b>            | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Assessor Name</b>                     | Steven West                                                     | <b>Risk Assessment Title</b>        | Covid-19 Risk Assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Assessment Team Members</b>           | Completed in conjunction with Graham Jones.                     | <b>Review Date</b>                  | 15/05/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Project Risk Assessment Reference</b> |                                                                 | <b>Overall Potential Risk Level</b> | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Project Reference</b>                 |                                                                 |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Org Unit</b>                          | Make Business -> Anthony Bowmer -> Armac Martin                 | <b>Overall Residual Risk Level</b>  | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Location</b>                          | Armac Martin, 160 Dollman Street, Duddeston, Birmingham, B7 4RS | <b>Number Of People Exposed</b>     | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Risk Assessment Category</b>          | Process                                                         | <b>People Exposed</b>               | All employees, contractors and visitors to site.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Date Record Created</b>               | 15/05/2020                                                      |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| Hazard Category & Hazard Description(s)                            | Persons At Risk & How Is Person At Risk                                                                                                                                                                                                                  | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | L              | S           | R                | Additional Control Measures | L              | S           | R                |
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| Biological Hazards<br>Coronavirus (Covid-19)<br>First Aid Measures | All employees, contractors and visitors to site. First aiders might not be able to social distance if they need to get close to a person to treat them. This could put both the first aider and person receiving first aid at risk of catching Covid-19. | <p>First aiders are asked to support an individual needing treatment from a safe distance of 2m if possible.</p> <p>Before providing first aid, first aiders are required to thoroughly wash their hands and wear the disposable gloves, provided in first aid kits, to avoid skin to skin contact and to prevent contamination of medical supplies such as dressings.</p> <p>Anyone supporting a first aider needs to maintain a safe distance of 2m at all times.</p> <p>Following first aid, the area is to be cleaned using disinfectant or anti-bacterial spray. Any waste produced from first aid is to be disposed off safely.</p> <p>A face shield is worn by the first aider when they are not able to treat someone from a safe distance of 2m.</p> <p>The first aider will clean the inner and outer surface of the face shield after use with anti-bacterial or disinfectant spray and a non-abrasive cloth.</p> <p>First aiders have been instructed on the new procedures and given a document listing them. First aiders have been informed of the new CPR guidance given by St.John's ambulance.</p> | 1 - Negligible | 3 - Harmful | 3 - Minimum Risk |                             | 1 - Negligible | 3 - Harmful | 3 - Minimum Risk |

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| <p>Biological Hazards<br/>Coronavirus (Covid-19)<br/>PPE</p>                         | <p>All employees, contractors and visitors to site.<br/>At present all members of the workforce are under risk of catching corona virus.</p>                                                   | <p>All employees must continue to use the PPE they are currently required to wear as part of their role.<br/>No additional PPE is used at present.<br/>Additional PPE may be considered, in line with Government advice, where it is considered necessary for the protection of everyone on site, or where it helps reduce risk for any employee at higher clinical risk.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>1 - Negligible</p> | <p>3 - Harmful</p> | <p>3 - Minimum Risk</p> |  |  |  |  |
| <p>Biological Hazards<br/>Coronavirus (Covid-19)<br/>Keeping the workplace clean</p> | <p>All employees, contractors and visitors to site.<br/>At present all members of the workforce are under risk of catching corona virus. It is thought that virus can survive on surfaces.</p> | <p>All employees are advised to use their own equipment as much as is reasonably practical.<br/>If possible, employees are asked to use disposable gloves when using shared equipment. If not possible they are asked to clean the equipment after use.<br/>Extraction units take the air out of the building and roller shutter doors are left open when convenient and safe to keep a flow of air.<br/>Employees are responsible for keeping their own work spaces clean and tidy. They are advised to clean their workstation at the end of every shift.<br/>In common areas, antibacterial cleaning spray and disposable blue roll is provided for cleaning down used items and surfaces.<br/>All employees are asked to close the toilet lid before flushing.<br/>Common areas are cleaned by a cleaner every day.<br/>Employees are asked to clean items or surfaces using the cleaning supplies provided.<br/>All employees have been asked to wash their hands regularly and use the hand sanitiser conveniently located around the building.<br/>Our supplier has confirmed</p> | <p>1 - Negligible</p> | <p>3 - Harmful</p> | <p>3 - Minimum Risk</p> |  |  |  |  |

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|  | <p>that our hand sanitiser is effective for it's purpose. Goods in wear gloves when handling items. Every packing bench has it's own bottle of hand sanitiser and warehouse operatives are asked to routinely sanitise their hands throughout the day to reduce the risk of Covid-19 getting onto our product or packaging. Also see the social distancing section of this risk assessment.</p> <p>A cleaning schedule is in place, to clean commonly used areas throughout the day, these include door handles, pulls, rails and bannisters.</p> |  |  |  |  |  |
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| <p>Biological Hazards<br/>Coronavirus (Covid-19)<br/>Visitors and Contractors</p>  | <p>All employees, contractors and visitors to site.<br/>At present all members of the workforce are under risk of catching corona virus. The virus can travel through the air up to a distance of 2m, therefore it is important to maintain social distancing and keep 2m apart (in accordance with Government advice).</p> | <p>Only essential visitors are allowed on site, for example for essential maintenance or installation of safety equipment.<br/>Visitors to site must be approved by a Director and are given a time slot to ensure only one visitor is on site at a time.<br/>Visitors are asked to sign in, complete a Covid-19 visitor declaration and are advised of the additional safety procedures in operation to reduce the risk of spreading and catching Covid-19. Visitor temperature is tested using a non-contact device.<br/>Non essential visitors may meet with employees using online technology such as web conferencing. Web conferencing software is available for employees to use.<br/>Delivery or collection drivers must buzz in and speak to stores, who will allow them onto the premises. Only one delivery or collection visitor is allowed on site at one time. They are asked to stay in the goods in/out yard rather than come into the building.</p> | <p>1 - Negligible</p> | <p>3 - Harmful</p> | <p>3 - Minimum Risk</p> |  |  |  |  |
| <p>Biological Hazards<br/>Coronavirus (Covid-19)<br/>Social Distancing at Work</p> | <p>All employees, contractors and visitors to site.<br/>At present all members of the workforce are under risk of catching corona virus. The virus can travel through the air up to a distance of 2m, therefore it is important to maintain social distancing and keep 2m apart (in accordance with Government advice).</p> | <p>Employees attending the workplace are encouraged to drive alone in a personal motor vehicle, walk or cycle to work. Car parking and a bike rack are provided.<br/>Clock in and out machines operate using facial recognition, no touch is required.<br/>Staggered start and finish times are in effect. Floor markers mark 2m for employees leaving the building.<br/>Employees and visitors are asked to use the hand sanitiser at the main entrance before entering and when</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>1 - Negligible</p> | <p>3 - Harmful</p> | <p>3 - Minimum Risk</p> |  |  |  |  |

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leaving the building.  
Where walkways and staircases do not easily enable social distancing, one way systems have been implemented. The entry points of one way system have been clearly labelled and arrow signage added to the floor of walkways. They are marked with high visibility red and white tape.

Only two employees may use a bathroom at any one time. A white board system is used to allow employees to move a marker to identify if they are in the bathroom. Middle sinks, hand dryers and toilets have been marked out of use so employees maintain social distancing.

Tables in break areas have been separated and no more than 2 people are allowed on large tables and one person on a small table to maintain social distancing. Each table has anti- bacterial spray and tissue. Employees are asked to clean the table after use. Employees are encouraged to take breaks alone in their vehicle where possible.

Employees returning to work or visitors to site are inducted onto site and informed of the new measures and procedures in place.

Employees are asked not to travel around the building unless essential.

Select pieces of machinery and equipment are out of use to maintain social distancing measures.

Employees are asked to use their own equipment and hand tools as much as physically possible.

Only one person may enter the lift at any one time.

The assembly department have been moved into the old

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|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|------------------|---------------------------------------------------------------------------------------------------------------------------|--|--|--|
|                                                                                        |                                                                                                                                                                                                                                                         | warehouse in order to maintain social distancing in the current warehouse.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |             |                  |                                                                                                                           |  |  |  |
| Biological Hazards<br>Coronavirus (Covid-19)<br>The workforce and workforce management | All employees, contractors and visitors to site.<br>At present all members of the workforce are under risk of catching corona virus.<br>Employees with clinical conditions can be at higher risk of becoming significantly ill if they catch the virus. | <p>All employees were placed on furlough between 25th March 202 and 27th April 2020 to reduce their risk of catching corona virus.</p> <p>Clinically vulnerable and clinically extremely vulnerable employees have remained on furlough until we deem the workplace safe for them to return or the Government advises it is safe for them to return to work.</p> <p>A select number of factory employees have returned to work since 27th April 2020. This is the number we have gauged as sufficient to conduct our day to day operations, in a safe manner, whilst adhering to social distancing measures. We will review this number on a weekly basis and follow Government advice.</p> <p>All employees have been advised of the symptoms of corona virus and are aware that if they or someone in their household exhibit symptoms, they are not to attend the workplace and need to notify us. Where possible and available we will ask employees to seek a test. If the test results are negative they may return to work. If they are positive, we will ask them to remain in isolation for the correct period advised by the UK Government.</p> <p>Office workers who have been taken off furlough leave are working remotely to reduce the risk of infection.</p> <p>We have taken extra steps to provide remote workers with software and equipment to safely allow them to conduct their roles remotely. Regular online meetings are</p> | 1 - Negligible | 3 - Harmful | 3 - Minimum Risk | Review government advice on a weekly basis to determine whether it is safe for more employees to return to the workplace. |  |  |  |

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conducted and chat forums open to safeguard the mental health, physical health and personal security of remote workers.

Workers on furlough leave receive routine updates and communications from the business.

Workers in the factory have their temperature tested everyday using a non-contact device to ensure there is a lower risk of someone working with the virus.

Internal doors that are safe to be open (non fire-doors) have been wedged open to minimise contact with door handles and pulls.



**Assessment Conclusion**

Control measures have been implemented after review of Government advice and guidance. Our aim is to keep all employees and visitors on site safe.

**Signatures**